<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Higher Education in Maryland</strong> ........................................... i</td>
</tr>
<tr>
<td>Maryland in Europe</td>
</tr>
<tr>
<td><strong>Bowie State University</strong> .................................................. 1</td>
</tr>
<tr>
<td>Admission Information</td>
</tr>
<tr>
<td>Transfer Credit</td>
</tr>
<tr>
<td>Academic Standards</td>
</tr>
<tr>
<td><strong>Public Administration</strong></td>
</tr>
<tr>
<td>Academic and Professional Preparation</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Transfer Credit</td>
</tr>
<tr>
<td>Academic Advisement</td>
</tr>
<tr>
<td>Program of Study</td>
</tr>
<tr>
<td>Other Requirements</td>
</tr>
<tr>
<td><strong>Management Information Systems</strong></td>
</tr>
<tr>
<td>Academic and Professional Preparation</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Transfer Credit</td>
</tr>
<tr>
<td>Academic Advisement</td>
</tr>
<tr>
<td>Program of Study</td>
</tr>
<tr>
<td>Other Requirements</td>
</tr>
<tr>
<td>Information Systems Analyst Certificate</td>
</tr>
<tr>
<td><strong>University of Maryland, College Park</strong></td>
</tr>
<tr>
<td>Counseling and Personnel Services</td>
</tr>
<tr>
<td>Admission Information</td>
</tr>
<tr>
<td>Transfer Credit</td>
</tr>
<tr>
<td>Academic Standards</td>
</tr>
<tr>
<td>Course Requirements</td>
</tr>
<tr>
<td>Academic Advisement</td>
</tr>
<tr>
<td>Program of Study</td>
</tr>
<tr>
<td>Other Requirements</td>
</tr>
<tr>
<td><strong>Courses</strong></td>
</tr>
<tr>
<td><strong>Fees</strong></td>
</tr>
<tr>
<td>Tuition and Fees</td>
</tr>
<tr>
<td>Refunds</td>
</tr>
<tr>
<td>Student Indebtedness</td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
</tr>
<tr>
<td>Financial Aid Application Process</td>
</tr>
<tr>
<td>Federal Direct Student Loan Programs</td>
</tr>
<tr>
<td>Veterans Educational Benefits</td>
</tr>
<tr>
<td>2001/2002 Graduate Catalog                                            v</td>
</tr>
</tbody>
</table>
# Contents

**Academic Credit, Records, Grades, and Services** ................................................................. 23
- Resident Credit
- Unit of Credit
- Grading System
- Change of Grade
- Repeating a Course
- Computation of Academic Average
- Withdrawal
- Conference Courses
- Name Change
- Transcripts
- Information and Library Services
- Library Resources
- Writing Resources

**Policy Statements** .............................................................................................................. 26
- Academic Dishonesty and Plagiarism
- Course Load
- Exception to Policy
- Grade Appeal Process
- Make-up Examinations
- Nondiscrimination
- Sexual Harassment
- Students with Disabilities
- Code of Civility

**Diplomas and Graduation** .................................................................................................. 29
- Application Deadlines
- Graduation Review
- Commencement
- Issuance of Diplomas
- Noncompletion of Degree Requirements

**Directory** ............................................................................................................................ 30
- Administrative Offices, Maryland in Europe, Heidelberg
- Maryland in Europe Locations
- UMUC-Asia
- Bowie State University
- University of Maryland, College Park
- University of Maryland University College
- University System of Maryland

**Faculty** ................................................................................................................................. 34

**Appendix** ............................................................................................................................. 36

**Index** .................................................................................................................................... 37

**Academic Calendar 2001/2002** ........................................................................................... Inside Back Cover
Welcome to Maryland in Europe. Maryland’s mission is to provide academic programs to members of U.S. military communities throughout the European Command. Its goal is to make those programs accessible to students who already have substantial commitments to careers and families.

Hailed by British scholar Arnold Toynbee as “an American achievement from which the rest of the world has much to learn,” University of Maryland University College-Europe (UMUC-Europe) has offered the resources of this leading state university to Americans overseas since 1949. In 1999, UMUC-Europe celebrated its 50th anniversary!

Maryland in Europe now proudly includes five state or public institutions: UMUC, College of Southern Maryland, and Montgomery College offer undergraduate courses and programs; Bowie State University and University of Maryland, College Park offer graduate courses and programs.

Graduate courses and programs available through Maryland in Europe enable students to expand their knowledge, enhance their skills, and develop their professional competencies. They are intended for individuals who seek to become innovative leaders, managers, and counselors responsive to the public with whom they work.

Maryland in Europe graduate programs compare in all respects to those at public institutions of higher learning in the United States. The credentials of its faculty have met standards set by the appropriate Maryland schools and academic departments. All courses offered through Maryland in Europe carry resident credit with the respective academic institutions.

For the typical student, earning a graduate degree through Maryland in Europe will be more challenging than earning other graduate degrees available overseas. To ensure that students bring to their graduate education the appropriate level of knowledge, all degrees require specific undergraduate prerequisites. Within each program, some courses must be completed in a defined sequence.

Graduate students benefit from the University’s personalized approach to education. Students receive an individualized program of study, have continuous contact with the program director and faculty located in Europe, and enjoy small class sizes.

Maryland in Europe’s graduate programs are serious degrees for serious students. Most adults working full time and attending school part time will need approximately two and a half to three years to complete the M.A. in counseling degree and one and a half to two years to complete any of the other graduate degrees offered through Maryland in Europe. Those who complete a degree in Europe will have the same sense of accomplishment and pride as students who earn the same degree on campus in Maryland. Furthermore, they will know that their achievement will be a significant professional asset.

Counseling
Management Information Systems
Public Administration
Few states have as rich and proud a heritage as does the State of Maryland, especially in education. The University of Maryland was founded in 1807 at the site of the present Baltimore Campus with the establishment of the nation's fifth College of Medicine. The school soon added colleges of dentistry, pharmacy, and law. A half-century later, the College Park Campus, one of the largest in the nation, began as the College of Agriculture. With the unifying of these campuses in 1920, the University of Maryland began its development into one of the great public systems of higher learning in the United States. In 1946, with the founding of Montgomery College, Maryland started what would become its acclaimed system of publicly supported two-year institutions which now includes 18 community colleges across the state. Maryland's present university system was established in 1988 as the University System of Maryland and is comprised of 11 degree-granting institutions and two research and service components.

Bowie State University
Bowie State University (BSU), which traces its origins to 1865, is a regional comprehensive university offering undergraduate programs in the liberal arts and sciences, business, education, nursing, and social work, with an emphasis on the application of computer technology across the disciplines. Bowie serves the needs of military personnel, Department of Defense civilians, and other adult students in the Washington, D.C., area through off-campus centers at nearby Andrews Air Force Base and Fort Meade. Bowie State's Graduate School offers 18 degree programs in administrative management, communications, computer science, counseling, education, human resource development, management information systems, nursing, and psychology. In Europe, BSU offers the Master of Arts in Administrative Management—Public Administration and Master of Science in Management Information Systems.

University of Maryland, College Park
The University of Maryland, College Park (UMCP), founded in 1856, is the flagship campus and the original land grant institution of the University System of Maryland. UMCP offers a comprehensive array of degree programs at the bachelor's, master's, and doctoral levels, drawing a diverse student body from all regions of the state, from across the nation, and from around the world. UMCP's Counseling and Personnel Services (CAPS) Department has been consistently rated as one of the top five graduate departments of counseling in the United States, being most recently rated as the number one counseling department for 2001. In Europe, UMCP offers the Master of Education and Master of Arts in Counseling and Personnel Services.

University of Maryland
University College
University of Maryland University College is the global university known for offering high-quality academic programs, products, and services independent of the constraints of time and place. UMUC primarily serves adult, part-time students through both traditional and innovative instruction. UMUC offers degree programs from the associate of arts through the doctor of philosophy, undergraduate and graduate certificates, and personal and professional development programs that respond to the needs of the lifelong learner. Undergraduate degree programs are offered in disciplines in the arts and humanities, behavioral and social sciences, business and management, computing, and technology; graduate programs focus on education, management, and technology. UMUC's noncredit programs include professional development in management, technology, and executive leadership, as well as professional certification programs and conference services.

