

# Albertus Magnus College

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DIVISION OF PROFESSIONAL AND GRADUATE STUDIES



## 2014–2015 COURSE CATALOGUE

New Dimensions Program

A Catholic College in the Dominican Tradition



# ALBERTUS MAGNUS COLLEGE



## Division of Professional and Graduate Studies

### New Dimensions Program

## Course Catalogue 2014–2015

#### **Albertus Main Campus**

700 Prospect Street  
New Haven, CT 06511

#### **East Hartford Learning Center**

111 Founders Plaza, 7th Floor  
East Hartford, Connecticut 06108

[www.albertus.edu/newdimensions](http://www.albertus.edu/newdimensions)

203-773-8505

1-800-394-9982

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*The contents of this catalogue were as accurate as possible at the time of printing. This catalogue is for informational purposes only and does not constitute a contract. The College reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Students should always consult with their academic advisor to confirm all information.*

# Albertus Magnus College

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## Statement of Mission

**The mission of Albertus Magnus College is to provide men and women with an education that promotes the search for truth in all its dimensions and is practical in its application. Founded by the Dominican Sisters of Peace, Albertus Magnus College, faithful to its Catholic heritage and the Judeo-Christian tradition, remains dedicated to providing an opportunity for learning which responds to the academic needs and ethical challenges of its students and of society.**

The mission of Albertus Magnus College derives from the intellectual tradition of the Dominican Order whose essential charism is the search for truth (*Veritas*). Reflective of the dedication and commitment to service of our founder and sponsor, we at Albertus assume responsibility for the fulfillment of our particular service as an academic community. Principles which guide our mission and purpose include the following:

- The College embraces the Liberal Arts tradition and is committed to a vibrant curriculum, including a General Education Program that is both scholarly and humanistically enlarging.
- The College encourages students to participate in academic internships, practica and relevant work experiences as preparation for meaningful careers.
- The College strives to bring together a richly diverse student body and cultivates an atmosphere of mutual respect and ethical behavior.
- The College fosters close, positive interaction between faculty and students, thereby offering broad opportunities for challenge and growth.
- The College provides an educational environment dedicated to enhancing each student's development, both as an individual and as a member of society.
- The College prepares students to become responsible, productive citizens and lifelong learners, encouraging them to contribute to their communities and to become moral leaders in a complex world.

## History

In 1924, the Dominican Sisters of Saint Mary of the Springs, who are now known as the Dominican Sisters of Peace, purchased an estate in New Haven, Connecticut, in an effort to found a women's college. A charter was signed on July 13, 1925, and the first classes at Albertus Magnus College were held on September 24, 1925 in Rosary Hall, the mansion on the property.

Since 1926, the College has acquired several mansions, which are used for student residences and administration. Rosary Hall now houses the College library. The latest constructions on campus include the Tagliatela Academic Center, Bree Common and the renovated Walsh Hall, which includes the St. Catherine of Siena Chapel. The Cosgrove, Marcus, Messer Athletic Center opened in 1989. This indoor sports and recreation center houses a pool, a gymnasium and indoor track, racquetball and volleyball courts, weight and dance rooms, and a new fitness center. The Center is part of the athletic complex featuring a soccer field, an outdoor track and tennis courts.

Albertus Magnus College became co-educational in all its programs in 1985. In the same year, the Continuing Education Division expanded its offerings for adult learners to include a pioneering Accelerated Degree Program (ADP). In 1994, the College introduced New Dimensions, an alternative educational delivery system focused on business, also for adult learners and including undergraduate and graduate courses.

In 1992, Albertus Magnus offered its first graduate program, the Master of Arts in Liberal Studies. Since then, the College has added nine graduate programs: Master of Arts in Art Therapy, the only degree of its kind in Connecticut; Master of Arts in Leadership; Master of Fine Arts in Writing; Master of Business Administration; Master of Science in Accounting; Master of Science in Education; Master of Science in Human Services; Master of Science in Management and Organizational Leadership; and Master of Science in Criminal Justice.

Today, Albertus has approximately 550 full-time traditional (day) undergraduates and nearly 1,700 adult undergraduate and graduate students from eight U.S. states and two international countries.

The College Board of Trustees was reorganized in 1969 so that 80 percent of its members are lay people; the others are members of the Dominican Sisters of Peace. The College remains true to its Dominican heritage and continues to be dedicated to the search for truth in all its dimensions.

### ***The Presidents of Albertus Magnus College:***

Sister Dolorita Carton, O.P. 1925–1929

Sister Isabel Oger, O.P. 1929–1935

Sister Anacletus Oger, O.P. 1935–1938

Sister Isabel Oger, O.P. 1938–1941

Sister Uriel Conlon, O.P. 1941–1944

Sister Mary Samuel Boyle, O.P. 1944–1947

Sister Irmira Longstreth, O.P. 1947–1949

Sister Coralita Cullinan, O.P. 1949–1953

Sister Lucia Deku, O.P. 1953–1956

Sister Marie Louise Hubert, O.P. 1956–1971

Dr. Francis Horn 1971–1974

Sr. Francis de Sales Heffernan, O.P. 1974–1982

Dr. Julia M. McNamara 1982–Present

## **The Albertus Magnus Community**

With its tradition of excellence, access and innovation, Albertus Magnus College serves students at various phases in their educational careers. The Traditional Undergraduate Program provides a semester-based undergraduate experience for residential and commuting students on our main campus in New Haven. A liberal arts foundation prepares undergraduates with the skills, knowledge and dispositions for building meaningful lives and careers.

The Division of Professional and Graduate Studies provides accelerated undergraduate and graduate degrees for adults who are balancing higher education with work and

family responsibilities. Adult learners choose between two programs, the New Dimensions Program and the Accelerated Degree Program, based on their learning styles and scheduling needs. Each program allows students to complete a 60-credit degree within two calendar years by taking one or two courses at a time during evenings, Saturdays or online.

## **The New Dimensions Program**

The New Dimensions Program schedules five, six, and eight-week courses, contingent upon program, in a continuous sequence. Full-time students take just one course at time and advance through a pre-planned program of study. Offered at our main New Haven campus and at our East Hartford Learning Center, the New Dimensions Program provides associate's degrees in Business Management and Liberal Studies; bachelor's degrees in Business Management, Criminal Justice, and Human Services; and master's degrees in Business Administration (M.B.A.) and in Management and Organizational Leadership (M.S.M.O.L.)

## **The Accelerated Degree Program**

Adult learners may enroll full-time or part-time in the Accelerated Degree Program, which offers a wide array of liberal arts and professional degrees on our main campus in New Haven. Students consult with their academic advisor in selecting courses and planning an individualized program of study. Full-time students typically take two courses per eight-week session.

## **Graduate Programs**

The Division of Professional and Graduate Studies offers master's degrees and post-graduate certificates through the New Dimensions Program, the Accelerated Degree Program, and in traditional semester-based schedules. Master's degree programs include: Master of Science in Accounting, Master of Arts in Art Therapy, Master of Business Administration, Master of Science in Education, Master of Science in Human Services, Master of Arts in Leadership, Master of Arts in Liberal Studies, Master of Science in Management and Organizational Leadership, Master of Fine Arts in Writing, and Master of Science in Criminal Justice. In addition, post-graduate certificates are offered in Addiction Counseling and in Advanced Alternative Preparation (AAP) for Literacy Specialist (non-credit). Please refer to the Graduate Course Catalogue or to [www.albertus.edu/graduate/](http://www.albertus.edu/graduate/) for further information.

## **Accreditation**

Albertus Magnus College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education, which serves as the regional accreditation agency for colleges and universities in the six New England states.

Accreditation by the New England Association indicates that the College meets or exceeds criteria for assessment of institutional quality periodically applied through peer review process. An accredited college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

NEASC accreditation is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation may be directed to:

Commission on Institutions of Higher Education  
 New England Association of Schools and Colleges  
 3 Burlington Woods Drive, Ste 100  
 Burlington, MA 01803-4514  
 855-886-3272  
 E-Mail: [cihe@neasc.org](mailto:cihe@neasc.org)

In addition to NEASC accreditation, Albertus Magnus College degree programs have specialized accreditation. Programs offered by the Department of Business Administration and Management (including the New Dimensions A.S.B.M., B.S.B.M., and M.B.A.) are accredited by the International Assembly for Collegiate Business Education (IACBE). The Master of Arts in Art Therapy Program is accredited by the American Art Therapy Association.

## Memberships

Albertus Magnus College holds institutional memberships including the following:

Alpha Sigma Lambda Honor Society  
 American Alumni Association  
 American Art Therapy Association  
 American Association of College Admissions Counselors  
 American Association of Collegiate Registrars and Admissions Officers  
 American Council on Education  
 Association of American Colleges and Universities  
 Association of Catholic Colleges and Universities  
 Association of Liberal Graduate Studies Programs  
 College Entrance Examination Board  
 Conference of Small Private Colleges  
 Connecticut Association for Continuing Education  
 Connecticut Conference of Independent Colleges  
 Connecticut Distance Learning Consortium  
 Connecticut United for Research Excellence  
 Consortium of Servicemember Opportunity Colleges  
 Council on Undergraduate Research  
 Council for Adult and Experiential Learning  
 Council for the Advancement and Support of Education  
 Council for the Advancement and Support of Education Affiliated  
 Student Advancement Programs



Council of Independent Colleges  
International Assembly for Collegiate Business Education  
National Association of Academic Advisors  
National Association of Foreign Student Advisors  
National Association of Independent Colleges and Universities  
National Catholic Educational Association  
National Collegiate Honors Council National Commission on Accrediting  
New England Association for Cooperative Education and Field Experience  
New England Faculty Development Consortium  
Northeastern Association of Graduate Schools  
Sigma Delta Pi National Hispanic Honors Society  
Student Veterans of America  
United States Association for Small Business and Entrepreneurship

## **The Tradition of Honor**

The ideal of honor is an integral and important part of college life at Albertus Magnus College. It enables students to develop personal integrity by assuming full responsibility for their actions. Its spirit and practice should extend to every aspect of college life. Students are expected to be honorable in all academic work and in their dealings with the College and with members of the community.

Students are expected to act within the tradition of honor and to follow all College rules and regulations.

## **Intellectual Honesty and Plagiarism**

A degree from Albertus Magnus College represents not only a high quality of intellectual achievement, but also the completion of the work in accordance with the highest standards of academic honesty and integrity.

Standards of academic honesty dictate that students will observe the following principles:

- The student's work shall be the result of his/her own effort
- The student shall give the appropriate acknowledgement of others' work that is cited in papers and/or presentations
- No paper or presentation may be offered in more than one course without permission of the instructor
- In completing written assignments, the student must work independently unless the instructor indicates otherwise.

## **Plagiarism**

Plagiarism is a serious offense against academic integrity and intellectual honesty. The appropriation of another's writing or work as one's own, including the use of specific words, phrases, or ideas, is dishonest and constitutes plagiarism. Use of any quotation, paraphrase, or summary from another author must be acknowledged and individually cited.

All incidents of plagiarism will result in a penalty and be promptly reported to the Director of Student Services. Penalties for first-time plagiarism are at the discretion of the instructor and at a minimum require a one grade penalty reduction, but may include failure of the assignment or failure for the course. An academic committee designated by the Director of Student Services will decide penalties for any incidents of plagiarism, after the first.

Students who have questions about plagiarism are encouraged to consult with their instructor or to visit the Writing Center at [www.albertus.edu/academic/services/writing-program/](http://www.albertus.edu/academic/services/writing-program/).

## **Student Code of Conduct**

Students are expected to treat each other, their instructors, and administrative staff with courtesy and respect at all times, and in all means of verbal and written communication. At no time should any individual be made to feel threatened or offended. The use of obscene, profane or offensive language, loss of temper, aggressive behavior, and disruptive outbursts are considered inappropriate and, therefore, unacceptable. Additionally, students are expected to adhere to all policies of Albertus Magnus College such as the policy on drugs and alcohol, the policy on sexual harassment, and the policy on racism and acts of intolerance. The Division of Professional and Graduate Studies reviews violations of the Code of Conduct on an individual basis. Failure to comply with the Code of Conduct may result in administrative withdrawal from the College.

# The New Dimensions Program

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The New Dimensions Program provides high-quality, accelerated professional degrees that are grounded in the liberal arts. Designed for adult learners who are balancing work and family responsibilities, the New Dimensions Program offers associate's, bachelor's and master's degrees in innovative time-compressed formats that feature pre-planned programs of study; streamlined registration; provision of books and educational materials; and individualized academic advising. Guided by distinguished faculty members with extensive experience in their fields, New Dimensions students learn from one another as they apply theoretical concepts to real world situations.

## Schedule

Students enter the New Dimensions Program throughout the calendar year. An academic advisor provides students with their schedule of courses and class meeting dates from the first class session until graduation.

New Dimensions students attend full-time by taking one course at a time, one class per week, in a continuous sequence. Each course is five, six, or eight weeks' long. New Dimensions courses are held either online or in a blended format (a combination of on-campus and online). In most programs, courses consist of one weekly four-hour class on-campus (evenings or Saturdays) and one weekly class online. By devoting approximately 24 hours per week to course work, including attending and participating in classes and completing course assignments, students are able to earn a 60-credit degree in approximately two years.

# Undergraduate Admission

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## Who May Apply

The New Dimensions Program welcomes applications from adult learners of all ethnic, racial, and religious backgrounds with a recommended age of 22 years or older. Prospective students may apply and begin classes throughout the calendar year.

## How to Apply

Applicants may apply online at [www.albertus.edu/newdimensions](http://www.albertus.edu/newdimensions) or in person at our main campus in New Haven or our East Hartford Learning Center. Admissions counselors are available to support applicants through the admissions process. To schedule an individual appointment, please call 203-773-8505; 1-800-394-9982; or e-mail [adults@albertus.edu](mailto:adults@albertus.edu).

## Admission Requirements

Undergraduate applicants to the New Dimensions Program must submit the following:

- A completed application and a \$35 non-refundable application fee
- For applicants with fewer than 60 prior college credits, an official high school transcript demonstrating graduation or presentation of a GED
- Official transcripts from all universities or colleges attended
- For non-native English-speakers, proficiency in the English language, as demonstrated by at least three years of successful academic work at a college or university using English as the primary language of instruction and evaluation, or a minimum TOEFL score of 550 on paper-based, 80 on internet-based, or 213 on computer-based
- Proof of immunization in accordance with Connecticut State requirements
- For online degrees, a Connecticut Driver's License or DMV Photo ID
- For applicants who intend to use Department of Veterans Affairs (VA) Educational Benefits
  - Military, university and college transcripts
  - Certification of Eligibility letter or, for reservists, Notice of Basic Eligibility
  - Veteran's Intent to Register form

Admissions requirements for master's degrees are specified below under the relevant master's degree program.

# Tuition and Fees

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## Tuition

Annual tuition and fees are reviewed in July and published online. For a current listing of tuition and fees and for policies and procedures related to payment, please visit [www.albertus.edu/admission-aid/business-office/](http://www.albertus.edu/admission-aid/business-office/). Payment of all tuition and fees is due seven days prior to the start of each course.

New Dimensions tuition and fees for the academic year 2014–15 are as follows:

### **Associate's Degrees**

Application Fee:	\$ 35.00 non-refundable
Registration Fee:	\$ 100.00 non-refundable
Graduation Fee:	\$ 150.00 upon applying for graduation
Tuition:	\$ 432.00 per credit hour
Information Tech Fee:	\$ 6.00 per credit
Resource Fee:	\$ 150.00 per course

### **Bachelor's Degrees**

Application Fee:	\$ 35.00 non-refundable
Registration Fee:	\$ 100.00 non-refundable
Graduation Fee:	\$ 150.00 upon applying for graduation
Tuition:	\$ 432.00 per credit hour
Information Tech Fee:	\$ 6.00 per credit
Resource Fee:	\$ 150.00 per course

### **Master's Degrees**

Application Fee:	\$ 50.00 non-refundable
Registration Fee:	\$ 100.00 non-refundable
Graduation Fee:	\$ 150.00 upon applying for graduation
Tuition:	\$ 798.00 per credit hour
Information Tech Fee:	\$ 6.00 per credit
Resource Fee:	\$ 175.00 per course

Annual tuition and fees are generally reviewed in July and published online. All tuition and fees are subject to change. For a current listing of tuition and fees and for detailed policies and procedures related to payment, please visit: [www.albertus.edu/admission-aid/business-office/](http://www.albertus.edu/admission-aid/business-office/).

## Payments

Payment of all tuition and fees is due seven days prior to the start of each course. Students with an outstanding balance are not allowed to attend class and may be administratively withdrawn from the course or from the New Dimensions Program.

For detailed policies and procedures related to payment, please visit: [www.albertus.edu/admission-aid/business-office/](http://www.albertus.edu/admission-aid/business-office/).

## Employer Reimbursement

Students who anticipate reimbursement from their employer for tuition and fees may consider applying for financial aid or using an auto-charge agreement in order to assure that they can make timely payments at least seven days prior to the start of each course.

## Direct Employer Billing

Albertus Magnus College has arrangements with employers throughout Connecticut to bill the companies for student tuition. Students who are eligible for this funding source are required to submit appropriate documentation to the Division of Professional and Graduate Studies. Billing cannot be processed without these documents, and the student may be responsible for payment for all or part of the tuition cost, depending on the employer benefit.

## Students Receiving Financial Assistance

Students are responsible for all tuition and fees; however, if a student applies for and is awarded financial aid, then the amount awarded will be deducted from the balance owed. If a student does not submit the appropriate paperwork within the time frame required for the Financial Aid department, the student will not be allowed to attend class. Questions regarding appropriate deadlines or other issues should be referred to the Financial Aid Office.

## Refund Policy

In order to obtain a tuition refund, students must officially withdraw from the course. Although most fees are non-refundable, the educational resource fee is refundable for materials not yet received or not yet used.

The date used for the refund calculations is the last date of attendance. Students receiving financial assistance are subject to federal regulation and financial aid policy governing refunds, which determine what portion, if any, of the funds must be returned to the required aid programs. The Federal Refund Policy is used for all calculation purposes and is specified as follows:

100% refund—Student withdraws up to one week before or on date of the first class session.

90% refund—Student withdraws after the first class session and before the second session.

50% refund—Student withdraws after the second class session and before the third session.

0% refund—Student withdraws after the third class session.

# Financial Aid

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## Financial Aid Office

The Albertus Magnus College Financial Aid Office's mission is to serve the student body, provide financial means, promote financial knowledge, and facilitate affordable access to higher education. The Financial Aid Office assists students in financing their education by using a variety of sources including: scholarships, grants, loans, and work-study programs.

## How to Apply for Financial Aid

To apply for financial aid at Albertus Magnus College, students must complete the Free Application for Federal Student Aid (FAFSA).

- The FAFSA form can be completed online at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
- Students will need to include the Albertus Magnus College school code: 001374
- Students may need to complete additional financial aid documents as necessary.

In order to receive financial aid in subsequent years, the FAFSA must be completed annually, at least 3 weeks prior to the start of the term. It is the responsibility of the student to complete this process annually.

## Financial Aid Awarding Process

Financial aid awards are released on a rolling basis. All financial aid recipients must have a completed file in order to have their account processed in a timely manner. Awards for an academic year are credited to the student's account by the Business Office per term. To qualify for most forms of financial aid, the student must be matriculated.

## Need-Based Financial Aid

Need-based financial aid is based on a student's demonstrated financial need. Demonstrated need is defined as the Cost of Attendance (COA) minus the Expected Family Contribution (EFC).

## Types of Financial Aid Available

### Grants

#### ***Federal Pell Grants***

The Federal Pell Grant is a need-based award offered to students with high demonstrated financial need. Eligibility is based on a student's EFC, and award amounts are prorated based on the student's enrollment level. The Federal Government determines the maximum and minimum amounts annually.

#### ***Iraq and Afghanistan Service Grants***

This grant program is designed for students who are not eligible for the Federal Pell Grant based on their EFC who otherwise meet the criteria for the Federal Pell Grant, and whose parent or guardian was a member of the U.S. Armed Forces who died as a result of military service performed in Iraq or Afghanistan after the events of 9/11.

**Federal Supplemental Educational Opportunity Grants (FSEOG)**

This grant program is funded by the Federal Government and is offered to students with the highest need, with priority given to Federal Pell Grant recipients.

**Connecticut Governor's Scholarship Program Grant**

Need-based award for Connecticut residents attending at least half-time who are working toward their first bachelor's degree and who have an EFC less than \$11,000, as determined by their FAFSA.

**Loans****Federal Perkins Loan**

This loan program is funded by the Federal Government and is offered to students with high demonstrated financial need with priority given to Federal Pell Grant recipients at a fixed rate of 5%. Repayment begins nine months after graduation.

**Federal Direct Stafford Subsidized Loan**

This is a federal loan offered to students with demonstrated need. Students may borrow up to \$3,500 as a freshman, \$4,500 as a sophomore, and \$5,500 as a junior or senior. Repayment starts six months after graduation, or when a student falls below half-time enrollment. The Federal Government pays the interest on the loan while the student is enrolled at least half-time and during authorized deferment periods. The interest rate is currently fixed at 4.66% but may be subject to change annually on 7/1. This loan may be subject to a loan origination fee.

**Federal Direct Unsubsidized Stafford Loan**

This is a non-need based federal loan. The borrower is responsible for paying all interest accrued from the time that the loan is disbursed. Students eligibility may vary based on dependency status, COA, and federal annual and aggregate loan limits. For a schedule of maximum loan eligibility, please visit the myAlbertus Portal, or contact the Financial Aid Office. Repayment starts six months after graduation, or when a student falls below half-time enrollment. The interest rate is currently fixed at 4.66% for undergraduate students and 6.21% for graduate students but is subject to change annually on 7/1. This loan may be subject to a loan origination fee.

**Need-Based Employment****Federal Work-Study Program**

Students with financial need may be eligible to participate in the Federal Work-Study Program. This program provides the opportunity for students to be employed on campus. Students work an average of 8 hours each week during the academic year. Students must maintain a 2.0 G.P.A. in order to be eligible. Students are paid at least the federal minimum wage that is in effect at time of employment and payment is made biweekly.

**Federal Community Service Work-Study Program**

Students with financial need may be eligible to participate in the Federal Work-Study Program. This program provides the opportunity for students to work off-campus at non-profit organizations, primarily to benefit the community. Priority is given to placing



students in positions that meet the educational, environmental, and public safety needs of low-income individuals. To participate in this program, students must have their own means of transportation. Students work an average of 8–10 hours per week during the academic year. Students must maintain a 2.0 G.P.A. in order to be eligible, Students are paid at least the federal minimum wage that is in effect at time of employment, and payment is made biweekly.

### **Federal Work-Study Waitlist**

Students interested in receiving Federal Work-Study may add themselves to the Federal Work-Study Waitlist on the myAlbertus Portal. Priority is given to students who have received Federal Work-Study in the past and who continue to meet the eligibility criteria for receiving Federal Work-Study.

## **Scholarships**

Albertus Magnus College students are encouraged to apply for scholarship assistance. Scholarships enhance gift assistance and allow students to minimize loan debt. The Financial Aid Office encourages students to reference the Financial Aid Office's Alternative Financing Page on the myAlbertus Portal and the Albertus Magnus College website throughout the year. As information from scholarship/grant sources is received, it will be posted for the convenience of students. A list of websites is available from the Financial Aid Office to help search for scholarship funds.

## **Private Loan Options**

Students can visit the Albertus Magnus College website and myAlbertus Portal for Private Loan Options provided on ElmSelect. The list of private loan providers on ElmSelect includes lenders that have actively processed education-based loans for Albertus Magnus College students over the past three academic years. Albertus Magnus College did not receive any benefit from the participating lenders. Students have the right to choose a lender that is not on the list. If a student applies for a private education loan, the lender will ask that the student complete the Private Education Loan Applicant Self-Certification form. The form will require financial aid figures such as the estimated COA. Students can get these figures by contacting the Financial Aid Office.

## **Satisfactory Academic Progress Policy**

All Financial Aid recipients must maintain Satisfactory Academic Progress (SAP) in order to receive federal, state, and institutional aid. Students must maintain SAP throughout the duration of their academic program.

SAP is assessed by *qualitative* and *quantitative* measures and is evaluated at the end of each completed academic year in the student's program. *Qualitative measures* are herein defined as a minimum Cumulative G.P.A. average at the end of the student's academic year. *Quantitative measures* are herein defined as the student earning a minimum of 67% of credit hours attempted at the College as well as credits/hours transferred from other colleges, and completion of coursework in designated timeframe. A student's Cumulative G.P.A. is calculated using grades earned at the College and only G.P.A.s transferred from other colleges that were earned prior to the beginning of the 2011/2012 Academic Year.

To be in good academic standing, undergraduate students must meet the following minimum requirements at the end of the academic year:

Undergraduate Students:

<b>Grade Level</b>	<b>C.G.P.A.</b>		<b>Percentile of Credits Earned</b>
First Year	1.7	and	67%
Second Year	2.0	and	67%
Junior Year	2.0	and	67%
Senior Year	2.0	and	67%

Graduate Students:

<b>Grade Level</b>	<b>C.G.P.A.</b>
All Years	3.0

Students who receive Federal Student Aid (FSA) funds can only have previously passed repeat coursework paid for once (the normal SAP policy still applies in such cases). If a student repeatedly fails or withdraws from a course, the course is still eligible to be paid by FSA funds (the normal SAP policy still applies in such cases). A student who receives an incomplete in a course in a prior term who is completing the coursework in the subsequent term to erase the prior incomplete, the student is not considered to be enrolled in the course for the subsequent term. Therefore, the hours in the course do not count toward the student's enrollment status for the subsequent term, and the student may not receive FSA funds for retaking the course. However, if a student who received an incomplete in a course in a prior term is retaking the entire course for credit in the subsequent term, the hours in the course count toward the student's enrollment status, and the student may receive FSA funds for retaking the course.

The Financial Aid Office reviews SAP annually at the end of each academic year. However, once an undergraduate student has completed the equivalent of two academic years (i.e. four semesters, eight modules, 16 cohort courses) regardless of enrollment status, he/she must be making a minimum 2.0 Cumulative G.P.A. to meet the qualitative measures.

Full-time undergraduate students making SAP may receive Financial Aid for up to six years of full-time attendance, or until the student is certified for graduation by the College, whichever comes first. Part-time undergraduate students making SAP may receive financial aid for up to 10 years of part-time attendance, or until the student is certified for graduation by the College, whichever comes first. The timeframe cannot exceed 150% of the published length of the program measured in credit hours attempted. Graduate students have seven years from the date of first enrollment to complete all required coursework, regardless of enrollment level.

Students who fail to meet the minimum SAP requirements outlined above will have their Financial Aid terminated. Students who fail to meet SAP will receive written notification from the Financial Aid Office, and have the option to submit an appeal to the Financial Aid Office. For more information on appealing, please refer to the Appeal Policy.

## Appeal Process

The Financial Aid Office encourages and accepts appeals for certain extenuating circumstances. Types of appeals include:

- Loss of Eligibility Due to Unsatisfactory Academic Progress
- Request for Dependency Override
- Parent Refusal to Provide Information
- Selective Service
- Special Extenuating Circumstances
- Unusual Enrollment History

### ***How to Apply for an Appeal***

Submit a detailed letter explaining the extenuating circumstance along with supporting documentation. All appeals should be submitted at least four weeks prior to the start of a term.

Once all appeal documents are received, students should allow approximately four weeks for a decision to be made. The Financial Aid Office will notify the student of the outcome via mail to his/her home address.

Please be advised that appeals received less than four weeks before the start of the term may not be processed before classes begin.

## Return of Title IV Funds Policy

The Albertus Magnus College Financial Aid Office recalculates federal, state, and institutional financial aid eligibility for any student who withdraws, drops, fails to return from a Leave of Absence (LOA), is administratively withdrawn, is considered unofficially withdrawn from the college prior to the end of a payment period, or receives unearned F Grades in all enrolled classes. The Financial Aid Office performs a Return of Title IV (R2T4) calculation for all instances listed above to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance and is based on the amount of time the student spent in attendance. A prorated schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. Please note that after the 60% point in the payment period, a student has earned 100% of the Title IV funds that were disbursed during the period. The R2T4 calculation determines the percentage of aid earned by the student based on the number of calendar days attended divided by the amount of calendar days in the student's scheduled payment period as defined in the course catalogue. Additionally, state and institutional aid will be reviewed and recalculated in accordance with the institutional refund policy when appropriate.

### ***Title IV Aid Disbursed***

The following federal Title IV funds are reviewed in a R2T4 calculation:

- Federal Pell Grant
- Iraq and Afghanistan Service Grant
- Federal Supplemental Educational Opportunity Grant
- Direct Subsidized Loan
- Direct Unsubsidized Loan

- Federal Perkins Loan
- Parent/Graduate PLUS Loan

Funds are considered to be disbursed when they have been applied to a student account prior to the Last Date of Attendance (LDA). Any of the above funds that were not applied to a student account prior to the LDA, and were scheduled to disburse within the payment period, are considered funds that could have been disbursed.

### ***Future Attendance: Programs Offered in Cohorts/Modules***

For a student who withdraws, but has intent to return within 45 days from the last date of the course/module attended from which the student is withdrawing, an R2T4 is not required as long as the student provides timely notice of his/her intent to return after the school's DOD. A student must provide written or electronic confirmation of his/her intent to re-enroll, a signed Change of Status Form, or a Registration Form.

## **Timeframe**

### ***Returns***

After the return calculation is completed, the Financial Aid Office returns any unearned Title IV aid to its originator within 45 days of the DOD or LDA, whichever comes later. In cases when a refund is needed, the R2T4 calculation for a Direct Loan may result in an amount that includes pennies. Funds will be rounded to the nearest whole dollar amount, using standard rounding rules.

### ***Post-Withdrawal Disbursements***

If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. Students eligible for a post-withdrawal disbursement of Direct Loan funds will be notified by the Financial Aid Office of their eligibility within 30 days of their DOD. The student's account will be reviewed, and their estimated owing balance will also be included in the notification. The student must accept or deny these funds within 30 days of DOD; failure to accept within the time-frame may result in cancellation of the aid. Grant funds are not subject to approval by the student. Funds will be disbursed within 45 days of withdrawal. No disbursements will be made to the student's account after 180 days after withdrawal. Please note that if a student has already received one disbursement of loan funds in their loan period, they are not eligible for a post-withdrawal disbursement for additional loans.