UMUC's statewide mission is to extend access to opportunities for postsecondary education to individuals who combine work with study and in particular to satisfy the educational needs of Maryland's professional workforce. The university's global mission is to sustain international eminence by extending access to its degree and noncredit programs worldwide. In fulfilling this mission, UMUC strives to serve U.S. citizens and their families overseas and to expand into international markets that, in turn, will enhance Maryland's economic development as a center for global commerce.

UMUC offers courses to students throughout the State of Maryland, the District of Columbia metropolitan area, and military communities in the United States and around the world. UMUC's distance education program provides undergraduate and graduate education opportunities to students around the globe. With about 70,000 individual students, UMUC has the largest enrollment and the second largest full-time student equivalents of the eleven degree-granting institutions of the University System of Maryland. Last year, UMUC offered courses in 30 countries and territories on all seven continents. The observation made four decades ago by Gen. Lyman L. Lemnitzer that "the sun never sets on the University of Maryland" is as true today as it was then.

The University of Maryland began serving adult students in the 1920s by offering classes in the evenings. In 1947, the College of Special and Continuation Studies was established as a division of the University to administer off-campus evening classes. In 1959, the name was changed to University College to emphasize the fact that this campus draws upon the resources of the entire University System of Maryland and makes these resources available to adult, part-time students. In 1970, the importance of University College was recognized both in the state and overseas when it was designated a separate campus within the University System of Maryland.

UMUC programs have expanded to meet the needs of adults seeking to continue their education. In cooperation with the Department of Defense, UMUC administers two overseas programs, UMUC-Europe and UMUC-Asia. State-side, UMUC credit courses and programs are administered by the Office of Statewide Undergraduate Programs and by the Graduate School. University-level, non-credit training and education are offered by the Professional and Career Development Programs.
Maryland in Europe

Through Maryland in Europe, members of the military services and civilians overseas can take individual classes for personal enrichment or pursue a program of coursework leading to a certificate, associate degree, bachelor's degree, or master's degree. More than 750 associate degrees, 700 baccalaureate degrees, and 180 master's degrees were conferred upon Maryland students during the past academic year. And these figures do not include the many students who begin their education with Maryland and complete their degrees elsewhere. Because military students move frequently, many transfer their Maryland credits to other colleges and universities when they return to the United States.

In 1949, the Armed Forces invited UMUC to offer off-duty classes for its military and civilian personnel in Europe. Classes began in October of that year at six Education Centers in Germany, and the program steadily expanded. In 1999, UMUC-Europe celebrated its 50th year serving the U.S. military in Europe and the Middle East. Last year, UMUC-Europe offered classes at more than 100 sites in 23 countries. The administrative offices for UMUC-Europe are located in Heidelberg, Germany.

Graduate Programs

Since August 1993, graduate degree programs of two University System of Maryland institutions — Bowie State University and University of Maryland, College Park — have been administered through UMUC-Europe. These programs presently include the Master of Education and Master of Arts in Counseling and Personnel Services, Master of Arts in Administrative Management — Public Administration, and Master of Science in Management Information Systems. Interested students can request information and an application for admission from the Maryland Office of Graduate Programs, their local Education Center, or through the Web site at <www.ed.umuc.edu/grad>.

Undergraduate Programs

UMUC offers undergraduate liberal arts programs leading to certificates, and associate and bachelor's degrees. UMUC-Europe also administers programs leading to letters of recognition, certificates, and associate degrees awarded by Montgomery College and College of Southern Maryland in career/technical fields.

Distance Education (DE)

Maryland in Europe offers students the opportunity to benefit from courses offered at a distance. Online distance education (DE) courses are designed for students who require scheduling flexibility or who are unable to commute to classroom sites. All DE courses offered by Maryland in Europe carry resident credit. Up to 50% of each Maryland in Europe graduate degree program is offered via DE. Visit the graduate DE Web site at <www.ed.umuc.edu/grad/de> for more details.

Other DE Opportunities with UMUC

UMUC in Adelphi, Maryland, presently offers entirely online 15 master's degrees with 23 specialty tracks and four dual master's/MBA degrees. Online master's degrees available include: Master of Arts in Teaching, Master of Business Administration, Master of Distance Education, Master of Education, Master of International Management, Master of Science in Accounting and Financial Management, Master of Science in Computer Systems Management, Master of Science in Biotechnology Studies, Master of Science in Electronic Commerce, Master of Science in Environmental Management, Master of Science in Information Technology, Master of Science in Management, Master of Science in Technology Management, Master of Science in Telecommunications Management, and a Master of Software Engineering. The Graduate School also offers several executive degree programs and a Doctor of Management. For additional information, connect to UMUC's Graduate School in Adelphi via e-mail at <UMUCinfo@umuc.edu> or on the Web at <www.umuc.edu/prog/gsmt>.
Bowie State University

A major goal of Bowie State University's Graduate School is to provide high-quality professional programs. The Graduate School prides itself for being responsive to change in education and the workplace and continuously monitors and adopts to new trends in academia, business, and government. The great majority of Bowie students, both in Maryland and Europe, are working adults. To meet the needs of these students, classes are scheduled in the evening and on weekends. Up to fifty percent of the coursework required for degree completion can be completed via online distance education.

In Europe, Bowie State University offers the Master of Arts (M.A.) in Administrative Management — Public Administration and Master of Science (M.S.) in Management Information Systems.

Admission Information

All students must complete an application for admission prior to enrolling in any BSU graduate course. Admission to the Graduate School of Bowie State University is granted to applicants who have completed a bachelor's degree from a regionally accredited institution or the equivalent, and whose academic and personal qualifications give promise of success in graduate study. To be successful, BSU graduate students must be capable of graduate-level writing. They must also be computer literate and familiar with computer applications. To achieve graduate and professional level computer competence, students are strongly encouraged to have access to their own personal computer.

All Bowie State graduate programs have the same general admission requirements. Based on these requirements, qualified applicants are admitted in one of the following admission categories:

Admission
Students in this category are seeking to complete the master's degree. They must have earned a bachelor's degree with a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale.

Conditional Admission
Applicants with a baccalaureate cumulative GPA between 2.0 and 2.49 will be granted conditional admission. Conditional admission will be removed and admission will be granted with the attainment of a cumulative grade point average of 3.0 or better after the completion of nine graduate credit hours with Bowie State University. If a student does not meet this requirement, a request for waiver may be submitted. If approved, the student may be granted permission to repeat a course to earn a higher grade and achieve a 3.0 GPA.

Non-Degree
Students who do not wish to earn a BSU degree but wish to enroll in courses for the purpose of recertification, professional development, or for transfer to another institution, must file an application for admission and submit it with the $40 application fee and official transcripts. If taking courses for transfer, students must present a letter from the graduate dean of the home institution indicating the student is in good standing and that the BSU credit is acceptable towards the student's degree.

Graduate Work by UMUC-Europe Seniors

Undergraduate students enrolled with UMUC-Europe who have reached senior-level status may register for graduate level courses if the following requirements/conditions are met:
1) the graduate courses are in excess of the credits required for the bachelor's degree, 2) English proficiency has been successfully established, 3) the student's grade point average is 3.0 or better, 4) permission has been secured from the Academic Director, Graduate Programs, 5) the graduate Application for Admission has been filed. Seniors will be permitted to take up to six semester hours of graduate coursework during their last two terms. Permission to take courses as a senior does not constitute regular admission to the Graduate School.

Application Procedures

Prior to enrolling in any graduate course with Bowie State University, the student must complete and submit an application packet available from a Maryland Field Representative or the Graduate Web site at <www.ed.umuc.edu/grad/forms>. The student application file must be completed and an admission status granted within the first 9 semester hours (s.h.) of coursework. The packet requires the student to complete:

1. The Application for Admission indicating the degree program to which he or she is applying.
   a. M.A. in Administrative Management — Public Administration Concentration, or
   b. M.S. in Management Information Systems.
      The student must indicate if he or she is seeking admission or applying for non-degree status.