### ***Repayment of Student Loan Funds***

At all times, students are responsible for repaying loan funds that they have earned. If an R2T4 calculation results in an overpayment/unearned aid, the Financial Aid Office will return the total percentage of federal loan funds it is responsible for. Additionally, the remaining percentage of federal loan funds that have not been earned, and are not the responsibility of the school to return, must be repaid by the student. If a student dies while in attendance, an R2T4 calculation is required and the institution must return the Title IV funds for which it is responsible.

**Perkins Overpayments**

If an R2T4 calculation results in an overpayment/unearned aid, the Financial Aid Office will return Perkins funds in excess of twenty-five dollars on behalf of the student.

**Grant Overpayments**

If an R2T4 calculation results in an overpayment/unearned aid, the Financial Aid Office will return grant funds in excess of fifty dollars on behalf of the student.

**Institutional Charges**

Institutional charges used in the R2T4 calculation are charges that were assessed during the payment period from which the student withdrew; these charges are generally paid directly to the College. In the event of a rate change, charges will be adjusted to reflect the change as of the date the Financial Aid Office was notified. The following is a list of applicable charges included in a return calculation: Tuition and Fees (Information Technology Fee and Resource Fee).

The following charges are not included in a return calculation: books, Insurance Fees, Drop Fees, and charges to a student's account for indirect educational expenses.

**Institutional Refund Policy**

For students who withdraw, drop out, are dismissed, or take an LOA from the College, the following refund schedule will be applied towards institutional charges. Please be aware that based on the refund calculations applied, a student is responsible for any outstanding charges owed to Albertus Magnus College. All fees (Application Fee, Registration Fee, Add/Drop Fee, Course Lab Fees) are non-refundable.

Tuition Charges Refund Schedule:

**New Dimensions Program Schedule**

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100% refund—Student withdraws up to one week before or on the first night of class

90% refund—Student withdraws after the first night of class and before the second night

50% refund—Student withdraws after the second night of class and before the third night

0% refund—Student withdraws after the third night of class and beyond

All students who are subject to an R2T4 calculation will receive written notification in the form of a revised award letter or post-withdrawal no response letter detailing their eligibility after all necessary funds are returned. This serves as notification to the student that the return calculation has been completed.

For more information, please refer to the full Return of Title IV Funds Policy available at [www.albertus.edu/admission-aid/financial-aid/](http://www.albertus.edu/admission-aid/financial-aid/) or, for current students, on the myAlbertus Portal.

**Student Veterans**

The Financial Aid Office encourages all student veterans to apply for financial aid. Albertus Magnus College adheres to the Memorandum of Understanding and provides federal Shopping Sheets to all students. For information on how to apply or how to read the Shopping Sheet, please contact the Financial Aid Office.

## **Student Financial Aid Ombudsman**

The SFA Ombudsman works with student loan borrowers to informally resolve loan disputes and problems. The Ombudsman helps borrowers having problems with the Stafford, PLUS, Direct, and Perkins loan programs, and can be reached by calling 877-557-2575 or by visiting [www.sfahelp.ed.gov](http://www.sfahelp.ed.gov).

## **Disclosure**

The College reserves the right to modify, change, disregard, suspend, or cancel any part of these policies or procedures. The policies and procedures listed above supersede those previously published. For the most current version, please call 203-773-8508 or visit [www.albertus.edu/admission-aid/financial-aid/](http://www.albertus.edu/admission-aid/financial-aid/).

# Academic Policies and Procedures

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## Class Attendance

Because class participation is an integral part of the New Dimensions educational experience, class attendance is mandatory. Attendance in on-campus and online class sessions is recorded and maintained for administrative, grading, and financial aid purposes.

In addition to attending classes, students are expected to arrive on time. Students who are late to class miss vital instructional content and disrupt the learning of others. Habitual tardiness will negatively impact students' grades.

The faculty supplemental syllabus for each course explains how absenteeism and tardiness will affect students' grades in the course. Ordinarily, students who anticipate needing to miss two or more class sessions should arrange for a temporary leave of absence as detailed below. Students who miss two or more class sessions without contacting their academic advisor may be administratively withdrawn from the program.

## Leave of Absence

To apply for a leave of absence, students should contact their academic advisor or the Director of Student Services at least 10 days prior to the start date of the leave. In addition, students who receive financial aid should confer with the Financial Aid Office to learn whether their leave of absence will lead to a change in their financial aid or result in an outstanding balance on their account.

## Administrative Withdrawal

Students may be administratively withdrawn from New Dimensions for failure to meet financial obligations, for missing more than two classes in a given course or for violation of the Student Code of Conduct. Reentry into the program will be reviewed on a case-by-case basis.

## Emergency Alert System

The Albertus Emergency Alert System is a free mass notification system that enables Albertus students, faculty and staff to receive alerts and updates through a combination of e-mail, text messaging and phone calls in an emergency situation. The Emergency Alert System may be used to provide instructions in the event of a disaster, health or safety risk, or class cancellations due to inclement weather.

The College strongly encourages all students, faculty and staff to sign up for the Emergency Alert System. For further information, please visit [www.albertus.edu/emergency/emergency-alert-system](http://www.albertus.edu/emergency/emergency-alert-system)

## Class Postponements

The Albertus Emergency Alert System notifies participating students of College delays or closings due to inclement weather or other extraordinary circumstances. When the College is closed, New Dimensions classes are postponed, but not cancelled. Please note that the College may reopen during the evening after having been closed earlier in the

day. Evening class postponements are ordinarily posted by 4:00 p.m. and Saturday class postponements are ordinarily posted by 6:30 a.m.

Postponed classes are rescheduled as follows:

- The first session of missed class automatically rolls to the Friday night in that same week.
- The second session of missed class in the same week automatically rolls to the Friday night of the following week
- Extreme conditions requiring repeated rescheduling of classes in the same week may result in adjustment to the cohort schedules

## **Delivery of Books and Materials**

New Dimensions delivers textbooks and course materials for students two weeks prior to the beginning of each course. Students should pick up their books and course materials at either the College bookstore (for New Haven students) or the East Hartford Learning Center.

## **Cohort Representatives**

During the first course in each program, students select a cohort representative who will serve as a liaison to the Division of Professional and Graduate Studies. Students may select more than one representative who will share responsibilities of the position.

## **End-of-Course Surveys**

The New Dimensions Program conducts an ongoing evaluation process that seeks to improve all aspects of students' educational experience. As a part of this evaluation process, students are asked to complete a Student End-of-Course Survey, which gathers information about the curriculum, the faculty, and student services. Survey responses are anonymous. Instructors similarly complete an Instructor's Course Survey.

## **Re-entry**

Students who have been out of class for less than one year may be readmitted upon submission of a written request for re-entry to the Director of Student Services and the attainment of financial approval. Re-entry students must immediately resume their New Dimensions courses.

Students who have been out of class for one year or longer must submit an application form to the Division of Professional and Graduate Studies together with official transcripts of any courses taken since leaving the College.

Re-entry students are subject to College graduation requirements, departmental degree requirements, and tuition rates that are in effect at the time of re-entry.

## **Full-Time Status**

New Dimensions students are considered full-time so long as they maintain continuous enrollment. Full-time undergraduate students must complete 24 credits in a 12-month period. New Dimensions is designed as an intensive accelerated degree program in



which full-time students enroll in one course at a time. Taking more than one course is not recommended and requires approval by the Director of Student Services.

## Changes in Contact Information

Students who change their names or contact information are responsible for submitting a Change of Address or Name form, which is available online at: [www.albertus.edu/student-resources/registrar/](http://www.albertus.edu/student-resources/registrar/).

## Grading System

Students may access their grades at the end of each course through the myAlbertus portal, providing that they have met all financial and college responsibilities. Grade reports indicate the course taken, credits earned, and grades assigned. In keeping with the Privacy Act of 1974, the College does not issue grades by telephone, e-mail, or facsimile.

Letter grades are based on suggested numerical equivalents as follows:

Grade per Credit	Honor Points	Percentage
A	4.0	94–100
A–	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B–	2.7	80–83
C+	2.3	77–79
C	2.0	74–76
C–	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F (Failure)		0–59
I (Incomplete)		0.0
WP (Withdrawal Pass)		0.0
WF (Withdrawal Failure)		0.0

### Grade Point Average

G.P.A. is obtained by dividing the total number of honor points earned by the total number of credits attempted, as illustrated in the example below:

Example: Credits	Grade	Honor Points
3	A	12.0
3	C–	5.1
3	B+	9.9
3	B	9.0
<hr/> 12		<hr/> 36.0
		36/12 = 3.0 (G.P.A.)

***Undergraduate Letter Grade Equivalencies***

A = Clearly stands out as excellent performance. Has unusually sharp insight into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Learns from this and other disciplines. Anticipates next steps in progression of ideas.

B = Grasps subject matter at a level considered to be good to very good. Is an active listener and participant in class discussion. Speaks and writes well. Accomplishes more than the minimum requirements. Work in and out of class is of high quality.

C = Demonstrates a satisfactory comprehension of the subject matter. Accomplishes only the minimum requirements, and displays little or no initiative. Communicates orally and in writing at an acceptable level for a college student. Has a general acceptable understanding of all basic concepts.

D = Produces a quality and quantity of work in and out of class that are below average and barely acceptable.

F = Produces a quality and quantity of work in and out of class that are unacceptable.

**Cumulative Grade Point Average**

The cumulative grade point average is based on credits earned at Albertus Magnus College and transferred from another accredited college.

**Incompletes**

A student who has failed to fulfill all requirements of a course because of a serious illness or other justifiable cause may petition the instructor to grant a grade of Incomplete for the course. Unless there are extenuating circumstances, this request must be made to the instructor by the last class of the course. A student must be doing passing work in the course at the time an Incomplete is requested.

Coursework must be completed within five weeks for undergraduates and six weeks for graduate students from the final meeting date of the course or within the timeframe the instructor requires. If work is not completed on time, the Incomplete will convert to a Failure unless special arrangements have been made in advance with the instructor and/or the Director of Student Services. It should be noted that the Incomplete and the resulting grade will become a permanent notation on the student's record and will be reflected on the student's transcript.

When a New Dimensions student receives a second grade of Incomplete, the student is prohibited from taking additional courses without having satisfactorily removed at least one Incomplete.

**Failure**

Students who fail a required course must repeat and pass the course before they are allowed to graduate or to continue into the next degree program. If a student repeats and passes the course, then the second passing grade replaces the failure when the average is computed. The original failing grade will remain on the record. In a sequenced two-part course, students must pass the first course before taking the second course.

## Academic Probation

A student is placed on academic probation when the cumulative grade point average falls below 2.0 for an undergraduate or 3.0 for a graduate student. If the student does not raise the grade point average to 2.0 or better for undergraduate students or 3.0 for graduate students over the next two consecutive courses (or 6 credits), the student will be required to retake courses to raise their G.P.A.

## Academic Suspension

Students with two concurrent grades of Incomplete are suspended from continuing in the New Dimensions Program until they have completed the courses with passing grades. Students with two concurrent failing grades are suspended from taking additional courses until they have repeated and passed each course.

## Grade Appeals

Students have the right to appeal a final grade if they believe that the grade calculation is inaccurate or that there is an inconsistency between the grade calculation and the grading criteria as defined by the instructor's syllabus. Students have the burden of proof to demonstrate that the grade is inaccurate within the context of the course.

Grade appeals must be filed within six (6) weeks of the last day of the class for which the grade was received. The grade appeal process is as follows:

1. The student submits a written appeal to the instructor clearly stating the reasons for believing that the grade was assigned in error.
2. The instructor changes the grade or replies in writing, explaining why the existing grade is appropriate.
3. If the student is not satisfied with the instructor's response, then he or she may submit the written appeal and the instructor's response to the appropriate department chair or program director. If the instructor is the chair or program director, then the Vice President for Academic Affairs, or the Vice President's designated representative, serves in place of the chair. The department chair or program director receives all written materials relevant to the case and may request additional information. The department chair or program director then makes a written recommendation.
4. Either party may appeal the decision of the department chair or program director to the Vice President for Academic Affairs, or the Vice President's designated representative, who will make a final recommendation in writing to the course instructor.
5. The course instructor has the final say as to whether the grade will be changed.

## Transfer Credits

Bachelor's degree students must earn at least 30 credits of required major courses, including 12 credits in upper-level courses, at Albertus Magnus College. To be eligible for Honors at graduation, students must have earned at least half of their credits at Albertus Magnus College.

Master's degree students ordinarily may transfer a maximum of 6 credits from a graduate degree program in a regionally-accredited institution. Please refer to specific master's degree programs for relevant transfer requirements.

## Transfer Credits after Matriculation

When currently matriculated students plan to enroll in and transfer courses from another accredited institution, they must seek prior approval from their academic advisor and to submit a form to the Office of the Registrar. Approved work at institutions other than Albertus Magnus College must be completed with a grade of 2.0 or better.

## CLEP/DSST Examinations

Albertus Magnus College grants credit for appropriate subject examinations according to the policy recommended by the Council on College Level Examinations (CLEP) of the College Entrance Examination Board; i.e., credit is granted to individuals earning scores at or above the mean score for “C” students on CLEP national norms. Credit for general examinations may be granted on the basis of a score of 420 or more.

Students whose professional careers parallel a core course may take the appropriate CLEP/DSST examination to demonstrate college level proficiency in their discipline upon approval from the Director of Student Services. If such proficiency is demonstrated, the student may waive the course. Albertus Magnus College serves as a testing sites for DSST exams.

## Credit for Employer-Sponsored Coursework or other Prior Learning

Professional development coursework received through a student’s employer or other prior learning experience may be eligible for college credit. The student may apply for prior learning credit by submitting course materials such as a course outline, syllabus, or textbooks for review and evaluation by members of the appropriate department. If the course is in compliance with the National Guide to Educational Credit for Training Programs by the College Credit Recommendation Service of the American Council on Education (ACE), the course may warrant college credit. In the case of coursework or prior learning not covered by ACE, students may receive college credits through the completion of a portfolio which will be reviewed by Charter Oak State College. Charter Oak has been designated by the State of Connecticut to evaluate and award credits for documented prior learning. A student may receive up to 12 undergraduate credits for employer-sponsored coursework or a life experience portfolio.

## Transcripts

The student’s official transcript is prepared by the Registrar. The transcript documents the student’s courses, grades, credits, and dates of instruction for each course. In accordance with the Privacy Act of 1974, transcript requests must be submitted in writing and signed by the student or submitted electronically at [www.albertus.edu/student-resources/registrar/](http://www.albertus.edu/student-resources/registrar/). Transcript fees are due at the time of the transcript request.

## Recognition for Academic Achievement

### **Dean’s List**

The Dean’s List is an undergraduate designation of academic performance. Traditionally, the Dean’s List is published at the end of the Fall and Spring terms. It contains the names of students who have taken at least 12 credits within a six-month period and who have attained a grade-point average of at least 3.80 or above.