2. A Transcript Request Form for each academic institution previously attended. Undergraduate and/or graduate transcripts are required to be sent directly from the academic institution where the student earned the undergraduate degree or may have fulfilled prerequisite requirements. Each form and a check for the transcript fee should be placed in a stamped envelope and mailed to each academic institution. Addresses for most U.S. institutions of higher education may be obtained through reference materials (books, microfiche, etc.) generally available at Education Centers, and/or libraries, or on the Web through sites such as <dir.yahoo.com/education/index.html>.
3. A check or money order payable to the University of Maryland College for the application fee ($40.00).
4. The top portion of the Application Transmittal Form.

All completed forms and the $40 check/money order should be brought to the local Field Representative who will forward the application materials to the Office of Graduate Programs in Hildaberg.

Note: Applicants should make personal copies of all materials before submitting them to the Field Representative.

Non-U.S. Degrees

Students with non-U.S. degrees should allow more time for the application process as it takes longer for non-U.S. degrees to be evaluated.

International Students

All students are expected to read, speak, understand, and write English proficiently. Students whose native language is not English must provide proof of English proficiency by providing one of the following documents to the Field Representative with their application or at the latest when registering for their first course(s):
1. An official record of the Test of English as a Foreign Language (TOEFL) indicating a minimum score of 550 or 213 for computer-based examinations and Test of Written English (TWE) indicating a minimum score of 4.0. The University does not administer these tests.
2. Evidence of attendance and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance in such a secondary school for a minimum of three years in addition to having graduated from the school, or
3. An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course, or
4. An official transcript from a regionally accredited U.S. college or university reflecting completion of an A.A., B.A., B.S., or higher degree.

In addition to providing proof of English proficiency, the applicant must meet admission requirements. Waivers or other exceptions to this policy cannot be given. If there is a question of eligibility or other questions, contact the Academic Director, Graduate Programs.

Transfer Credit

General Guidelines

Transfer credit may be accepted from other colleges and universities, including UMCP and UMUC, in accordance with the following guidelines:
1. Coursework considered for transfer must have been completed at the graduate level at a U.S. regionally accredited institution.
2. No more than 6 s.h. may be transferred. In accordance with the recommendations of the American Council on Education, up to 6 s.h. of applicable credit from resident military service schools may be accepted in transfer.
3. The courses for which transfer is sought must have been completed with a grade of B or better, must be related to Graduate School courses and degree requirements as reflected on the Program of Study, and must remain within the total span of seven years allowed to earn the degree.
4. Transfer credit is not applicable for IN SS 680, IN SS 690, or PUAD 610.
5. Credits are not to be used for two degrees at either the graduate or undergraduate level.
6. Graduate coursework earned for one master's degree may not be applied towards any other master's degree and is not acceptable as transfer credit.

A student requesting transfer credit must provide a course description, course syllabus, and an official transcript (see page 1, application procedures, item 2).

Taking Courses After Admission to Bowie

A student who has been admitted to a BSU graduate program and wishes to pursue a course or courses at another college or university and apply the credit towards the master's degree at BSU must:
1. Submit a Request for Permission to Pursue a Course at Another College/University to petition that coursework be accepted in transfer.
2. Provide a course description from the official catalog of the school at which the course will be taken, as well as a course syllabus.

Academic Standards

A student whose cumulative grade point average falls below 3.0 is placed on academic probation; any student on academic probation is permitted to take a maximum of nine semester hours to raise the GPA to 3.0. Failure to obtain a 3.0 GPA in that time will result in academic dismissal.

The duration of the dismissal is two terms; courses taken at other institutions during the dismissal period cannot be transferred to Bowie State University. In order to be considered for readmission, the student must petition the Academic Director, Graduate Programs. The seven-year time limitation for degree completion shall include the period of dismissal. A student dismissed for academic dishonesty may not reapply.

Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the Academic Director, Graduate Programs to withdraw from the Graduate School.
Public Administration

The M.A. in Administrative Management — Public Administration degree prepares students for administrative, policy-making, and analytical careers in government and in private and nonprofit organizations that work with the public sector. The program focuses on economic analysis and prudent financial management, cutting-edge managerial concepts, and critical analysis and interpretation of data in the context of national, state, and local governments.

Students learn about the broad scope of public administration in a challenging, international environment through case studies, experiential exercises, and group projects. Most adults working full time will need approximately 18 to 24 months to complete the degree.

Academic and Professional Preparation

Students seeking the master’s in administrative management usually have undergraduate degrees in a variety of disciplines including the social/behavioral sciences, physical sciences, and humanities, as well as business, management, criminal justice, and computer studies. In addition, they often have management or computer experience. Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- American Political Science or Government (3 s.h.)
- College Algebra (3 s.h.)
- Microeconomics (3 s.h.)
- May be satisfied by completing ECON 505, which may count as an elective.
- Macroeconomics (3 s.h.)
- May be satisfied by completing ECON 505, which may count as an elective.
- Principles of Management (3 s.h.)
- May be satisfied by completing ECON 505, which may count as an elective.

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts, and/or submitting official scores from standardized exams such as CLEP, DANTES, and placement exams.

Students are encouraged to contact the Public Administration Program Director by appointment, telephone, or e-mail <gradpa@ed.umuc.edu> to discuss admission qualifications. Students not meeting prerequisite conditions may be granted conditional admission.

Courses

To earn the degree, a student must complete the following courses:

Required (30 s.h.)

- ECON 522 Public Finance
- MGMT 503* Planning, Budgeting, and Evaluation
- MGMT 511* Organizational Behavior
- MGMT 571* Human Resource Management
- MGMT 584* Management Statistics
- PUAD 501 Concepts of Public Administration
- PUAD 524 Public Budgeting
- PUAD 530 Public Policy Analysis
- PUAD 610 Intergovernmental Relations Seminar

* These courses must be completed prior to the comprehensive examination.

Electives (6 s.h.)

Students meeting course prerequisites may use:

a. Bowie State University ECON, MGMT, or PUAD courses as electives;
b. INSS courses as electives with prior approval of the Public Administration Program Director;
c. University of Maryland, College Park EDCP or EDM S courses as electives with prior approval of the Public Administration Program Director. UMCP courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit section.)

TOTAL: 36 s.h.
Transfer Credit
Up to 6 s.h. of applicable graduate coursework from a regionally accredited institution may be eligible for transfer as elective or required courses into the student’s degree program. Policies and procedures are described in the BSU Admission Information section.

Academic Advisement
The Public Administration Program Director, as the graduate academic advisor, evaluates each student’s background to determine whether academic and/or professional classes and experience satisfy program and course prerequisite requirements, reviews and approves requests for transfer credits, and develops the student’s Program of Study.

Program of Study
Within their first 12 s.h., degree-seeking students receive an approved Program of Study (POS) that lists all course requirements for graduation including:
1. unfulfilled program prerequisites
2. Bowie State University courses required for degree completion
3. approved transfer courses, if applicable.
Students must successfully complete all coursework stipulated on the POS to be eligible for graduation. Students may not deviate from their approved POS without the prior written approval of the Public Administration Program Director.

Other Requirements
The following other requirements must be satisfied.

Advancement
The student may advance to candidacy by:
1. Being fully admitted.
2. Having an approved Program of Study.
3. Completing at least 12 s.h. of courses with Bowie State University with a grade point average of 3.25. Should the required average not be attained when 18 hours have been earned, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the Academic Director, Graduate Programs for permission to repeat one course.
4. Removing all grades of Incomplete (I) from courses in the student’s POS.

Comprehensive Examination
The student must successfully complete a written comprehensive examination.
The graduate comprehensive examination is taken after the student has been advanced to candidacy, has completed a minimum of 24 graduate semester hours, including all courses marked with an asterisk (*MGMT 503, MGMT 511, MGMT 571, MGMT 584, and PUAD 502), and has removed all grades of Incomplete (I) from courses in the student’s degree program. Students are eligible to take the written comprehensive examination twice. A student who fails the examination twice may appeal in writing to the Academic Director, Graduate Programs for permission to take the comprehensive examination a third and final time.
Examination dates and deadlines are:
<table>
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<th>Examination Date</th>
<th>Application Deadline</th>
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<tr>
<td>20 October 2001</td>
<td>15 August 2001</td>
</tr>
<tr>
<td>16 March 2002</td>
<td>15 January 2002</td>
</tr>
<tr>
<td>6 July 2002</td>
<td>15 April 2002</td>
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The application for the comprehensive examination can be obtained from a Maryland Field Representative, by writing to the Office of Graduate Programs, or online at <www.ed.umuc.edu/grad/forms/comp.html>.