### ***Honor Societies***

#### **Alpha Sigma Lambda**

Alpha Sigma Lambda is a national honor society for adult learners who accomplish academic excellence in higher education while facing competing interests of work and home. Established in 1946, Alpha Sigma Lambda is the oldest and largest honor society for adult learners in the United States, with 300 chapters nationwide. The Albertus Alpha Sigma Lambda Chapter honors the academic achievements of undergraduate students in the Division of Professional and Graduate Studies. Students are inducted into Alpha Sigma Lambda as graduating seniors. To qualify, students must have a minimum cumulative G.P.A. of 3.20 and be in the top 10% of their graduating class.

#### **Kappa Gamma Pi Honor Society**

Kappa Gamma Pi is the national Catholic college graduate honor society founded in 1926. Members are graduates who have demonstrated academic excellence and service leadership during their college years. As candidates, they pledge to continue to provide examples of scholarship, leadership, and service in their personal and professional lives.

### ***Graduation with Honors***

Outstanding academic performance is recognized through graduation with Honors. To be eligible for Honors at graduation, students must have earned at least half of their credits at Albertus Magnus College, have completed all degree requirements, have satisfied the criteria below:

#### ***Associate's Degree***

Associate's degree candidates may graduate with Honors who have a cumulative grade point average of at least 3.90.

#### ***Bachelor's Degree***

Bachelor's degree candidates may graduate with Honors at one of three levels:

- Cum Laude: Students have a cumulative grade point average of at least 3.50
- Magna Cum Laude: Students have a cumulative grade point average of at least 3.70
- Summa Cum Laude: Student have a cumulative grade point average of at least 3.90.

#### ***Master's Degree***

Master's degree candidates may graduate with Honors who have earned:

- Cumulative grade point average of 3.90 and
- Grade of 4.0 in all components of the final project or 4.0 in the final Capstone course.

## **Commencement**

Three months prior to the anticipated date of Commencement, candidates for degrees must make a formal application for graduation. Applications for Candidacy forms are available online and in the Professional and Graduate Studies office. The application must be accompanied by the Degree Completion fee.

Two months prior to the anticipated date of commencement, candidates for degrees must ascertain that credits earned outside of Albertus Magnus College are accurately recorded. Credits received for proficiency demonstrated in the CLEP or DANTES Examinations must also be recorded, if applicable.

Bachelor's degree candidates who are within 6 credits of graduating may participate in the Commencement ceremony provided that they have a cumulative grade point average of at least 2.0 and have met all their financial obligations. When they have completed outstanding degree requirements, students should inform the Registrar's Office in writing in order to receive their diploma.

Although the Commencement ceremony is held annually in May, degrees are also conferred in August and December. Students may confer with their academic advisor to learn when their degree will be conferred. In order to graduate, students must have met all financial obligations to the College.

## Student Records

### ***NOTIFICATION of RIGHTS under FERPA***

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written request that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they would like changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure with consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); the National Student Loan Clearing house; a person servicing on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College disclosed education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA requires an institution to make a reasonable attempt to notify the student of the records request

unless the institution states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Albertus Magnus College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Directory Information Notice**

The Office of the Registrar maintains academic records for all students. Access to these records is governed by the terms of the Family Educational Rights and Privacy Act of 1974. Copies of the College's policy are available from the Office of the Registrar on request.

In accordance with the Act, students have a right to withhold directory information by submitting a written request to the Office of the Registrar no later than the close of the second week of classes in September. Such notification must be made annually.

Albertus Magnus College designates the following items as directory information: student name, address, telephone number, e-mail address, date and place of birth, major field of study, dates of attendance, full or part time status, expected date of degree completion and graduation and awards received, class rosters, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

## **Student Right-To-Know**

Albertus Magnus College is pleased to provide information regarding our institution's graduation/completion rates. The information is provided in compliance with the Higher Education Act of 1965, as amended, at [www.albertus.edu/policy-reports/privacy-policy/](http://www.albertus.edu/policy-reports/privacy-policy/).

# Student Services and Facilities

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## Academic Advising

New Dimensions students are assigned an academic advisor who assists in planning programs of study, assessing academic progress, and supporting students in reaching their educational goals. In addition to meeting individually with students, academic advisors schedule periodic cohort visits to share information and to learn of any programmatic concerns.

## Accommodations for Students with Disabilities

The Center for Teaching and Learning Excellence is a resource that provides support for students who have disabilities. In compliance with Section 504 of the Rehabilitation Act (1973), the Americans with Disabilities Act (1990), and Connecticut State Laws, reasonable accommodations are provided to qualified students who choose to disclose their disability. Students seeking academic accommodations should contact the Director of Academic Special Needs Services, at [dfrattini@albertus.edu](mailto:dfrattini@albertus.edu).

## Bookstore

The Bookstore is located on the New Haven campus in the Hubert Campus Center. For hours and additional information, please visit [www.albertus.edu/student-resources/bookstore/](http://www.albertus.edu/student-resources/bookstore/) or call 203-777-2478.

## Cosgrove, Marcus, Messer Athletic Center

New Dimensions students are welcome to join the Athletic Center, which offers a swimming pool, basketball and racquetball courts, a weight/cardio room and a dance/yoga studio. Membership is available on an individual or family basis. For further information, please visit <http://athletics.albertus.edu/fitness/Memberships> or call 203-773-8579.

## Hubert Campus Center

A focal point for the New Haven campus, the Hubert Campus Center houses the Bookstore, Campus Ministry, Campus Security, and Student Services. In addition, the Behan Community Room, Common Ground Lounge and Veterans Center, DeDominicis Dining Hall, House of Bollstadt student pub, and the Margaret L. MacDonough Art Gallery are all located within the Hubert Campus Center.

## Career Services

Located in Rosary Hall, the Career Services Center supports students in developing realistic and flexible professional goals and in building skills for lifelong career planning. Services include career counseling, resume consultations, daily updates on Facebook and Twitter, and a job posting service. Alumni of Albertus Magnus College have lifelong access to Career Services. For further information, please visit: [www.albertus.edu/student-resources/career-services/](http://www.albertus.edu/student-resources/career-services/).



## St. Catherine of Siena Chapel

Located in Walsh Hall, St. Catherine of Siena Chapel is open to all members of the Albertus community. The Chapel is open on weekdays until 7:00 p.m. and on special occasions.

## eTutoring

Albertus Magnus College provides synchronous and asynchronous eTutoring for writing, math, accounting, biology, statistics and other fields. Students may meet with a tutor in real time for a one-on-one online tutoring session. They also may submit draft papers to an online tutor and receive feedback within 48 hours. Access to eTutoring is available to all students through the “Services” bar on the myAlbertus portal. For further information, please visit [www.albertus.edu/academicsservices/etutoring/](http://www.albertus.edu/academicsservices/etutoring/).

## Information Technology Services

Information Technology Services provides training and support for students in the use of technology in classroom and online environments, including eLearning, ePortfolio, Google Apps for Education, and related resources. The Information Help Desk supports students in accessing and using Albertus information technology resources. For further information, please contact [its-help@albertus.edu](mailto:its-help@albertus.edu) or visit [www.albertus.edu/student-resources/its](http://www.albertus.edu/student-resources/its).

## Library

The Library at Rosary Hall is located in the most historic building on the New Haven campus. In this inspiring atmosphere, students, faculty and staff are assisted by a team of library professionals dedicated to high standards of information literacy. Students are guided to the most appropriate resources for their research needs, whether they be in the traditional print or digital resources such as e-books and online databases. The Library’s facilities provide wireless access as well as several computer stations throughout the building. The Library is also the home of the Center for Teaching and Learning Excellence. For further information, please visit: <http://www.albertus.edu/student-resources/library/> or call 203-773-8511.

## Parking

Free parking is available at both the New Haven campus and the East Hartford Learning Center. Parking is at the vehicle owner’s risk.

## Veterans Services

Albertus Magnus College is identified as a Military-Friendly School by Victory Media, indicating that it is among the top 15% of colleges and universities nationwide in providing services to student veterans. The Albertus Student Veterans Association is an Approved Chapter of Student Veterans of America, and Albertus is a proud participant in the Yellow Ribbon GI Education Program. Welcome centers for student veterans are located on the main campus in the Common Ground Lounge in the Hubert Campus Center and in the East Hartford Learning Center. For further information, please visit [www.albertus.edu/veterans/](http://www.albertus.edu/veterans/).

# Undergraduate Degrees

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The New Dimensions Program offers the following undergraduate degrees:

- Associate of Science in Business Management
- Associate of Arts in Liberal Studies
- Bachelor of Science in Business Management
- Bachelor of Arts in Criminal Justice
- Bachelor of Science in Human Services

## General Graduation Requirements

### ***Associate's Degrees***

Candidates for the Associate of Science or the Associate of Arts degree must successfully complete 60 credits as specified below with a minimum cumulative grade point average of 2.0 and payment of all tuition and fees.

### ***Bachelor's Degrees***

Candidates for the Bachelor of Science or Bachelor of Arts degree must successfully complete 120 credits as specified below with a minimum cumulative grade point average of 2.0 and payment of all tuition and fees.

## **Associate of Science in Business Management (A.S.B.M.)**

Designed for students who are in the early stages of their management or professional careers, the Associate of Science in Business Management introduces management and business principles while providing a foundation in the liberal arts. The A.S.B.M. degree emphasizes skills in critical thinking, quantitative reasoning, communications and ethical decision-making. Instructors with extensive business experience guide students in practical, real-world applications of business concepts, new technologies and research basics. The A.S.B.M. degree prepares students for the Albertus Magnus College Bachelor of Science in Business Management (B.S.B.M.) degree.

### ***A.S.B.M. Objectives***

Students who successfully complete the A.S.B.M. degree program should be able to:

- Demonstrate skills in:
  - Teamwork
  - Scientific Method
  - Writing
- Demonstrate knowledge of:
  - Management Principles
  - Organizational Management
  - Economics
  - Financial Management
- Demonstrate the ability to meet College benchmarks in core skills including:
  - Written/oral communications
  - Information literacy
  - Reading comprehension

- Demonstrate the ability to meet College benchmarks in critical thinking skills including:
  - Interpretation
  - Evaluation
  - Analysis
  - Reflection
- Demonstrate the capacity for creative thinking
- Demonstrate the ability to effectively apply the methods and insights of the following disciplines to an understanding of the world:
  - Literature
  - Social Science
  - Religious studies
  - History
  - Philosophy
  - Mathematics
  - Natural Science
- Demonstrate an ability to formulate basic ethical questions and define moral decision-making at the individual and societal level.
- Apply learning from diverse disciplines to foundational strategic management issues

### ***A.S.B.M. Requirements***

60 semester credits, including:

18 Credits of Core Business Management courses

33 Credits of Liberal Arts core courses:

3 – College Writing

3 – Literary Genres

6 – Humanities I, II

3 – History

3 – Fine Arts

3 – Philosophy

3 – Religious Studies

3 – Social Sciences

3 – Mathematics

3 – Science

9 – Elective credits in Interdisciplinary Liberal Arts Studies,  
from at least 2 disciplines

### ***Program of Study***

CO 141A	Speech Communications	(3)
EN 103A	College Writing	(3)
EN 104A	Introduction to Literary Genres	(3)
FL 244SA	Spanish Hispanic Civilization and Culture	(3)
MA 105A	Mathematics for Managers	(3)
HI 252A	Topics in Historical Study	(3)
BE 104A	Applied Economic Theory	(3)
RS 105A	Religion in the Workplace	(3)
HU 111A	Humanities I	(3)
HU 112A	Humanities II	(3)
SC 105A	Science in the News	(3)

BE 106A	Leadership Studies for Business	(3)
PO 122A	American Government	(3)
PY 111A	Psychological Concepts	(3)
SO 111A	Sociology of Work	(3)
PH 261A	Social and Political Philosophy	(3)
BE 151A	Introduction to Accounting	(3)*
BE 121A	Industrial Organization	(3)*
BE 215A	Introduction to Finance	(3)*
BE 240A	Business Case Studies	(3)*

*TOTAL Credits: 60*

\* *Prerequisites*

## **Associate of Arts in Liberal Studies (A.A.L.S.)**

The Associate of Arts in Liberal Studies (A.A.L.S.) is designed for those in the early stages of their professional career. The A.A.L.S. provides a strong grounding in the liberal arts and general education, including the study of English, the humanities, the social sciences, communications, American government, and science and mathematics. The curriculum emphasizes Core skills in written and oral communication, critical and creative thinking, research, ethical decision-making and information literacy. Students integrate critical ideas and themes from A.A.L.S. curriculum in a culminating Capstone course.

The A.A.L.S. serves as the foundation for any Albertus bachelor's degree and offers an excellent pathway towards careers in a wide variety of fields, such as education, criminal justice, health and human services and public service.

### **A.A.L.S. Requirements**

60 semester credits, including:

30 Credits of Liberal Arts core courses:

- 3 – College Writing
- 3 – Literary Genres
- 3 – Fine Arts
- 3 – Philosophy
- 3 – Religious Studies
- 3 – Social Sciences
- 3 – Mathematics
- 9 – Interdisciplinary Liberal Arts Studies
  - 3 – History
  - 3 – Science
  - 3 – Communications

15 Credits of Social Sciences

15 Credits of Liberal Arts Electives

**Program of Study**

CO 141A	Speech Communications	(3)
EN 103A	College Writing	(3)
EN 104A	Introduction to Literary Genres	(3)
FL 244SA	Spanish Hispanic Civilization and Culture	(3)
MA 105A	Mathematics for Managers	(3)
HI 252A	Topics in Historical Study	(3)
BE 104A	Applied Economic Theory	(3)
RS 105A	Religion in the Workplace	(3)
HU 111A	Humanities I	(3)
HU 112A	Humanities II	(3)
SC 105A	Science in the News	(3)
BE 106A	Leadership Studies for Business	(3)
PO 122A	American Government	(3)
PY 111A	Psychological Concepts	(3)
SO 111A	Sociology of Work	(3)
PH 261A	Social and Political Philosophy	(3)
PO 257A	International Relations	(3)
AH 142A	Art in Western Civilization	(3)
CO 121A	Communications Overview	(3)
SO 260A	Capstone Course	(3)*

\* *Prerequisites*

**COURSE DESCRIPTIONS****AH 142A Art in Western Civilization 3 credits**

This course introduces learners to major works of Western art, from ancient Greece to the modern age, with special attention paid to the integral role art has played in the development of Western civilization.

**BE 104A Applied Economic Theory (5 weeks) 3 credits**

Overview of Economics, focusing on a limited but crucial set of macroeconomic and microeconomic principles as tools of analysis.

**BE 106A Leadership Studies for Business (5 weeks) 3 credits**

Overview of characteristics that are inherent to being a successful leader. Management theories are explored and leadership qualities are put into practice. This course also introduces learners to the use of case studies in solving business problems and uses role-plays, team and individual presentations, and personal journals in the accomplishment of the main objective, helping the learner to understand leadership behaviors.

**BE 121A Industrial Organization (5 weeks) 3 credits**

Economic analysis of American Industry in terms of market structure, conduct, and performance, application of anti-trust laws, and economic effects of mergers and corporate “take-overs” on economic efficiency. Special topics in the regulation and deregulation of business examined.

**BE 151A Introduction to Accounting 3 credits**

In this course, students will be introduced to basic accounting terms and concepts. Students will learn how to read, understand, and analyze most of the information provided by companies in their financial statements. Emphasis will be on how financial information is used in making business decisions. P: MA-105A

**BE 215A Introduction to Finance (5 weeks) 3 credits**

This course reviews basic principles of finance, including money and credit, how the financial system functions, the role of the Federal Reserve, and the structure of financial markets. Specific investments will be examined, including bonds and how interest rates are determined, equities and how the stock market works, the efficiency of financial markets, and the management of risk. Problems, classroom debates, and a financial planning project are used to apply course concepts to real-world business and personal situations.

**BE 240A Business Case Studies (5 weeks) 3 credits**

Presentation and discussion of innovative approaches to solutions of a variety of contemporary business issues.

**CC 101A Preparation for College Study (5 weeks) 3 credits**

Introduction for adult students seeking to complete an undergraduate degree. Overview of important concepts of self-management and an awareness of effective skills for implementation in college-level study. Emphasis is placed on the development of the written and verbal communication skills as well as critical thinking.

**CO 121A Communications Overview 3 credits**

Survey of communication theory, process, practice, and ethics. Explores questions such as: How many years does the average individual spend watching television? What prophecies did Marshall McLuhan make in 1965 that are becoming true today? Have books been replaced or forgotten? What does a film producer really do? What effect does violent television programming have on society?

**CO 141A Speech Communications (5 weeks) 3 credits**

Comprehensive approach to organization, presentation, and theory associated with the practice of oral communications. Through classroom exercises and formal student speech presentations, students improve their ability to speak publicly. Special attention is given to perceptual skills, listening skills, and leadership styles necessary for effective speaking in family, social, and business contexts.

**EN 103A College Writing (5 weeks) 3 credits**

Familiarization with basic strategies of the composing process. Emphasis is on the craft of expository writing and its use as a vehicle of critical thinking.

**EN 104A Introduction to Literary Genres (5 weeks) 3 credits**

Exploration of the comprehension and analysis of fiction, poetry, drama and the essay, and the articulate and cogent explication of literary texts.

**FL 244SA Spanish Hispanic Civilization and Culture (in English)**

A survey of key aspects of Spanish and Hispanic culture and civilization, this course includes an examination of the contributions of Spanish-speaking writers, artists, and essayists to the formation of the modern Spanish-speaking world. 3 credits

**HI 252A Topics in Historical Study (5 weeks) 3 credits**

Study of a single topic or theme in business in European, American, or world history.

**HU 111A Humanities I (5 weeks) 3 credits**

Study of classical and medieval texts from the broad range of liberal arts disciplines enhancing students' ability to intelligently read texts.

**HU 112A Humanities II (5 weeks) 3 credits**

Study of Renaissance and contemporary texts ranging from Shakespeare to Voltaire to Frederick Douglass.

**MA 105A Mathematics for Managers (5 weeks) 3 credits**

Introduction to mathematical skills needed by business managers. Topics include algebraic equations, percents, fractions, decimals and their use in solving business related problems. Also included are markups, markdowns, simple interest, depreciation, inventory, and cost control.

**PH 261A Social and Political Philosophy (5 weeks) 3 credits**

Tracing of the development of social and political theory. Critically considers questions regarding the relationship between the individual and the state, particularly in the context of the contemporary alienation of the individual from society. Various contemporary social issues, such as racism, sexism, and war and peace are examined.

**PO 122A American Government (5 weeks) 3 credits**

Description, analysis, and evaluation of the primary national governmental institutions in the United States: the Congress, the Presidency, the Bureaucracy, and the Federal Court system. Focus on the powers of these institutions, the behavior of the people within them, the way the institutions operate, and the quality and nature of the policies they produce.

**PO 257A International Relations 3 credits**

An introduction to the political interaction of nations and non-national actors on the global stage. The course focuses on strategies nations employ in pursuit of national security, economic development, and global influence. Attention is given both to theories of international relations such as realism, idealism, and neo-realism as well as specific case studies. P: Sophomore standing.

**PY 111A Psychological Concepts (5 weeks) 3 credits**

Introduction to the major areas, theories, concepts, and methods of contemporary psychology.

**RS 105A Religion in the Workplace (5 weeks) 3 credits**

Study of the influence of religious beliefs on the world of work and the impact of the Judeo-Christian work ethic on business behavior.

**SC 105A Science in the News (5 weeks) 3 credits**

Exploration of current issues in Physics, Science, Biology, Health and Medicine which have appeared in the popular press. Provides an understanding of how science is done and how to critically evaluate the news media's interpretation of current research from a scientific perspective.

**SO 111A Sociology of Work (5 weeks) 3 credits**

Presents the perspective and terminology of the discipline of sociology and its insight into the world of work. Examines the motivations for working, the principal ways of classifying occupations, the factors affecting the placement of individuals in specific occupations, the organizational context of work, and the "future" of work.

**SO 260A Capstone Course**

The capstone is designed to help students synthesize and integrate previous learning in their A.A.L.S. studies. "How to live a meaningful life" is a question central to shaping who we are as humans. In this culminating course, through examining and thinking critically about assigned texts, students explore issues including social change, prejudice, vulnerability, and personal risk in an attempt to clarify what constitutes a meaningful life.

P: Requisite courses in the social sciences.

**Bachelor of Science in Business Management (B.S.B.M.)**

Business management is found in every industry, including government, education, health care, not-for-profit and military organizations. Professional education in business management helps students develop the capabilities needed to assume positions of leadership and responsibility at all levels of management. The Bachelor of Science in Business Management builds a solid foundation in the functional areas of business such as accounting, management, marketing, public speaking, business law, team building and finance. The B.S.B.M. prepares students for the Albertus M.B.A.

***B.S.B.M. Degree Program Objectives***

Students who successfully complete the B.S.B.M. degree program should be able to:

- Demonstrate skills in:
  - Quantitative Analysis
  - Teamwork
  - Scientific Method



- Demonstrate knowledge of:
  - Management Principles
  - Business Ethics
  - Economics
  - Organizational Management
  - Financial Management
  - Human Resources
  - Business Law
  - Statistics
  - Marketing
  - Accounting
  - Information Systems
  - International Business
- Demonstrate the ability to meet College benchmarks in core skills including:
  - Written and oral communications
  - Reading comprehension
  - Information literacy
- Demonstrate the ability to meet College benchmarks in critical thinking skills including:
  - Interpretation
  - Evaluation
  - Analysis
- Demonstrate the capacity for creative thinking
- Demonstrate the ability to effectively apply the methods and insights of the following disciplines to an understanding of the world:
  - Literature
  - Social Science
  - Religious studies
  - History
  - Philosophy
  - Mathematics
  - Natural Science
- Demonstrate an ability to formulate ethical questions and engage in moral decision-making at the individual and societal level.
- Apply learning from diverse disciplines to advanced strategic management issues

### ***B.S.B.M. Requirements***

120 semester credits including:

- 48 Credits of Business Core and Management Courses
- 33 Credits of Liberal Arts Core courses:
  - 3 – College Writing
  - 3 – Literary Genres
  - 6 – Humanities I, II
  - 3 – History
  - 3 – Fine Arts
  - 3 – Religious Studies
  - 3 – Mathematics
  - 3 – Science
  - 3 – Philosophy
  - 3 – Senior Humanities
- 9 Interdisciplinary Liberal Arts Studies (from at least two disciplines)

30 Elective Credits

**Program of Study**

BE 135M	Business Communications	(3)
MG 131M	Principles of Management	(3)
MG 270M	Moral Leadership	(3)
BE 334M	Business Law	(3)
BE 202M	Business Statistics	(3)*
MG 231M	Principles of Marketing	(3)
BE 205M	Principles of Microeconomics	(3)
BE 204M	Principles of Macroeconomics	(3)
BE 308M	Information Systems	(3)
BE 161M	Financial Accounting	(3)
BE 162M	Managerial Accounting	(3)
MG 362M	Human Resource Management	(3)*
MG 228M	International Business Management	(3)*
BE 265M	Corporate Financial Management	(3)*
MG 367M	Strategic Management	(3)*
HU 399M	Senior Humanities Seminar	(3)*
MG 365M	Issues of Small and Family Business	(3)*
MG 391M	Business Capstone	(3)*
	General Education Requirements	(6)

*TOTAL Core Business Management Credits: 60*

\* Prerequisites

**COURSE DESCRIPTIONS****BE 135M Business Communications**

This introductory course in written and oral communications will enable students to become more effective business communicators. Special focus is given to selecting and using visual aids and PowerPoint to enhance presentations. *3 credits*

**BE 161M Financial Accounting**

In this introductory course, we will introduce students to accounting principles and procedures, and to the processes by which financial transactions are recorded, classified, and analyzed to help business decision-makers. Students will learn to prepare and interpret financial statements. *3 credits*

**BE 162M Managerial Accounting**

An introduction to the use of accounting information by managers. Topics include the use of accounting information for planning and control, performance evaluation, decision-making, and the statement of cash flows, as well as financial statement analysis. *3 credits*

**BE 202M Business Statistics**

Students will be introduced to the basic principles of statistical analysis that are useful in effective business decision making. Some topics covered include descriptive statistics, probability and random events, sampling, and estimation. P: MA 105A. *3 credits*

**BE 204M Principles of Macroeconomics**

Survey of introductory macroeconomics with focus on economic growth, unemployment, and inflation. Topics covered include national income, fiscal policy, money, the banking system, and monetary policy. Balance of payments and currency exchange rate issues are analyzed. *3 credits*

**BE 205M Principles of Microeconomics**

Microeconomic concepts and tools will be utilized to evaluate the economic behavior of individuals. The 'invisible' market forces (price mechanism) and external forces (social, cultural, political, and legal forces) will be explored and examined from personal perspectives as well as their aggregate effect on the economy. *3 credits*

**BE 265M Corporate Financial Management**

Students will study the financing, valuation, and organization of business firms. Topics include: financial analysis, capital budgeting, valuation of corporate assets, long and short-term sources of funding, and cost of capital. P: BE 161, BE 162. *3 credits*

**BE 308M Information Systems (5 weeks) 3 credits**

Overview of fundamentals of information systems and their role in the organization. Emphasis on organizational and technical foundations of computer-based information systems, tools, techniques, and approaches to systems analysis and design, security issues, data administration, and project management.

**BE 334M Business Law**

In this course, we study the basic legal principles that guide business relationships. Emphasis is placed on examination of the Uniform Commercial Code, contracts, sales, commercial paper, negotiable instruments, and business organizations. Generally offered twice a year. *3 credits*

**HU 399M Senior Humanities Seminar**

A course of intensive reading from a variety of sources, designed to provide a forum for reflection and conversation regarding what it means to live life well. P: Senior status. This course is part of the required core curriculum. *3 credits*

**MG 131M Principles of Management**

Students are introduced to the basic functions of planning, organizing, leading, and controlling the organization effectively and efficiently. Additional topics include social responsibility of the organization, decision-making, interpersonal skills, and organizational change. *3 credits*

**MG 228M International Business Management**

Students analyze foreign environment elements and the role of each element as firms select market entry options. Specific emphasis is given to ethical strategic planning of human resources, marketing, finance, and the relationship between the corporation and its host country in establishing the international business operations. P: MG 131. *3 credits*

**MG 231M Principles of Marketing**

This course introduces students to common methods of planning and implementing decisions with respect to product, price, promotion, and channels of distribution, as organizations strive to satisfy the needs and wants of the market while achieving the goals of the organization in a dynamic environment. *3 credits*

**MG 270M Moral Leadership: Defining the Character of Individuals in Organizations**

Students will explore two important and related topics: leadership and ethics in business. Questions that will be explored include: What is business leadership? Does it have an impact on organizational performance? Where are leaders in organizations and what are their roles? What roles do leaders play in shaping the culture of right and wrong within the organization? *3 credits*

**MG 362M Human Resource Management**

In this course, students study the vital role of utilizing people effectively to meet organizational objectives. Topics include planning personnel needs, recruiting and selecting employees, training and developing the workforce, performance evaluation, compensation, and the legal and social context in which human resource management must operate. P: MG 131. *3 credits*

**MG 365M Issues of Small and Family Business**

This course introduces students to the issues that confront small and family businesses, and explores how to create a new small business. The study of small businesses allows students to study organizations in a more holistic manner. P: MG131, MG 231, BE 161. *3 credits*

**MG 367M Strategic Management**

Students will analyze the concepts and formulation of business strategy in the complete business environment. Roles and actions of top management in developing and implementing policy and strategy will be examined and analyzed in diverse industries, various types and sizes of organizations, and in a variety of situations. P: MG 131. *3 credits*

**MG 391M Business Capstone**

The objective of this capstone course is to provide the student with the opportunity to integrate knowledge gained from all other business courses through the analysis of case studies and simulations. Students learn to formulate strategic decisions that guide the future direction of the organization. P: Senior standing and completion of BE 161, BE 205, MG 131, MG 231, and 5 courses in the student's concentration. *3 credits*

**Bachelor of Arts in Criminal Justice (B.A.C.J.)**

The Bachelor of Arts in Criminal Justice takes place within the humanities-oriented context of the Albertus liberal arts curriculum. Building on legal studies and the social sciences, students explore theories of crime causation, examine legal cases and develop skills in critical reading, writing and ethical reasoning.

The B.A.C.J. prepares students for careers in social services and criminal justice that directly support police and government law enforcement efforts. Students assess the basis for their own beliefs; read and analyze facts and circumstances of a variety of cases;

examine the relationship of gender, class structure, race and ethnicity to the criminal justice system in the United States; and gain appreciation for the multiple perspectives at play in every situation. A person-centered view of crime and law enforcement assists students in assuming professional and community leadership roles that demonstrate respectful and effective interactions with all persons.

### ***B.A.C.J. Objectives***

Students who successfully complete the B.A.C.J. degree program should be able to:

- Develop a basic understanding of overall criminal justice system, from issues of policing in America, the court system, and the correctional system
- Develop a specialized criminal justice vocabulary
- Develop an understanding of the foundations of American criminal law
- Develop an understanding how the Constitution affects policing and criminal suspects in America
- Develop an understanding of basic criminal theory
- Demonstrate skills in analytical reading and writing
- Experience a hands-on internship in the professional field of criminal justice learning appropriate behaviors, procedures, and processes.
- Analyze different issues, problems areas, and agencies in the criminal justice field, and develop analytical and problem-solving strategies to deal with issues in a professional, humanistic and ethical manner.