Research Paper/Project
The student must successfully complete the research paper/project required in PUAD 502 Qualitative Research Methods.

Minimum Grade Point Average
The student must resolve all incompletes (mark of I) and achieve a cumulative grade point average of B (3.0) or higher for all BSU graduate coursework.

Time Limit for Completion
All requirements for the master’s degree must be completed within a seven-year period, as established by the Board of Regents of the University System of Maryland. An extension will be granted automatically if a required course is not offered during the last term of the student’s seven-year period. The expiration date is listed on the student’s Program of Study.
# Public Administration Program Milestones

<table>
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<tr>
<th>At Credit Level:</th>
<th>The Student:</th>
<th>Comments</th>
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<tbody>
<tr>
<td>0 s.h.</td>
<td>must submit an application.</td>
<td>Prior to or at the time of a student's first enrollment, the student must submit an application for admission and pay the application fee. See p. 1</td>
</tr>
<tr>
<td>0-9 s.h.</td>
<td>must complete the application process.</td>
<td>The student application file must be completed and an admission status granted within the first 9 s.h. See p. 1.</td>
</tr>
<tr>
<td>3-9 s.h.</td>
<td>if admitted conditionally, must earn admitted status.</td>
<td>Students granted conditional admission should see p. 1 for requirements.</td>
</tr>
<tr>
<td>12-18 s.h.</td>
<td>must advance to candidacy.</td>
<td>Student must achieve at least a 3.25 cumulative grade point average between 12 and 18 s.h. See p. 4.</td>
</tr>
<tr>
<td>24-36 s.h.</td>
<td>must pass the comprehensive examination.</td>
<td>The student is allowed two attempts at passing the examination. If not successful, the student may petition for a third attempt. See p. 4.</td>
</tr>
<tr>
<td>36 s.h.</td>
<td>graduates.</td>
<td>To earn the degree, the student must complete 36 s.h., meeting all prerequisites and degree requirements. See pp. 3-4.</td>
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Management Information Systems

The M.S. in Management Information Systems (MIS) prepares graduates to play an instrumental role in organizations seeking to enhance the quality and effectiveness of their information processes. The MIS program emphasizes both information systems and technology, enabling graduates to define, analyze, design, construct, and manage information systems. Students learn about such topics as systems architecture, software structures, data communication networks, and databases. In the practicum and seminar, students have the opportunity to explore areas of personal interest.

Students learn about the impact of emerging technologies on information systems through case studies, design projects, and experiential exercises. Most adults working full time will need approximately 18 to 24 months to complete the degree.

Academic and Professional Preparation

Most students seeking the master’s in MIS have undergraduate degrees in business, management, computer information systems, computer science, public administration or related fields in the social sciences. Many also have MIS professional experience.

Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- **Business Statistics**
  - May be satisfied by completing MGMT 584, which may count as an elective.
- **College Algebra**
- **Economics**
  - May be satisfied by completing ECON 505, which may count as an elective.
- **Management**
  - May be satisfied by completing MGMT 511, which may count as an elective.
- **Programming Languages**
  - May be satisfied by completing INSS 505, which may count as an elective.
- **Quantitative Methods**
  - May be satisfied by completing MGMT 585, which may count as an elective.

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts, and/or submitting official scores from standardized exams such as CLEP, DANTES, and placement exams.

Students are encouraged to contact the MIS Program Director by appointment, telephone, or e-mail <gradmis@ed.umuc.edu> to discuss admission qualifications. Students not meeting prerequisite conditions may be granted conditional admission.

Courses

To earn the degree, a student must complete the following courses:

**Required (27 s.h.)**

- INSS 510* Computer Concepts
- INSS 520* Software Structures
- INSS 530* Information Systems in Organizations
- INSS 538* Data Communication Systems and Networks
- INSS 540* Information Management Analysis and Design
- INSS 550* Database Management and Decision Systems
- INSS 620* Information Systems Policy
- INSS 680* Information Systems Practicum
- INSS 690* Professional Seminar

* These courses must be completed prior to the comprehensive examination.

**Electives (9 s.h.)**

Students meeting course prerequisites may use:

- a. Bowie State University INSS courses as electives;
- b. ECON, MGMT, or PUAD courses as electives with prior approval of the MIS Program Director.

**TOTAL: 36 s.h.**
Transfer Credit

Up to 6 s.h. of applicable graduate coursework from a regionally accredited institution may be eligible for transfer as elective or required courses into the student's degree program. Policies and procedures are described in the BSU Admission Information section.

Academic Advisement

The MIS Program Director, as the graduate academic advisor, evaluates each student's background to determine whether academic and/or professional classes and experience satisfy program and course prerequisite requirements, reviews and approves requests for transfer credits, and develops the student's Program of Study.

Program of Study

Within their first 12 s.h., degree-seeking students receive an approved Program of Study that lists all course requirements for graduation including:
1. unfulfilled program prerequisites
2. Bowie State University courses required for degree completion
3. approved transfer courses, if applicable.

Students must successfully complete all coursework stipulated on the Program of Study to be eligible for graduation. Students may not deviate from their approved Program of Study without the prior written approval of the MIS Program Director.

Other Requirements

The following other requirements must be satisfied.

Advancement

The student may advance to candidacy by:

a. Being fully admitted.
b. Having an approved Program of Study.
c. Completing at least 12 s.h. of courses with Bowie State University with a grade point average of 3.25. Should the required average not be attained when 18 hours have been earned, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the Academic Director, Graduate Programs for permission to repeat one course.d. Removing all grades of Incomplete (I) from courses in the student’s Program of Study.

Comprehensive Examination

The student must successfully complete a written comprehensive examination.

The graduate comprehensive examination is taken after the student has been advanced to candidacy, has completed a minimum of 24 graduate semester hours, including all courses marked with an asterisk (*IN SS 510, IN SS 520, IN SS 530, IN SS 538, IN SS 540, IN SS 550, IN SS 620), and has removed all grades of Incomplete (I) from courses in the student's degree program.

Students enrolled in coursework that would result in the completion of the minimum 24 semester hour requirement may, with the permission of the MIS Program Director, be allowed to take the comprehensive examination during the same term.

Students are strongly encouraged to take the comprehensive examination at least two terms prior to when they expect to graduate.

Students are eligible to take the written comprehensive exam twice. A student who fails the examination twice may appeal in writing to the Academic Director, Graduate Programs for permission to take the comprehensive a third and final time.

Examination dates and deadlines are:

<table>
<thead>
<tr>
<th>Examination Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 October 2001</td>
<td>15 August 2001</td>
</tr>
<tr>
<td>16 March 2002</td>
<td>15 January 2002</td>
</tr>
<tr>
<td>6 July 2002</td>
<td>15 April 2002</td>
</tr>
</tbody>
</table>

The application for the comprehensive examination can be obtained from a Maryland Field Representative, by writing to the Office of Graduate Programs, or online at <www.ed.umuc.edu/grad/forms/comp.html>.

Research Paper and Project

The student must successfully complete a research paper and project. Students complete an information systems project in the practicum course (IN SS 680 Information Systems Practicum) and an analytical or scientific research paper in the professional seminar course (IN SS 690 Professional Seminar).

Minimum Grade Point Average

The student must resolve all incompletes (mark of I) and achieve a cumulative grade point average of B (3.0) or higher for all BSU graduate coursework.

Time Limit for Completion

All requirements for the master’s degree must be completed within a seven-year period, as established by the Board of Regents of the University System of Maryland. An extension will be granted automatically if a required course is not offered during the last term of the student's seven-year period. The expiration date is listed on the student's Program of Study.
Information Systems Analyst Certificate

The prerequisites for the certificate program are the same as the prerequisites for the M.S. in Management Information Systems program. The purpose of the certificate program is to prepare management professionals to serve as the liaisons between functional units and the information processing/computer operations unit in organizations. The certificate program emphasizes the assessment of information management needs and the designing of systems to meet those needs. To be eligible for the information systems analyst certificate, students must:

1. Be fully admitted to graduate study with Bowie State University.
2. Complete all undergraduate prerequisite requirements as listed in the Academic and Professional Preparation section (page 6).
3. Complete the following courses with an overall grade point average of 3.0 or better:
   - INSS 520 Software Structures
   - INSS 530 Information Systems in Organizations
   - INSS 540 Information Management Analysis and Design
   - INSS 550 Database Management and Decision Systems

   Students without an academic background in information systems or computer science are also required to complete INSS 510 Computer Concepts.