### ***B.A.C.J. Requirements***

- 120 semester credits including
  - 54 Credits of Core Criminal Justice courses, including 1 credit internship
  - 27 Credits of Liberal Arts core courses
    - 3 Credits – College Writing
    - 3 Credits – Literary Genres
    - 6 Credits – Humanities I, II
    - 3 Credits – History
    - 3 Credits – Fine Arts
    - 3 Credits – Religious Studies
    - 3 Credits – Mathematics
    - 3 Credits – Science
  - 9 Interdisciplinary Liberal Arts Studies, from at least two disciplines
  - 30 – Elective Credits

### ***Program of Study***

CJ 111A	Introduction to the Criminal Justice System	(6 weeks, 3 credits)
EN 307M	Writing in the Social Sciences	(5 weeks, 3 credits)
SO 111A	Introduction to Sociology	(5 weeks, 3 credits)
CJ 232A	Juvenile Delinquency	(5 weeks, 3 credits)
CJ 231A	Deviance and Criminology	(5 weeks, 3 credits)
SO 121A	Contemporary Social Problems	(5 weeks, 3 credits)

CJ 233A	Corrections	(5 weeks, 3 credits)
CJ 335M	Constitutional Criminal Law	(6 weeks, 3 credits)
CJ 337M	Substantive and Procedural Criminal Law	(6 weeks, 3 credits)
RS 383M	Religion and Social Concerns	(5 weeks, 3 credits)
SO 242A	Minorities and Multicultural Diversity	(5 weeks, 3 credits)
CJ 310M	Sociology of Law and Social Control	(5 weeks, 3 credits)
CJ 255A	Special Topics	(5 weeks, 3 credits)
PY 111A	Introduction to Psychology	(5 weeks, 3 credits)
PY 211A	Abnormal Psychology	(5 weeks, 3 credits)
PY 235A	Drug and Alcohol Abuse	(5 weeks, 3 credits)
SO 218A	Statistics for the Behavioral Sciences	(5 weeks, 3 credits)
SO 219A	Research Methods	(5 weeks, 3 credits)
CJ 395M	Criminal Justice Independent Study and Internship	(10 weeks, 3 credits)
CJ 391M	Senior Seminar: Ethics in Criminal Justice	(5 weeks, 3 credits)

## COURSE DESCRIPTIONS

### **CJ 111A Introduction to the Criminal Justice System**

Students will review the origins and foundations of our American system of policing, the relationship between the individual citizen and the state/federal governments' police powers. Included in this section of the course will be an overview of the Fourth Amendment, the Fifth Amendment, and the Sixth Amendment. Students will also review the judicial system, and become familiar with the procedures followed in a criminal trial. Finally, the students will examine sentencing issues and the sanctions available against a criminal convict, including incarceration in jail or prison, probation, and parole. *3 credits*

### **CJ 231A Deviance and Criminology**

Consideration of deviant behavior and crime as behavioral and social phenomena, with analysis of data and theories of the causation of crime. The effects of labeling deviants are also considered. P: SO/CJ 111 or permission of Program Coordinator. *3 credits (Cross referenced with SO 231A)*

### **CJ 232A Juvenile Delinquency**

Investigation of delinquency as a separate phenomenon, including its theories of causation and particular patterns of delinquency, as well as consideration of the variables which affect the rates of delinquency. P: SO 111 and CJ 111. *3 credits*

### **CJ 233A Corrections**

Examination of philosophy, theory, and practice of criminal punishment and of the processes which characterize arrest, prosecution, trial, and sentencing. Formal and informal operation of law enforcement agencies are studied, with special attention to patterns of differential treatment accorded different social and economic groups. P: CJ 111. *3 credits*

**CJ 335M Constitutional and Criminal Law**

This course is designed for students interested in studying law as it applies to the relationship between the individual American and state/federal governments. Among the topics covered will be the Fourth Amendment's warrant clause and the right against unreasonable searches and seizures, the Fifth Amendment's right against self-incrimination, and the Sixth Amendment's right to counsel. A research paper component is a requirement in this course. P: CJ 111. *3 credits*

**CJ 337M Foundations of Criminal Law**

This course familiarizes students with the origins of our present day substantive and procedural criminal laws. Students will be exposed to early attempts to codify a body of criminal law, from the Code of Hammurabi through Roman law and English common law to the present day. Issues of due process, conspiracy, and causation are among the many topics covered. A research paper component is a requirement in this course. P: CJ 111. *3 credits*

**CJ 255A Special Topics**

Selected topics or issues with respect to the criminal justice system are studied in-depth. [Topics may include but are not limited to, Organized Crime, Military Criminal Justice, American Judicial System, Police Patrol, Criminal Investigation, Crime Scene Forensics] P: CJ 111. *3 credits*

**CJ 395M Criminal Justice Independent Study and Internship**

This course includes both an internship (1 credit) and an academic (2 credits) component. The student intern is required to work a minimum of 40 hours at the internship agency. In addition to the hours worked, the student must write, under the supervision of the faculty advisor, a research paper or comparable project, to receive three hours of academic credit. Students are expected to devote an average of twelve hours per week on the combined components of the course over a ten week period. Students will work with the internship coordinator five weeks prior to the course start to identify the exploratory experience that will best provide a real-world career environment. In addition, students must complete a preparatory workshop prior to on-site work. P: By permission of the program director. *3 credits*

**CJ 391 Senior Seminar: Ethics [in Criminal Justice]**

In this seminar-based course, students in Criminal Justice will study the difficult ethical issues faced by criminal justice practitioners on a daily basis and how the ethical challenges faced by police, prosecutors, judges and corrections officers can be effectively addressed. P: Completion of all other Core requirements. *3 credits*

**EN 307M Writing in the Social Sciences**

The course is intended to enhance skills used in writing mechanics (grammar, punctuation, and style), research practices, and guidelines for writing and supporting arguments using the APA reference style. Focus will be on both written and oral communication used by academic researchers and professionals in the field of human behavior and the social sciences. *3 credits*

**PY 111A Introduction to Psychology**

Introduction to the major areas, theories, concepts, and methods of contemporary psychology. Topics may include ways of perceiving, learning, and thinking about the world; emotions; motivation; the relationship between brain events and inner experience; child development and adult personality; self-concept; attitudes toward others and behavior in social situations; stress, coping, and the diagnosis and treatment of mental disorders. Special attention will be paid to the application of scientific methods to the study of human cognition and behavior. *3 credits*

**PY 211A Abnormal Psychology**

Psychological functioning is said to be abnormal when it is atypical and causes distress to the individual or to other members of that person's community. Viewed through a medical lens, these behaviors are regarded as signs of psychopathology (mental illness). This course provides a thorough grounding in the psychiatric diagnostic classification system, covering most of the major categories of mental disorder: anxiety, depression, schizophrenia, and more. Theories explaining the various forms of mental disorder, research findings on their social, psychological, and biological correlates, and treatment options are also considered. P: PY 111. *3 credits*

**PY 235A Drug and Alcohol Abuse**

An introductory survey covering a variety of issues in the addiction arena, including the psychology of addiction, biological issues, the impact of addiction on families, identification of addictions, and methods of intervention. P: PY 111. *3 credits*

**RS 383M Religion and Social Concerns**

A consideration of the social and public policy implications of religious faith, particularly the Christian tradition, for questions of economic justice, war and militarism, racism, and the ecological crisis. *3 credits*

**SO 111A Introduction to Sociology**

This course invites you to see the world sociologically. We will examine culture, social structure, inequality, gender, race, deviance, and socialization from the sociological perspective. *3 credits*

**SO 121A Contemporary Social Problems**

Focuses on how institutional and organizational features of societies generate problems for people. Particular attention is directed at a set of problems related to political and economic inequalities, health and illness, education, the environment, and the criminal justice system. P: SO 111. *3 credits*

**SO 218A Statistics for the Behavioral Sciences**

Addresses basic concepts and methods of statistical data analysis as applied in psychology and other social/behavioral sciences, including organizing, analyzing, and interpreting data. The course will provide students with a foundation in descriptive and inferential statistics, touching on frequency distributions, probability sampling, and hypothesis testing. Analyses conducted by hand and using SPSS. P: Fulfillment of a Level 100 math requirement. *3 credits*



**SO 219A Research Methods**

This course is a “hands on” approach to research in which the student will learn to design and carry out field observations, experiments, content analyses, or surveys.

P: SO 111. *3 credits*

**SO 242A Minorities and Multicultural Diversity**

This course examines the positions of “minorities” in the status hierarchy of the United States, and teaches a critical perspective on the economic, political, and social oppression of subordinate groups by dominants. Multiculturalism will be examined from this perspective: since the United States comprises various racial and ethnic groups, what does it mean to be “American” and who gets to define this? *3 credits*

**CJ 310M Sociology of Law and Social Control**

A consideration of social control, law creation and law enforcement in their social and political context. Discusses major theories of law and the modern state. Law will be considered as both a cause and effect of social change P: SO 111 and CJ 111. *3 credits*

**Bachelor of Science in Human Services (B.S.H.S.)**

Students who are advancing their careers in health and human services gain an interdisciplinary background in the Bachelor of Science in Human Services. Combining the liberal arts with professional studies, B.S.H.S. students explore concepts related to bioethics, child psychology, multicultural diversity and principles of management as related to such contemporary issues as addictions and recovery, domestic violence, peace and justice, and sociology of AIDS. Students build their professional knowledge and skills through supervised internships in local agencies.

***B.S.H.S. Objectives***

Students who successfully complete the B.S.H.S. degree program should be able to:

- Incorporate different areas of knowledge and have global and specific awareness and appreciation for human problems and concerns
- Develop written and oral communication skills through a variety of educational experiences to work effectively in an organizational setting
- Experience hands-on internship experiences in the professional fields of the human services where they learn appropriate procedures when dealing with clients
- Examine different issues, problems areas, and agencies in the human services field, whereby students develop analytical and problem-solving strategies to deal with issues in a professional, humanistic and ethical manner.

***B.S.H.S. Requirements***

- 120 semester credits including:
  - 54 Credits of Core Human Service courses
  - 27 Credits of Liberal Arts core courses
    - 3 Credits – College Writing
    - 3 Credits – Literary Genres
    - 6 Credits – Humanities I, II
    - 3 Credits – History

- 3 Credits – Fine Arts
- 3 Credits – Religious Studies
- 3 Credits – Mathematics
- 3 Credits – Science
- 9 Interdisciplinary Liberal Arts Studies, from at least two disciplines
- 30 – Elective Credits

### ***Program of Study***

HS 101A	Introduction to Human Services 6 weeks (5 week content, 1 week orientation)	(6 weeks, 3 credits)
EN 307M	Writing in the Social Sciences	(5 weeks, 3 credits)
PY 111A	Introduction to Psychology	(5 weeks, 3 credits)
PY 342M	Life Span I: Childhood through Adolescence	(6 weeks, 3 credits)
PY 352M	Life Span II: Adulthood to Aging, Death and Dying	(6 weeks, 3 credits)
SO 111A	Introduction to Sociology	(5 weeks, 3 credits)
SO 242A	Minorities and Multicultural Diversity	(5 weeks, 3 credits)
MG 362M	Human Resource Management	(5 weeks, 3 credits)
SO 231A	Deviance and Criminology	(5 weeks, 3 credits)
PY 211A	Abnormal Psychology	(5 weeks, 3 credits)
PY/SO 235A	Drug and Alcohol Abuse	(5 weeks, 3 credits)
RS 221A	Introduction to World Religions	(5 weeks, 3 credits)
PY 250A	Community Psychology	(5 weeks, 3 credits)
SO 212A	Social Work I	(5 weeks, 3 credits)
SO 213A	Social Work II	(5 weeks, 3 credits)
PY 213A	Counseling Techniques	(5 weeks, 3 credits)
PY 248A	Cultural Psychology	(5 weeks, 3 credits)
HS 380M	Internship Practicum I	(8 weeks, 3 credits)
HS 381M	Internship Practicum II	(8 weeks, 3 credits)
HS 311M	Issues in Human Services	(5 weeks, 3 credits)

## **COURSE DESCRIPTIONS**

### **EN 307M Writing in the Social Sciences (5 weeks) 3 credits**

The course is intended to enhance skills used in writing mechanics (grammar, punctuation, and style), research practices, and guidelines for writing and supporting arguments using the APA reference style. Focus will be on both written and oral communication used by academic researchers and professionals in the field of human behavior and the social sciences.

**HS 101A Introduction to Human Services (6 weeks) 3 credits**

An overview of the principles and practices of human services, including: concept of “cradle-to-grave” care and its implications; components of the human services delivery system; nature and current status of the various human services professions; social, occupational, and professional outlook for the near future; and personal and ethical issues involved in choosing to enter the human services field.

**HS 311M Issues in Human Services (5 weeks) 3 credits**

An in-depth examination of professional and personal issues relative to the human services professional. Consideration will be given to the position of human services organizations in government policy and the place of human services professionals in both public and private education, health care, and social welfare systems. Attention will also be given to the personal challenges faced by human services professionals, including typical occupational stressors and their impact, the importance of professionally ethical behavior, and ethical dilemmas that may be encountered.

**HS 380M, HS 381M Human Services Internship I, II (10 weeks each)  
3 credits each**

The internship, consisting of 120 on-site commitment hours over each of two 10 week internships, will provide the student with the opportunity to participate in field experience with a Human Services agency. Students will work with the internship coordinator 5 weeks prior to the course start to identify the exploratory experience that will best provide a real-world career environment. In addition, students must complete a preparatory workshop prior to on-site work.

**MG 362M Human Resource Management**

In this course, students study the vital role of utilizing people effectively to meet organizational objectives. Topics include planning personnel needs, recruiting and selecting employees, training and developing the workforce, performance evaluation, compensation, and the legal and social context in which human resource management must operate.

**PY 111A Introduction to Psychology (5 weeks) 3 credits**

Introduction to the major areas, theories, concepts, and methods of contemporary psychology. Topics may include ways of perceiving, learning, and thinking about the world; emotions; motivation; the relationship between brain events and inner experience; child development and adult personality; self-concept; attitudes toward others and behavior in social situations; stress, coping, and the diagnosis and treatment of mental disorders. Special attention will be paid to the application of scientific methods to the study of human cognition and behavior.

**PY211A Abnormal Psychology (5 weeks) 3 credits**

Psychological functioning is said to be abnormal when it is atypical and causes distress to the individual or to other members of that person's community. Viewed through a medical lens, these behaviors are regarded as signs of psychopathology (mental illness). This course provides a thorough grounding in the psychiatric diagnostic classification system, covering most of the major categories of mental disorder: anxiety, depression, schizophrenia, and more. Theories explaining the various forms of mental disorder, research findings on their social, psychological, and biological correlates, and treatment options are also considered.

**PY 213A Counseling Techniques (5 weeks) 3 credits**

A didactic-experiential course addressing contemporary procedures for counseling clients with emphasis on acquiring interviewing skills and understanding the counselor-client dyad as an effective working relationship.

**PY 235A Drug and Alcohol Abuse (5 weeks) 3 credits**

An introductory survey covering a variety of issues in the addiction arena, including the psychology of addiction, biological issues, the impact of addiction on families, identification of addictions, and methods of intervention.

**PY 248A Cultural Psychology (5 weeks) 3 credits**

This course examines the importance of cultural factors in explaining and understanding human behavior, providing students with a cross-cultural framework to evaluate the relevance of traditionally held beliefs and theories to different cultural groups. Students will explore the role of culture in development, cognition, gender, emotion, language and communication, personality, abnormal psychology, development of self and identity, and interpersonal and intergroup relations. To develop a better understanding of self in relation to the world, students will research their own cultural background and norms in comparison to mainstream society in the United States. Finally, students will develop a deeper, more complex understanding of the nature of culture, its relationship to the psychological processes, and the differences and similarities between cultures in our increasingly globalized world.

**PY 250A Community Psychology (5 weeks) 3 credits**

A multidisciplinary approach emphasizing the prevention and treatment of psychological problems in a community setting.

**PY 342M Life Span 1: Childhood through Adolescence (5 weeks) 3 credits**

An examination of the major theories, issues, and research regarding the developing child from conception through adolescence and the transition from childhood to adulthood. Emphasis is on emotional, cognitive, and personality and social development. Current issues, such as the effects of drugs on the fetus, child abuse, and day care centers will be discussed, as well as physical changes, and the influence of family, school, and culture on adolescents. P: PY 111

**PY 352M Life Span II: Adulthood to Aging, Death and Dying (5 weeks)  
3 credits**

An overview of adulthood, maturity, old age, and death from both physical and psychological perspectives. Personal adjustment and psychological changes over the chronology of adult experience will be emphasized. Topics will include family, career, personality continuity and change, sexuality, the process of aging, death, and bereavement, as well as factors that influence the needs of patients and survivors; theories of attachment; stages of grief; suicides; and living wills.

**RS 383M Religion and Social Concerns (5 weeks) 3 credits**

A consideration of the social and public policy implications of religious faith, particularly the Christian tradition, for questions of economic justice, war and militarism, racism, and the ecological crisis.

**SO 111A Introduction to Sociology (5 weeks) 3 credits**

This course invites you to see the world sociologically. We will examine culture, social structure, inequality, gender, race, deviance, and socialization from the sociological perspective.

**SO 212A Social Work: History and Practice (5 weeks) 3 credits**

After reviewing the history of Social Work in the United States, this course examines the practice settings of social work as a profession: case work, group work, community organization and advocacy, and policy and planning. Includes the study of the values and assumptions of social work with an eye towards problem-solving applications with specific populations, as well as social welfare policy critique.

**SO 213A Social Work: Populations and Policies (5 weeks) 3 credits**

An examination of human behavior in the social environment as we study the individual in families, groups, and society. We will further explore the special needs of specific populations such as families, youth, the elderly, the poor, women, and minorities, and investigate social welfare policy as a means to meet those human needs. Establishing a knowledge base as well as effective communication techniques will be stressed.

**SO 231A Deviance and Criminology (5 weeks) 3 credits**

Consideration of deviant behavior and crime as behavioral and social phenomena, with analysis of data and theories of the causation of crime. The effects of labeling deviants are also considered. P: SO/CJ 111 or permission of Program Coordinator.

**SO 242A Minorities and Multicultural Diversity (5 weeks) 3 credits**

This course examines the positions of “minorities” in the status hierarchy of the United States, and teaches a critical perspective on the economic, political, and social oppression of subordinate groups by dominants. Multiculturalism will be examined from this perspective: since the United States comprises various racial and ethnic groups, what does it mean to be “American” and who gets to define this?

# Graduate Degrees

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The New Dimensions Program offers the following master's degrees:

- Master of Business Administration
- Master of Science in Management and Organizational Leadership

## General Graduation Requirements

Candidates for master's degrees must:

- Fulfill all requirements within seven years of matriculation, including completion of the Capstone project
- Earn a minimum grade of 2.0 in all required courses
- Earn a minimum cumulative grade point average of 3.0
- Satisfactorily complete a Capstone project.
- Pay all tuition and fees.

## Master of Business Administration (M.B.A.)

The Master of Business Administration is an accelerated 48-credit degree that is designed for experienced professionals who are advancing their careers. Based on a conceptual foundation in business management, M.B.A. students build skills in creating new value for customers, increasing business competitiveness and making ethical decisions. As their comprehensive Capstone project, students develop a working business plan for an entrepreneurial endeavor or business consultation.

The New Dimensions M.B.A. is offered as an online degree or in a blended format in which each course meets weekly on campus and online. Classes are typically six weeks' long. The M.B.A. is accredited by the International Assembly for Collegiate Business Education.

### ***M.B.A. Objectives***

Students who successfully complete the M.B.A. degree program should be able to:

- Demonstrate advanced critical thinking and communication skills
- Demonstrate advanced understanding of concepts in the functional areas of business
- Creatively apply formal concepts to real world situations
- Demonstrate the capacity for informed moral decision making in the business environment.

### ***Admission Requirements***

- Bachelor's degree from a regionally accredited college or university with a minimum cumulative grade point average of 2.8 on a 4.0 system\*
- For non-native speakers of English, proficiency in the English language, as demonstrated by at least three years of successful academic work at a college or university using English as the primary language of instruction and evaluation, or by a minimum TOEFL score of 550, paper-based; 80, internet-based; or 213, computer-based.

\* Students who do not meet the above G.P.A. requirement may be admitted to the M.B.A. program on a provisional basis. Provisionally admitted students may be required to complete prerequisite courses or to earn a minimal 3.0 cumulative grade point average in 12 credits before being fully admitted to the program.

Applicants must submit:

- A completed application form and non-refundable fee of \$50.00
- Official transcripts of all institutions of higher learning previously attended
- Proof of immunization in accordance with Connecticut State requirements
- For online degrees, a Connecticut Driver's License or DMV Photo ID.
- Two letters of recommendation from former professors or professional associates
- A written essay of 500 – 600 words, double spaced, detailing the applicant's professional interests, reasons for applying to the program, and educational expectations.

### ***Transfer Credits***

Albertus Magnus College will accept a maximum of 6 graduate hours from a regionally accredited institution toward satisfying the M.B.A. Such credits must satisfy degree requirements and must have been completed within the last five years prior to entrance into the program with a minimal grade of 3.0.

Transfer credits will be considered on an individual basis. Students must submit an official transcript showing proof of completion of the course(s) to be transferred. All requests to transfer credits must be completed prior to starting the program. Internal transfer students from other Albertus graduate programs must complete at least 50% of their requirements (24 credits) in the Albertus M.B.A. program. The total of graduate credits and undergraduate waivers transferred into the program is limited to a maximum of 18 credits.

### ***Waivers***

Advanced standing placement is possible for students with undergraduate business degrees. Students may receive a maximum of 12 credits waived based on undergraduate work completed within the last seven years. To receive a waiver, students must have earned a minimum grade of 3.3 in the undergraduate courses being considered. Course waivers are granted by the program director, who notifies students of any waivers at the time of admission to the program.

\* Students who are already enrolled in another graduate program at Albertus will not be eligible for waivers. Waivers must be granted upon initial admission to an Albertus graduate program.

### ***Program of Study***

MB 512M	Ethical Issues in Business	(3)
MB 614M	Information Systems for Managers (W)	(3)
MB 516M	Organizational Behavior (W)	(3)
MB 521M	Managing Human Resources (W)	(3)
MB 515M	Economic Theory and Application	(3)
MB 615M	Global Management (W)	(3)

MB 520M	Accounting Concepts	(3)
MB 612M	Financial Theory (W)	(3)
MB 611M	Research Methods for Business	(3)
MB 518M	Marketing Concepts and Strategies (W)	(3)
MB 636M	Legal Issues in Business (W)	(3)
MB 638M	Financial Statement Analysis	(3)
MB 660M	Strategic Management Capstone	(3)
MB 632M	Organizational Development (E)	(3)
MB 630M	Entrepreneurial Development (E)	(3)
MB 634M	Operations Management (E)	(3)

*TOTAL Credits: 48*

(W) May be waived with permission of the Program Director. A maximum of 12 credits may be waived.

(E) Elective course. Students may elect 9 credits of concentration or specialization courses. The elective courses listed above are offered in the General Management concentration. Those who select another concentration substitute the appropriate courses.

### **Advanced Specializations**

In addition to the thirteen core courses (39 credits), students take three additional courses (9 credits) in an advanced specialization. Students may select an advanced specialization in General Management and/or a in Accounting, Human Resources, Leadership, Marketing, or Project Management. Students may select up to two specializations. The New Dimensions Program offers specializations as enrollments permit. In consultation with the program director, students may choose to complete their core courses in the New Dimensions Program and then to transfer into the Accelerated Degree Program for their Advanced Specialization courses.

## **COURSE DESCRIPTIONS**

### **Core Courses**

#### **MB 512M Ethical Issues in Business**

This course examines business ethics from both theoretical and applied points of view. Students will utilize fundamental ethical theory to analyze and explain contemporary business conditions and current events. Students will be asked to define their responsibilities as an individual and as part of a group, an organization, and society as a whole. Ethical issues in a variety of business areas will be considered; such as finance, marketing, human resources, and international. The focus will be on developing informed responses to the needs of a variety of stakeholders in making ethically-sound business decisions. Throughout the course, students will be required to demonstrate effective communication skills, both oral and written. *3 credits*



**MB 515M Economic Theory and Application**

This course explores the basic concepts of macroeconomics and microeconomics with an emphasis on applying these theories to management decision making. Students will examine issues involved in operating effectively in a market-oriented economy and the measurement of economic performance. Topics include: national income and aggregates, fiscal and monetary policy formation, and price and output determination under various competitive situations. Through course assignments, students will demonstrate analytical skills as well as effective communication skills. *3 credits*

**MB 516 Organizational Behavior**

This course examines the theoretical assumptions of organizational behavior and the issues and challenges that arise when managing and leading. Students will investigate the interrelationships between the individual, the group, and the organization. The course will emphasize managerial practices needed in a variety of settings and the application of these methods to realistic situations. Students will be required to demonstrate effective communication skills throughout the course. *3 credits*

**MB 518M Marketing Concepts and Strategies**

This course introduces students to the techniques and processes of planning, creation, valuation, distribution, and sale of products and services. Students will learn how to segment markets and to identify target markets, survey markets, and interpret data. Students will explore the challenges and ethical issues facing marketing managers. During this course, students will analyze strategic marketing cases that will allow students to exhibit the ability to describe and integrate the key activities of marketing and demonstrate effective analytical, oral presentation, and written communication skills. *3 credits*

**MB 520M Accounting Concepts**

This course is designed to introduce students to the language of business. Students will learn the conceptual foundation of financial accounting and financial reporting of business activities. Assignments will focus on the development of insight about accounting in terms of measuring, recording, reporting, and interpreting economic transactions. Topics will include accrual and cash based measurements of profitability and financing, investing, and operating activities of businesses. This course will emphasize accounting for decision-making and the importance of ethics for business and accounting. *3 credits*

**MB 521M Managing Human Resources**

This course examines the design of formal systems and the functions performed in organizations to ensure the most effective use of human resources. Emphasis will be on strategies used by managers for the recruitment, retention, and development of human resources to produce a positive workplace environment. Consideration will be given to the legal and ethical issues encountered by managers. *3 credits*

**MB 611M Research Methods for Business**

This course focuses on the application of quantitative analysis in the business environment. The concepts covered include probability distributions, decision analysis, regression analysis, forecasting techniques, linear programming, sensitivity analysis, project management, and simulation models. These concepts provide quantitative skills for research used in completing the Capstone project. *3 credits*

**MB 612M Financial Theory**

In this course, students will study the tools and methodologies utilized by financial managers. Students will analyze financial information with emphasis on utilizing this information to make effective and ethical managerial decisions. Topics will include forecasting and planning, investment and financing decisions, cash flows, and financial markets. Students will demonstrate advanced understanding of these topics by analyzing case studies based on real world situations. Prerequisite: MB 520. *3 credits*

**MB 614M Information Systems Issues for Managers**

This course examines the principles and issues of managing an information systems service function in a business. Current technologies available for computing and communicating will be explored from the viewpoint of a manager. Students will develop an understanding of how to select the most appropriate technology to meet a particular information need. Topics to be considered include training, evaluation, security, and ethical issues. Case studies will be used to provide examples. *3 credits*

**MB 615M Global Management**

This course addresses practical skills for global managers. It examines common issues and best practices for managing a global workforce as well as relationships with important partners and customers. Students will examine the changing international business environment and assess the challenges involved in establishing and managing international operations and the problems inherent in these transactions. During this course, case studies will be utilized and students will be required to demonstrate effective critical thinking skills. *3 credits*

**MB 636M Legal Issues in Business**

In this course, students examine the legal and ethical aspects of business decision making. The current business environment will be examined in relation to domestic and international law, federal and state regulations, as well as local statutes and ordinances. The social and moral aspects of decision making will also be discussed. Students will be required to analyze realistic problems from these perspectives. *3 credits*

**MB 638M Financial Statement Analysis**

This course will provide students with an understanding of how firms communicate through financial statements. Students will examine the use of financial statement analysis as an integral part of the strategic analysis of firms. In examining financial planning concepts, students will create pro-forma spreadsheets. The regulatory and ethical issues related to financial statement preparation and presentation will be examined. Case studies will be utilized to demonstrate the practical application of financial statement analysis and projections. Prerequisite: MB 612. *3 credits*

**MB 660M Strategic Management Capstone**

This course examines issues and problems that managers face in today's competitive and global business environment. Through the case study approach, students will integrate the skills and knowledge learned in previous courses and apply these to developing effective and ethical strategies to solve business problems. Students will be expected to demonstrate advanced written and oral communication skills. *3 credits*

## Advanced Specialization Courses

### Accounting

#### **MB 651M Governmental and Nonprofit Accounting**

This course is designed to provide a framework for understanding the special accounting and reporting requirements of nonprofit organizations. Students will examine the characteristics of governmental and nonprofit accounting with an emphasis on various fund types and account groups. Topics will include reporting, budgeting, and auditing concepts and practices. The ethical and legal issues faced by nonprofit organizations will be examined. Prerequisite: MB 520. *3 credits*

#### **MB 653M Accounting Information Systems**

This course analyzes the methods used to gather, process, and communicate accounting information in business firms. Students will examine specific business transaction cycles and manual and computerized accounting systems. Topics will include internal control, auditing techniques, and system documentation. Case studies will be utilized to demonstrate the practical application of various systems. Prerequisite: MB 520. *3 credits*

#### **MB 655M Ethics for Accounting Professionals**

In this course, students will examine the ethical issues encountered in the accounting field. They will study the professional responsibilities outlined for accounting professionals and examine the ethical principles and practices of businesses. Students will study the regulations created by the passage of the Sarbanes-Oxley Act and discuss the current and potential impact of these regulations. Students will examine codes of conduct, stakeholder theory and the concepts of independence, objectivity, integrity, and public trust. Case studies will be used to illustrate these principles and students will be expected to demonstrate effective written communication skills. *3 credits*

### General Management

#### **MB 630M Entrepreneurial Development**

In this course, students will examine the fundamental management and business practices essential to successful entrepreneurial development. Students will complete a comprehensive study of managing entrepreneurial small businesses from conceptualization through start-up. Students will identify venture opportunities, select an appropriate organizational form, and develop marketing, financial, operational, and managerial programs for these firms. *3 credits*

#### **MB 632M Organizational Development**

This course will focus on issues of business strategy and planning, with an emphasis on organizational structures and processes. Topics will include change management, team development, and continuous improvement practices and experiences. Case studies will be utilized to demonstrate the transformation of business policies and procedures to effectively achieve strategic goals. *3 credits*

**MB 634M Survey of Operations Management**

This course addresses the issues of plan implementation and the management of operations in a variety of organizations. The course will focus on diverse activities; such as determining the size and type of production process, purchasing, planning and scheduling the flow of materials, and the nature and content of inventories. Emphasis will be placed on the strategic and tactical skills needed to manage effectively and to assure product quality. *3 credits*

**Human Resources****MB 652M Human Resource Training & Development**

This course provides a clear understanding through lecture, readings, and case studies that effective training and development is essential to business success. Students will examine, evaluate, and demonstrate how human resource managers align the training and development functions with the vision, strategy, and values of the organization. Students will consider the selection of appropriate activities to assure the right people are in the right place at the right time. Prerequisite: MB 521. *3 credits*

**MB 654M Compensation Strategies**

Students are provided an opportunity in this course to learn, research, and then design a compensation structure for an organization while taking into consideration key components such as compensation legislation, wage rates, government mandated benefits, and company retention strategies. Communicating the compensation plan to employees and international compensation issues will also be explored. Prerequisite: MB 521. *3 credits*

**MB 656M Employment Law**

This course is designed as an opportunity for students to consider state and federal legal issues governing employment relationships and affecting employment policies. Topics such as EEO, OSHA, Workers' Compensation, discipline procedures, ethical human resource activity, conflict resolution, and employee rights will be examined. Prerequisite: MB 521. *3 credits*

**Leadership**

Students may select this option with the approval of the M.B.A. and M.S.M.O.L. program directors. The advanced specialization in Leadership includes three courses (9 credits) from the Albertus the Master the Science in Management and Organizational Leadership as listed below.