   Certificates are processed three times a year in May, August, and December. Application deadlines are the same as deadlines for degree completion. (See Diplomas and Graduation, page 29).

Management Information Systems Program Milestones

<table>
<thead>
<tr>
<th>At Credit Level:</th>
<th>The Student:</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 s.h.</td>
<td>must submit an application.</td>
<td>Prior to or at the time of a student's first enrollment, the student must submit an application for admission and pay the application fee. See p. 1</td>
</tr>
<tr>
<td>0-9 s.h.</td>
<td>must complete the application process.</td>
<td>The student application file must be completed and an admission status granted within the first 9 s.h. See p. 1.</td>
</tr>
<tr>
<td>3-9 s.h.</td>
<td>if admitted conditionally, must earn admitted status.</td>
<td>Students granted conditional admission should see p. 1 for requirements.</td>
</tr>
<tr>
<td>12-18 s.h.</td>
<td>must advance to candidacy.</td>
<td>Student must achieve at least a 3.25 cumulative grade point average between 12 and 18 s.h. See p. 7</td>
</tr>
<tr>
<td>24-36 s.h.</td>
<td>must pass the comprehensive examination.</td>
<td>The student is allowed two attempts at passing the examination. If not successful, the student may petition for a third attempt. See p. 7.</td>
</tr>
<tr>
<td>36 s.h.</td>
<td>graduates.</td>
<td>To earn the degree, the student must complete 36 s.h., meeting all prerequisites and degree requirements. See pp. 6-7.</td>
</tr>
</tbody>
</table>
Distance Education

The mission of the University’s Distance Education (DE) program is to provide opportunities for students to continue their studies without the usual time and place constraints of the classroom. Students at remote locations and those with work or personal obligations that conflict with traditional class schedules may want to consider the offerings of the DE program. The Graduate DE Home Page <www.ed.umuc.edu/grad/de> provides current schedules and other information about the program.

Online distance education courses should not be confused with independent study. In a Web-based learning environment, students interact asynchronously (not in real time) with a cohort group of classmates and the instructor. Using an Internet browser, students access a secure classroom site where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently by reading and responding three or more times per week to topics posted in the class conferences.

To participate in an online distance education course, students must have their own computer hardware and communications software, a graphical browser, and reliable access to the Internet.

Computer-conferencing courses begin five times a year, coinciding with the regular term schedules. Online courses extend over two terms. To enroll in a graduate DE course, a student must have completed an application for admission to graduate study and apply online for admission to the DE course. Up to 50% of each Maryland in Europe graduate degree program is offered via DE.

Economics

ECON 505 Economics for Administrative Management (3)
Prerequisite Application for admission to the Master of Arts (M.A.) in Administrative Management or the Master of Science (M.S.) in Management Information Systems programs. This course is a survey of macro and microeconomic concepts relative to administrative management. It introduces students to the behavior of the consumer and producer in the market place; price determination; the macroeconomic problems of income, employment, and price stability; and how to use the tools of fiscal and monetary policy to move the economy in the direction of society’s macroeconomic goals. This course satisfies the economics prerequisites for the Bowie State University M.A. and M.S. programs. It is not open to students who have already satisfied the economics prerequisites. Public administration students who have only satisfied one of the economics prerequisites may satisfy the other economics prerequisite by enrolling in ECON 505. ECON 505 may be used as elective credit in Bowie State University’s public administration or management information systems programs.

ECON 522 Public Finance (3)
Prerequisites ECON 201 Principles of Economics-Macro and ECON 203 Principles of Economics-Micro, or ECON 505, or equivalent, or permission of the instructor. An analysis of the elements, structure, functions, and processes of public finance. This course covers theory and practice of the allocation, distribution, and stabilization roles of the government at national, state, and local levels.
Management

MGMT 503 Planning, Budgeting, and Evaluation (3)
Deals with systematic, policy/project formulation and evaluation which take place in formal organizations. It presents the processes and techniques for strategic planning, resource utilization planning, and an introduction to capital facilities planning.

MGMT 511 Organizational Behavior (3)
Presents basic concepts of formal organizations. Students become acquainted with the major conceptual models which purport to explain organizational behavior, acquire an understanding of the methods used to study organizations, and analyze research which has been produced. While the emphasis is placed on critical analysis of literature which deals with “what is,” attention is given to views about “what should be” in order for people to derive maximum satisfaction and other benefits from organizational activity. Students may not receive credit for both MGMT 511 and MGMT 501.

MGMT 577 Human Resource Management (3)
An analysis of problems, issues, and opportunities in managing the procurement, development, utilization, and maintenance of an effective, productive, and satisfied work force.

MGMT 571 Labor Management Relations (3)
Provides the student with an understanding of labor-management relations in the public and private sectors. Topics include the current status of labor, the legal environment of labor-management relations, the collective bargaining process, labor and management rights and responsibilities, the grievance/arbitration process, and special issues related to collective bargaining.

MGMT 575 Quantitative Methods for Decision Making (3)
Prerequisites: PUAD 502 and either undergraduate statistics or MGMT 584. acquaints students with the quantitative techniques commonly used in the decision-making process. Sample topics include concepts of decision making and decision analysis, linear programming, regression analysis, transportation and assignments, problems forecasting and time-series analysis, inventory concepts, PERT, and mathematical simulation.

Management Information Systems

INSS 505 Introduction to Object-Oriented Programming (3)
Introduces the principles and techniques of object-oriented programming and design. The main concepts of the object-oriented programming paradigm as they relate to software development in an MIS environment are explained. This course satisfies the programming language prerequisite for the M.S. program. It is not open to students who have already satisfied the programming language prerequisite using the object-oriented paradigm. INSS 505 may be used as elective credit in Bowie State University's management information systems program.

INSS 520 Software Structures (3)
Prerequisites: All undergraduate prerequisite courses or permission of the instructor. Provides an overview of basic computer concepts as they apply to MIS professionals. Emphasis is on basic machine architecture including data storage, manipulation, the human-machine interface including the basics of operating systems, algorithms, and programming languages. In addition, the basic concepts of data organization including data and file structures are examined. Emerging trends in computer technology and their impact on organizational information systems are also discussed. Students will be required to complete programming projects.

INSS 525 Individual and Group Dynamics in Organizations (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the instructor. Many information systems fail due to organizational and behavioral issues. This course will examine the dynamics of individuals and groups and the role of the system analyst as a change agent. The organizational culture and politics of change within groups will be discussed.
INSS 530 Information Systems in Organizations (3)
Prerequisites: All undergraduate prerequisite courses or permission of the instructor. Introduces basic management information systems concepts and examines the fundamental types of information systems. Personal, work group, and enterprise information systems are discussed. The challenge and use of information to gain competitive advantage are also examined. Other topics to be discussed include: the economics of information, use of valued added concepts to evaluate information system effectiveness, and the application of system theory to information system architecture.

INSS 538 Data Communication Systems and Networks (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the instructor. Provides analysis of data communication technology and its application within the public and private sector enterprise. Gives an in-depth view of the communication environment, data communication and telecommunication equipment, and local and wide area networks. The student is involved in case study of communication systems design in an educational, industrial, governmental, or military environment.

INSS 540 Information Management Analysis and Design (3)
Prerequisite: Either INSS 510, INSS 520, INSS 530, or permission of the instructor. Provides an in-depth look at all phases of information systems development. Requirements acquisition methodologies are reviewed and evaluated with respect to different application areas. Logical design is reviewed and implementation issues are addressed. Data-centered as well as process-centered approaches to system design are reviewed. Particular design methodologies including structured design and object-oriented design are discussed. Life cycle as well as heuristic approaches to system development are examined and discussed. Organizational and behavioral issues with respect to information system development are examined. An analysis and design project will be required. Students may not receive credit for both INSS 540 and INSS 610.

INSS 550 Database Management and Decision Systems (3)
Prerequisite: Either INSS 510, INSS 520, INSS 530, or permission of the instructor. Examines database concepts and practices as they relate to business environments. Various database structures including relational and object-oriented are discussed. Concepts of distributed database architecture are explored. Design, development, and implementation of databases are examined. Organizational issues concerning the implementation of databases are also examined. The role of data in the decision-making process is examined. Decision support system architecture is reviewed with emphasis on the database component. Issues of intelligent databases are discussed. A database project is required. Students may not receive credit for both INSS 550 and INSS 610.

INSS 555 Human Information Processes (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the instructor. Examines human information processing capabilities and limitations as they relate to the design, development, and implementation of information systems. Artificial intelligence methodologies for the emulation and enhancement of human information processing are examined. Expert system, neural net, and natural language processing are discussed.

INSS 620 Information Systems Policy (3)
Prerequisite: Either INSS 540 or permission of the instructor. Examines the issue of linking business performance with information systems technology. Alternative structures for matching the information system organization with the overall organization are discussed and evaluated. Planning mechanisms and strategies are examined. Behavioral and legal issues that relate to information systems management are addressed. Case studies are used to expose students to information systems policy issues.

INSS 625 Issues in Information Systems Management (3)
Prerequisite: Either INSS 540, INSS 610, INSS 620, or permission of the instructor. In this course, current issues in information systems management that relate to the integration and implementation of new information systems technology into the organization are discussed. Possible topics include: managing end-user computing, integrating artificial intelligence capabilities into information systems, and using intelligent databases. The focus of this course is on the management issues raised by the adoption of new information systems technology.

INSS 635 Securities Control and Audit Information (3)
Prerequisite: Either INSS 510, INSS 520, INSS 530, or permission of the instructor. Introduces ADP audit and control methods, with emphasis on information systems controls. ADP security, type of ADP audit, concepts, and techniques used in ADP audits are discussed. It also examines exposure to risk assessment and professional standards in the field of ADP auditing and internal control policy and procedures.
INSS 675 Information Systems Project Management (3)
Prerequisite: Either INSS 530, INSS 540, or permission of the instructor. Provides an overview of the project management process as it relates to information systems. Project management techniques and methodologies for information systems development are examined. Important issues addressed include scheduling, resource allocation, risk assessment, contingency planning, management and user reporting, and automated project management systems. A survey of automated project planning tools is included.

INSS 680 Information Systems Practicum (3)
Prerequisites: Advancement to candidacy in the MIS program and INSS 620. Provides the student with practical experience in analyzing, designing, implementing, and evaluating an information system in industrial, government, or military environments. The student is assigned a systems development project in which all of the systems development cycles can be experienced. Students can be placed in practicum sites independently or in a team to acquire practical experience. This course is graded Pass (P) or Fail (F).

INSS 690 Professional Seminar (3)
Prerequisites: Advancement to candidacy in the MIS program and successful completion of the graduate MIS comprehensive examination. A capstone course designed to expose the student to the various areas of information systems in the organization where concepts from other core courses can be utilized. The focus is on information science research, policy formation and issues. Students produce an analytical/scientific paper within their chosen area of organizational interest.

Public Administration

PUAD 501 Concepts of Public Administration (3)
A survey of the fundamentals of public administration, management strategies, and management techniques at the national, state, and local levels.

PUAD 502 Qualitative Research Methods (3)
Focuses on the study and application of research methodology for organizations as a tool in decision making. Emphasis is on theories and designs for data collection and analysis.

PUAD 524 Public Budgeting (3)
Prerequisite: PUAD 501, equivalent, or permission of the instructor. Covers concepts, principles, and practices, and their specific application to the development of resources in support of programs and the allocation of these resources against the demands at national, state, and local levels. The student evaluates performance budgeting, PPBS, and zero-base budgeting.

PUAD 525 Comparative Public Administration (3)
Focuses on the administrative systems of Russia, selected Western European systems, and selected developing nations on a functional basis. Also examines the relationship between culture, economics, and public administration.

PUAD 530 Public Policy Analysis (3)
Prerequisites: All undergraduate prerequisites. Covers a systemic analysis of public policy alternatives, factors, and processes involved in policy development, including development of agency goals and objectives.

PUAD 535 Administrative Law (3)
Prerequisites: All undergraduate prerequisites. Examines the legal environment in which the public administrator functions. The power and procedures of governmental agencies will be examined. A special focus is placed on the power and legal limitations of federal regulatory agencies and the role of the courts in determining law that governs those agencies.

PUAD 610 Intergovernmental Relations Seminar (3)
Focuses on the complexities and inadequacies of the federal-state-local system; with conflicts and cooperation between the three levels; with changing roles of government; with the development of structures, processes, and management to strengthen the intergovernmental system and improve performance; and with increasing student problem-solving and managerial capabilities.

PUAD 626 Government Administration Problems Seminar (3)
Special topics in national, state, and local governmental administration and management to be researched and reported in a paper and in class. Students may select topics in such substantive areas as personnel management, planning and evaluation, financial management, fiscal policy analysis, tax administration, public relationships, or other approved topics at any level of government.
University of Maryland, College Park

Counseling and Personnel Services

The M. Ed. and M.A. in Counseling and Personnel Services (CAPS) degrees are designed to provide the knowledge and skills necessary for practice in counseling and related human service professions within the military and civilian communities.

The M.Ed. degree prepares students for a general range of positions. The M.A. degree is designed to assist students in their preparation for specialized positions in a range of community counseling settings, and to help students meet requirements for certification through the National Board of Certified Counselors (NBCC) and for licensure in many states. Graduates of the CAPS program, depending on their degree and subsequent professional credentials, are employed in a variety of settings, including Department of Defense and civilian education centers, schools, colleges, universities, substance abuse programs, correctional facilities, mental health centers, family services, career centers, and private practices.

Students learn and develop counseling competencies through curricular experiences and clinical instruction. Curricular experiences include: 1) human growth and development, 2) social and cultural foundations, 3) helping relationships, 4) group work, 5) career and lifestyle development, 6) appraisal, 7) research and program evaluation, and 8) professional orientation. Clinical instruction includes weekly group supervision class meetings, practicum, and internship experiences that allow the student the opportunity to refine and integrate the skills necessary to assume the role of a professional counselor.

Admission Information

All students wishing to take courses in the CAPS program must complete and submit an application for admission prior to taking any graduate counseling courses. A student applying for either the M.Ed. or M.A. in CAPS may take no more than 6 s.h. before receiving official notification of admission status.

Admission Categories

Students may be admitted into either the M.Ed. or M.A. in one of three categories:

Degree-Seeking

Students in this category must:

1. Hold a baccalaureate degree from a regionally accredited college or university;
2. Have an overall grade point average (GPA) of at least 3.0 on a 4.0 scale for their undergraduate coursework taken at regionally accredited institutions;
3. Have completed at least 15 s.h. of courses in behavioral science fields (education, psychology, anthropology, sociology, or statistics). Up to 6 s.h. of this requirement can be waived by the Program Director if the student can demonstrate undergraduate-level proficiency in these areas;
4. Complete the Miller Analogies Test (MAT), a test which is designed to measure a student's aptitude for graduate study. The Graduate Record Examination (GRE) can be substituted for the Miller Analogies Test.

Provisional

Provisional admission may be granted to students whose overall GPA is less than 3.0 but at least 2.75. The Graduate School at College Park makes specific requirements for each provisional student based on the student's past record. To become degree-seeking students, provisionally admitted students must achieve the required GPA as stipulated in the letter of provisional admission sent by the Graduate School. Students who do not meet the required GPA will not be eligible to continue enrolling for courses. Under no circumstances may a provisionally admitted student take more than 12 s.h. while in this admission status. Prior to enrolling in additional courses, a student must have satisfied all requirements to achieve degree-seeking status. Any courses taken beyond 12 s.h. before satisfying requirements to achieve degree-seeking status will not count toward degree completion.