**Marketing****MB 630M Entrepreneurial Development**

In this course, students will examine the fundamental management and business practices essential to successful entrepreneurial development. Students will complete a comprehensive study of managing entrepreneurial small businesses from conceptualization through start-up. Students will identify venture opportunities, select an appropriate organizational form, and develop marketing, financial, operational, and managerial programs for these firms. Prerequisite: MB 513. *3 credits*

**MB 640M Advertising Management**

In this course, students will gain knowledge of the latest techniques for developing strategic advertising campaigns. Through a hands-on approach, students will examine the management of advertising, sales promotion and public relations activities from a corporate perspective. Through the use of case studies and real-world examples, students will determine promotional objectives, select campaign themes, choose media, examine cost control, design sales promotions and evaluate results. Prerequisite: MB 518. *3 credits*

**MB 642M Emerging Marketing Techniques**

In this course, students will examine emerging advertising and marketing techniques. They will research social media, digital marketing, and other new low cost, highly effective evolving marketing techniques. Through case studies, interactive sessions and class exercises, participants will learn about the latest research and best practices in the industry. Prerequisite: MB 518. *3 credits*

**Project Management****MB 643M Principles of Project Management**

Covers organizational issues, the project lifecycle, project management process groups (initiating, planning, executing, controlling, closing), knowledge areas (integration, cost, quality, scope, time, risk, communications, resource management, procurement), the role of the project manager, and the importance of documentation management. *3 credits*

**MB 644M Management of Projects**

Advanced course on technical aspects of project management. Covers cost, quality, time, scope management, project plan development using critical path and critical chain analysis tools, change control, management reporting, and use of project management software to support project execution. Prerequisite: MB 643. *3 credits*

**MB 645M Leadership of Projects**

Advanced course on human aspects of project management. Covers team building and teamwork, communications, stakeholder management, influence without authority, resource management, procurement and negotiations. Prerequisite: MB 643. *3 credits*

**Master of Science in Management and Organizational Leadership (M.S.M.O.L.)**

The Master of Science in Management and Organizational Leadership supports the advancement of working professionals in corporate, non-profit, and public organizational environments. Participants gain knowledge and skills for managing organizational change in the context of dynamic technological and global environments. The M.S.M.O.L. focuses on leadership as a relational process that is inclusive of diverse points of view, is purposeful and builds commitment towards a shared vision. Participants are encouraged to develop a type of leadership that is rooted in service to others with reciprocal trust and ethical behavior.

The New Dimensions M.S.M.O.L. is offered in a sequenced, cohort-based, weekly class session format over an eight week period with classes meeting on-site for 2.5 hours. An additional 2.5 hour on-line element occurs asynchronously each week.

### ***M.S.M.O.L. Program Objectives***

Students who successfully complete the M.S.M.O.L. degree program should be able to:

- Demonstrate skills in:
  - Quantitative Analysis
  - Conflict Resolution
  - Information Literacy
  - Decision Making
  - Scientific Method
  - Leadership
- Demonstrate knowledge of:
  - Management Principles
  - Quality Management
  - Organizational Behavior
  - International/Global Business
  - Organizational Management
  - Business Ethics
  - Human Resources
- Demonstrate critical thinking skills through:
  - Developing Hypothesis
  - Conducting Research
  - Interpreting and Presenting Research Results
  - Evaluating research methods
  - Analyzing data
- Demonstrate the Capacity for Creative Thinking
- Apply learning from diverse disciplines to real world issues from an expert strategic perspective

### ***M.S.M.O.L. Admission Requirements***

- A bachelor's degree from a regionally accredited college or university.
- A minimum cumulative grade point average of 2.8 on a 4.0 system
- A minimum of two years' requisite experience in an organization
- Proficiency in the business application of personal computers
- For non-native speakers of English, proficiency in the English language, as demonstrated by at least three years of successful academic work at a college or university using English as the primary language of instruction and evaluation, or by a minimum TOEFL score of 550, paper-based; 80, internet-based; or 213, computer-based.

Applicants must submit:

- Application form and nonrefundable \$50 application fee
- Official transcripts from all degree-granting institutions attended
- Proof of immunization in accordance with Connecticut State requirements
- An essay (500 to 600 words, double spaced) that presents the applicant's career interests, reasons for applying to the program and expectations for the program. The essay must cite a specific example of the most effective organizational team in which the applicant has participated and how leadership factored into its success.

**Program of Study**

MOL 501	Leadership in Theory and Practice	(3)
MOL 509	Professional Writing and Communications	(3)
MOL 505	Moral Leadership: Defining the Character of Individuals in Organizations	(3)
MOL 507	Critical Thinking and Applied Decision Making	(3)
MOL 506	Organizational Behavior	(3)
MOL 518	Managing Quality	(3)
MOL 601	Team Building	(3)
MOL 514	Conflict Resolution	(3)
MOL 510	Human Resource Management in a Changing Environment	(3)
MOL 605	Management within a Global Environment	(3)
MOL 620	Entrepreneurial Thinking: Innovation and Creativity in Creating Value	(3)
MOL 630	Applied Research Project	(3)

*TOTAL Credits: 36*

**COURSE DESCRIPTIONS****MOL 501M Leadership in Theory and Practice (9 weeks) 3 credits**

Leadership in Theory and Practice introduces students to the study of leadership and management and differentiates between the two disciplines. The course examines seminal and contemporary theories with a focus on the need for and application of both in an organizational setting. Research skills for graduate school are also introduced and explored with students beginning to formulate research ideas which can be developed throughout this graduate program.

**MOL 505M Moral Leadership: Defining the Character of Individuals in Organizations (8 weeks) 3 credits**

In this course we will explore two important and related topics: leadership and ethics in organizations. Questions that will be explored include: What roles do leaders play in shaping the culture and in shaping what is considered right and wrong within the organization? How can one learn to make right vs. right decisions and explain their decisions to others?

**MOL 506M Organizational Behavior (8 weeks) 3 credits**

Organizational Behavior is the study of behavioral issues and concepts faced by organizations and individuals in the organization. The course focuses on the macro level issues faced by organizational stakeholders in the ever-changing environment. Learners will investigate concepts and theories of motivation, organizational culture, employee development, and the like, and come away with knowledge of the processes and theories of effective organizational dynamics.

**MOL 507M Critical Thinking and Applied Decision Making (8 weeks) 3 credits**

Seminar participants will evaluate their own decision making skills and consider optimal ways of reaching decisions individually and in a group context. The psychology of decision making will be explored with an emphasis on the biases and motivations which may prejudice our decision making abilities. Participants will critically analyze contemporary decisions in society and apply the course material to a positive organizational context. Students will continue to develop their research techniques and will use the critical thinking skills they develop to identify, explore, and research an issue of their choosing.

**MOL 509M Professional Writing and Communications (8 weeks) 3 credits**

This course is designed to enable students to gain a deeper understanding of writing and communications appropriate to professional goals and the demands of the workplace. Emphasis is placed on the development of skills in advanced written and oral communications, research and information literacy, reading and critical thinking.

**MOL 510M Human Resource Management in a Changing Environment (8 weeks) 3 credits**

This course is a study of techniques and skills necessary to manage and effectively guide human resources in a rapidly changing technological environment. Emphasis is on formulation and implementation of strategies to understand, guide, and develop human resources within the modern organization. It covers analysis of humanistic and ethical issues facing management and employees in the changing workforce and behavioristic concerns as experienced within organizations.

**MOL 514M Conflict Resolution (8 weeks) 3 credits**

The meaning of conflict resolution adopted in this course is focused on peaceful, non-violent mechanisms, spanning formal and informal interactions and bargaining between disputants to reach procedural and substantive solutions. Levels of conflicts and resolution settings are often differentiated by identifying the adversaries, whether they are nation-states, ethnic groups, business or political organizations, community groups, neighbors, or individuals. We will examine these perspectives in order to understand various layers where conflicts arise, and to make comparisons across issues and participants noting similarities and contrasts in resolution manner, effort, and achievement

**MOL 518M Managing Quality (8 weeks) 3 credits**

Developing leadership competencies to manage quality processes for organizations today is essential for sustaining long-term growth and competitiveness in all industries for example: Health, Academia, Service and Manufacturing. This class will explore the theories, concepts and best practices of managing quality. Topics will include: Total Quality Management (TQM), Six Sigma, Lean Principles and Agile Processes. The course will assist students to understand the need for aligning quality management with the strategic and leadership objectives in organizations. Students will be able to link their theoretical learning with actual applications in their business world.

**MOL 601M Team Building (8 weeks) 3 credits**

Participants will study team leadership and teambuilding through a series of exercises, a behavioral assessment, group discussions, and readings. Key learning components encompass: enhancing the quality of participation in a team environment, modeling effective leadership, leading groups, how to communicate more effectively, creative thinking and purposeful behavior directed towards achieving team goals. Each team will create a Team



Covenant that will assist them through their academic career and one where the application will transfer into their professional lives. In addition learners will create a personal leadership development program to guide them in their professional careers.

**MOL 605M Management within a Global Environment (8 weeks) 3 credits**

Explores the unique problems and prospects of cultural diversity in international business and enhances awareness of cultural and ethical practices that influence international business. Through directed readings, discussion, and other activities, participants are afforded opportunities to increase their cross-cultural sensitivities and skills, whether they work in the United States or abroad.

**MOL 620M Entrepreneurial Thinking: Innovation and Creativity  
in Creating Value (8 weeks) 3 credits**

In this course learners will take a self-reflective path introducing them to the benefits of creative and innovative thought. Students will review cross-disciplinary theories of innovation, creativity and entrepreneurship written by seminal authors and will begin to formulate ideas which will be further examined in their applied research project in MOL 640 The culminating project for this course will be a well-crafted proposal which will lead to the Applied Research Project.

**MOL 630M Applied Research Project (8 weeks) 3 credits**

The culminating project for the Master of Science in Management and Organizational Leadership will have students apply the research skills they learned throughout the program in conjunction with the leadership and management knowledge they have garnered to complete a research project of their choosing. Students will develop a research methodology best suited to the problem they identified in MOL 620 to explore in this course. Students will collect data and tabulate (quantitative or qualitative) and use their findings to present recommendations towards the problem they identify. The project will include a literature review, methods section, data collection and analysis, and recommendations.

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# Faculty

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**Anthony Bisceglia**, Economics; Ph.D., Fordham University, Economics; M.A., Brown University, Economics; M.B.A., University of Rhode Island, Finance; B.A., University of Rhode Island, Economics.

\* **Norman Davis**, Management and Leadership; Assistant Professor of Management and Psychology; Ph.D., Union Institute, Organizational Development; M.S., University of New Haven, Psychology; B.A., University of Nebraska, General Education.

\* **Nancy Fallon**, Accounting; Professor of Accounting; Ph.D., Capella University; M.B.A., University of New Haven; B.A., Albertus Magnus College.

\* **Howard Fero**, Management and Leadership; Associate Professor of Management and Leadership; Ph.D., Claremont Graduate University, Organizational Behavior; M.S., Baruch College, City University of New York, Industrial and Organizational Psychology; B.A., Hofstra University, Psychology/Marketing.

**Richard Forselius**, Management and Information Systems; Sc.D., University of New Haven; M.B.A., University of New Haven, Computer and Information Science; M.S.I.E., University of New Haven, Industrial Engineering; B.S.E.E., Union College, Electrical Engineering.

\* **Wayne Gineo**, Economics; Associate Professor of Economics; Ph.D., University of Minnesota, Agricultural and Applied Economics; M.S., University of Connecticut, Agricultural Economics; B.S., University of New Hampshire, Animal Sciences/Biology.

**William Hettinger**, Economics and Finance; Ph.D., University of Southern Mississippi, International Development; M.B.A., Rensselaer Polytechnic Institute; B.A., State University of New York, Mathematics and Economics.

**Clement Lewis**, Management and Leadership; Sc.D., University of New Haven, Management Systems; B.A., Western Connecticut State University, Business Administration.

**Michael McGivern**, Management and Leadership; Ph.D., Walden University, Organizational Development; M.S., Rensselaer Polytechnic Institute, Manufacturing Management; B.S., Central Connecticut State University, Industrial Engineering.

**Kevin Nash**, Management and Leadership; Ph.D., Capella University, Industrial Organizational Psychology; M.A., University of Kent, Management.

**Donald Nowill**, Management and Leadership; Ph.D., M.A., Fielding Graduate University, Human Development and Organizational Systems; M.B.A., University of Houston; M.S., University of Houston, Health Care Administration; B.S., Northeastern University, Finance.

**John Rogers**, Management and Marketing; Ph.D., The Johns Hopkins University, Economic and Business History; Advanced Study in Economic History, University of Paris; B.A., Harvard College, History and Economics.

- \* **Eric Schoeck**, English and Humanities; Assistant Professor of English and Humanities; Academic Officer, Division of Professional and Graduate Studies; M.A.L.S., Albertus Magnus College; B.A., Yale University, History.
- \* **Joseph Veth**, Ethics; Professor in the Department of Education; Ph.D., University of Connecticut, Adult and Vocational Education; M.A., Maryknoll School of Theology, Theology; B.S., Fordham University, Psychology.
- \* **John Wasserman**, Management and Leadership; Assistant Professor of Management and Leadership; Academic Officer, Division of Professional and Graduate Studies; M.A., Columbia University, Sociology; M.B.A., University of Hartford; B.A., Wesleyan University, Sociology.
- Betty-Lynn White**, Social Science; J.D., New York University School of Law; B.A., Gettysburg College, Political Science.
- Steven Wysowski**, Education and Leadership; Ed.D., Nova Southeastern University, Educational Leadership; 6th Year Professional Certificate, Central Connecticut State University, Educational Leadership; M.A., Wesleyan University, Liberal Studies; B.A., Marist College, Spanish.
- \* *Full Time Faculty/Staff*

# Notes

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## Albertus Magnus College

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On the front cover: Detail of *The Light as Beacon over the Waters*, one of five 48 x 78 inch stained glass windows in the St. Catherine of Siena Chapel by Sr. Thoma Swanson, O.P. Sr. Thoma is an internationally-recognized artist and former chairperson of the College's art department; gift of an anonymous donor. Other windows are *The Fountain of Life*, gift of Natalia Icaza Holland '40; *The Tree beside the Water*, gift of Mr. and Mrs. W. Michael Funck (Ellen McNamara '65); *The fecund Waters of Springtime*, gift of Carmel Avitabile; and *God opens a Path to Life*, gift of E. Cortright Phillips and Ellen Hyde Phillips. Photo: Carolyn Behan Kraus '86.