Course-Work-Only

These students fall into two categories:

1. Visiting Graduate Students — those who wish to earn credits for transfer to another program. They must document their standing in the other graduate program before they can enroll in CAPS courses.
2. Advanced Special Students — those who wish to take graduate-level courses without working toward a degree. They must satisfy at least one of the following criteria:
   a. Hold a baccalaureate degree from a regionally accredited institution with an overall B (3.0) average;
   b. Hold a master's or doctoral degree from a regionally accredited institution;
   c. Hold a baccalaureate degree from a regionally accredited institution and have at least four years of successful post-baccalaureate work or professional experience;
3. Complete a statement of experiences.

2. Complete an application for admission to a CAPS program. Advanced special students who later apply for degree-seeking status must complete a new application for admission and meet the requirements stated above for degree-seeking students. Under no circumstances can more than 6 s.h. of credit earned as an advanced special student be applied toward the degree program.

Reapplying

Students who have graduated with the UMCP M.Ed. or M.A. and then opt to take additional classes must submit an application for advanced special student status. Admitted students wanting to change degree programs must submit a new application packet, including the application fee.

Application Procedures

Prior to enrolling in any graduate course with University of Maryland, College Park, the student must complete and submit an application packet which is available from the Maryland Field Representative or the Graduate Web site at <www.ed.umuc.edu/grad/forms>.

As students applying for admission to a CAPS program are limited to a maximum of six (6) semester hours before receiving official notification of admission status, it is essential that a student complete the admission process as quickly as possible. Students who fail to submit the appropriate materials in a timely manner may be denied permission to enroll in CAPS courses. For admission into the CAPS program, students must complete the following steps:

1. Complete an Application for Graduate Admission. Degree-seeking students should check the M.Ed. or M.A. box. Course-work-only students should check the advanced special student box.
2. Complete Transcript Request Forms for academic institutions previously attended. Undergraduate transcripts are required to be sent directly from the academic institution where the student earned the undergraduate degree as well as all academic institutions where he or she completed 9 s.h. or more. Each form and a check for the transcript fee should be placed in a stamped envelope and mailed to the academic institution. Addresses for most U.S. institutions of higher education may be obtained through reference materials (books, microfiche, etc.) generally available at Education Centers and/or libraries.
3. Complete a Statement of Goals and Research Interests and Statement of Experience. The statement forms an important element of the admission process. This form not only provides the admission committee with a basic understanding of reasons for undertaking graduate study in counseling, but also provides a sample of the student’s ability to organize thoughts and express him/herself.

Students are advised to complete this form thoroughly, professionally and in an orderly manner. Applications without an SGRI will not be considered for admission.

4. Take the Miller Analogies Test or GRE and have scores sent directly to the Maryland in Europe, Office of Graduate Programs in Heidelberg. Designate code number 2507 for Miller Analogies Test scores or code number 0715 for GRE scores. Scores must be received prior to completion of 6 s.h. of graduate study with the University of Maryland, College Park. It is essential that students complete this requirement as early as possible, as it may take up to two months or longer to receive the scores.
5. Prepare a check or money order payable to the University of Maryland University College for the application fee ($50.00).
6. Complete the top portion of the Application Transmittal Form.
7. Make a personal copy of all materials before submitting them to the Maryland Field Representative.
8. Bring the materials to the Maryland Field Representative, who will review the packet and forward the application materials to the Office of Graduate Programs in Heidelberg.

Non-U.S. Degrees

Students with non-U.S. degrees should allow more time for the application process, as it takes longer for non-U.S. degrees to be evaluated.

International Students

All students are expected to read, speak, understand, and write English proficiently. Students whose native language is not English must provide proof of English proficiency by providing one of the following documents to the Field Representative at the time of registration for courses:

1. An official record of the Test of English as a Foreign Language (TOEFL) indicating a minimum score of 550 or 213 for computer-based examinations and Test of Written English (TWE) indicating a minimum score of 4.0. The University does not administer these tests.
2. Evidence of attendance and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance in such a secondary school for a minimum of three years in addition to having graduated from the school, or
3. An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course, or
4. An official transcript from a regionally accredited U.S. college or university reflecting completion of an A.A., B.A., B.S., or higher degree. In addition to providing proof of English proficiency, the applicant must meet admission requirements. Wavers or other exceptions to this policy cannot be given. If there is a question of eligibility or other questions, contact the Academic Director, Graduate Programs.

**Transfer Credit**

**General Guidelines**
Up to 6 s.h. of transfer credit may be accepted from other colleges and universities, including BSU, in accordance with the following guidelines:
1. The coursework was completed at the graduate level at a regionally accredited institution.
2. The coursework transferred fit into the student’s Program of Study.
3. The credit must not have been used to satisfy the requirements for any other degree.
4. The grade in each course was B or higher and the average of all graduate work taken at the institution was B or higher.
5. The transfer coursework must have been taken within seven years of the award of UMCP’s master’s degree for which the student is currently enrolled. All other coursework must be taken within five years of the master’s degree.
6. Transfer of credits is not accepted for EDCP 619, EDCP 778, or EDCP 888 or for any courses taken at a non-U.S. university.

**Procedures for Transferring Credit**
A student who wishes to transfer credit for courses taken prior to being admitted to the CAPS program must:
1. Submit a Request for Transfer of Graduate Course Credit Taken at Other Academic Institutions to petition that the coursework be accepted in transfer.
2. Provide a course syllabus and course description from the official catalog of the school at which the course was taken. Course credit should include a description of the program and the professor’s credentials. Permission for transfer may be granted after a formal review of the petition.

Once a student has been admitted to the CAPS program, he or she must submit the Request for Transfer of Graduate Course Credit Taken at Other Academic Institutions and have it approved in writing before enrolling in any possible transfer courses.

**Non-U.S. Course Credit**
Transfer credit will not be accepted for coursework completed at non-U.S. degree granting institutions.

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**Academic Standards**
Each graduate student is required to maintain a B (3.0) cumulative GPA for all graduate courses.

A student whose cumulative GPA falls below a B (3.0) upon or after completion of nine credit hours of graduate level UMCP courses is automatically placed on academic probation for the following term.

A student whose cumulative GPA falls below a B (3.0) for a second and successive term of enrollment for courses may, upon the recommendation of the Program Director and with the consent of the Graduate School, be granted a final opportunity to correct the scholastic and/or academic deficiency in the next term of enrollments for courses.

A student whose cumulative GPA falls below B (3.0) for three consecutive terms of enrollment will not be permitted to re-enroll and will be required to withdraw from the University.

**Course Requirements**

**M.Ed. and M.A. Core Courses**
The following 30 semester hours of core course requirements apply to both the M.Ed. (36 s.h.) and M.A. (48 s.h.) degrees:

- EDCP 610* Professional Orientation
- EDCP 611* Career Development Theory and Programs
- EDCP 614 Personality Theories in Counseling and Personnel Services
- EDCP 615* Counseling Appraisal
- EDCP 616* Counseling Theory and Practice
- EDCP 617 Group Counseling
- EDCP 619 Practicum in Counseling
- EDCP 665 Family and Social Support Systems
- EDCP 778 Research Proposal Seminar
- EDMS 645* Quantitative Research Methods

* These courses must be completed prior to the comprehensive examination.
† These are normally 16-week courses offered over two consecutive terms. Other courses may also occasionally be offered over two terms.

**M.A. Additional Required Courses**
M.A. degree-seeking students are also required to complete the following courses:

- EDCP 605 Developmental Issues in Counseling Adults
- EDCP 612 Cross-Cultural Issues in Counseling and Personnel Services
- EDCP 888† Apprenticeship in Counseling
- EDMS 647 Introduction to Program Evaluation

**Electives**
Both the M.Ed. and M.A. degrees require a total of 6 additional semester hours of elective courses. Any EDCP course may fulfill the elective requirement.
Academic Advisement

The Counseling Program Director and the Assistant Program Director, as the graduate academic advisors, evaluate each student's background to determine whether academic and/or professional classes and experience satisfy program and course prerequisite requirements, review and approve requests for transfer credits, and develop the student's Program of Study.

Program of Study

Within their first 12 s.h., students must meet with the Program Director or Assistant Program Director to develop a Program of Study (POS) that outlines all course requirements for graduation including:

1. unfulfilled program prerequisites
2. UMCP courses required for degree completion
3. approved transfer courses, if applicable.

Students must successfully complete all coursework stipulated on the POS to be eligible for graduation. Students should seek consultation and approval from the Program Director or Assistant Program Director prior to making changes to their approved POS.

Other Requirements

The following other requirements must be satisfied.

Minimum Grade Point Average
The student must successfully complete all UMCP coursework with a grade average of B or better.

Seminar Paper
The student must successfully complete one seminar paper involving either a research proposal or a counseling service program proposal.

Comprehensive Examination
The student is required to pass a written comprehensive examination. To be eligible for the exam, students must:
1. Be admitted as degree seeking students.
2. Have completed at least 24 s.h., including EDCP 610, EDCP 611, EDCP 615, EDCP 616, and EDMS 645.
3. Have an overall GPA of 3.0.

The comprehensive examination utilizes case studies as the basis for six major essay questions covering:
1. assessment
2. counseling strategies
3. career development
4. research
5. ethics
6. professional issues

Students who receive a failing grade on the comprehensive examination may apply to take the examination a second time. Students who receive a second failing grade are normally asked to withdraw from the degree program.

Examination dates and deadlines are:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 October 2001</td>
<td>15 August 2001</td>
</tr>
<tr>
<td>16 March 2002</td>
<td>15 January 2002</td>
</tr>
<tr>
<td>6 July 2002</td>
<td>15 April 2002</td>
</tr>
</tbody>
</table>

The application for the comprehensive examination can be obtained from a Maryland Field Representative, by writing to the Office of Graduate Programs, or online at <www.ed.umuc.edu/grad/forms/comp.html>.
Clinical Instruction
All students are required to complete a sequence of supervised clinical field work experiences, beginning with EDCP 619. To be eligible for enrollment in this sequence, students must:
1. Be admitted as degree-seeking.
2. Have completed EDCP 610, EDCP 615, and EDCP 616 with a grade of B or better.
3. Be recommended for practicum by a CAPS faculty member.
4. Have a GPA of 3.0 for all UMCP graduate CAPS classes.
EDCP 619 begins in Term 1 and continues through Term 2 each academic year. Students applying for practicum must do so prior to the mandatory pre-practicum meeting held during the previous March/April.
During the first term of EDCP 619, students receive direct individual and group supervision and instruction from program faculty while engaged in supervised practicum experiences in community field sites. Following completion of 100 clock hours of supervised practicum experiences, student counseling performance is evaluated by faculty to determine the appropriateness of extending the development and range of supervised counseling experiences for the duration of Terms 1 and 2. EDCP 619 students are required to complete a minimum of 300 total clock hours of supervised practicum experiences on site and in the classroom.
Upon successful completion of EDCP 619, M.A. students must enroll in EDCP 888 during Terms 3 and 4 and complete a minimum of 400 additional clock hours of supervised practicum experiences. M.Ed. students may choose to enroll in this course as an elective. Students who have successfully completed 3 s.h. of EDCP 888 may request to enroll in an additional 1-3 s.h. of EDCP 888 as elective credit.
Enrollment at Graduation Time
The student must be enrolled in at least a 1 s.h. UMCP graduate course during the term in which they plan to graduate.
Time Limit for Completion
All requirements for the master's degree must be completed within a five-year period beginning with the first UMCP course taken. Transfer coursework must be no more than seven years old at the time of graduation.

Counseling and Personnel Services Program Milestones

<table>
<thead>
<tr>
<th>At Credit Level:</th>
<th>The Student:</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 s.h.</td>
<td>must submit an application.</td>
<td>Prior to or at the time of a student’s first enrollment, the student must submit an application for admission and pay the application fee. See p. 14.</td>
</tr>
<tr>
<td>0-6 s.h.</td>
<td>must complete the application process.</td>
<td>The student application file must be completed and an admission status granted within the first 6 s.h. See p. 14.</td>
</tr>
<tr>
<td>3-12 s.h.</td>
<td>if admitted provisionally, must earn degree-seeking status.</td>
<td>Students granted provisional admission must meet the grade point average requirements for degree-seeking stipulated in a letter from Graduate School. See p. 13.</td>
</tr>
<tr>
<td>24 s.h. or more</td>
<td>must pass the comprehensive examination.</td>
<td>The student is allowed two attempts at passing the examination. If not successful, the student is normally asked to withdraw from the program. See p. 16.</td>
</tr>
<tr>
<td>36 s.h.</td>
<td>in M.Ed. program graduates.</td>
<td>To earn the M.Ed. degree, the student must complete 36 s.h., meeting all prerequisites and degree requirements. See pp. 13-16.</td>
</tr>
<tr>
<td>48 s.h.</td>
<td>in M.A. program graduates.</td>
<td>To earn the M.A. degree, the student must complete 48 s.h., meeting all prerequisites and degree requirements. See pp. 13-16.</td>
</tr>
</tbody>
</table>
**Courses**

University of Maryland, College Park courses offered in Europe carry from one to three semester hours of graduate credit. Courses are most frequently scheduled in eight-week terms and meet either in the evening twice a week or on four weekends. Some courses are also scheduled over two terms. Forty-eight contact hours (50 minutes/hour) are required for each three-semester-hour classroom course. Up to fifty percent of the coursework required for degree completion can be completed via online distance education. For detailed course information, students should refer to generic or current syllabi, also available online. Additionally, the current course schedule is available online at [www.ed.umuc.edu/pubs/schedule.html](http://www.ed.umuc.edu/pubs/schedule.html) or at a Maryland field office.

**Distance Education**

The mission of the University's Distance Education (DE) program is to provide opportunities for students to continue their studies without the usual time and place constraints of the classroom. Students at remote locations and those with work or personal obligations that conflict with traditional class schedules may want to consider the offerings of the DE program. The Graduate DE Home Page [www.ed.umuc.edu/grad/de](http://www.ed.umuc.edu/grad/de) provides current schedules and other information about the program.

Online distance education courses should not be confused with independent study. In a Web-based learning environment, students interact asynchronously (not in real time) with a cohort group of classmates and the instructor. Using an Internet browser, students access a secure classroom site where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently by reading and responding three or more times per week to topics posted in the class conferences.

To participate in an online distance education course, students must have their own computer hardware and communications software, a graphical browser, and reliable access to the Internet.

Computer-conferencing courses begin five times a year, coinciding with the regular term schedules. Online courses extend over two terms.

To enroll in a graduate DE course, a student must have completed an application for admission to graduate study and apply online for admission to the DE course. Up to 50% of each Maryland in Europe graduate degree program is offered via DE.

**Counseling**

EDCP 605 Developmental Issues in Counseling Adults (3)

Theoretical approaches to adult development. The scope and variety of settings (industry, education, government) in which programs of adult counseling and guidance take place, and the nature of such programs.

EDCP 610 Professional Orientation (3)

Survey of knowledge base and practices in counseling and personnel services specializations, professional ethics, relevant credentialing legislation and current issues. Students are required to complete this course during the first three terms of their program.

EDCP 611 Career Development Theory and Programs (3)

Research and theory related to career and educational decisions; programs of related information and other activities in career decisions.

EDCP 612 Cross-Cultural Issues in Counseling and Personnel Services (3)

Prerequisite: EDCP 616 or permission of the instructor. Sociopsychological, philosophical, clinical, and research topics related to the provision of counseling and personnel services, academic support, and career development for minority students. Implications of race and/or national origin on opportunities for personal, social, academic, and career development in educational settings.

EDCP 614 Personality Theories in Counseling and Personnel Services (3)

Examination of constructs and research relating to major personality theories with emphasis on their significance for working with the behavior of individuals.

EDCP 615 Counseling I: Appraisal (3)

Collection and interpretation of appraisal data, synthesis of data through case study procedures. Development of interview skills. *This course is normally conducted over two terms.*

EDCP 616 Counseling II: Theory and Practice (3)

Counseling theories and the practices which stem from these theories. *This course is normally conducted over two terms.*
EDCP 617 Group Counseling (3)  
Prerequisite: EDCP 616. A survey of theory, research, and practice of group counseling and psychotherapy with an introduction to growth groups and the laboratory approach, therapeutic factors in groups, composition of therapeutic groups, problem clients, therapeutic techniques, research methods, theories, ethics, and training of group counselors and therapists.

EDCP 619 Practicum in Counseling (3)  
Prerequisites: A grade of B or better in EDCP 610, EDCP 615, and EDCP 616; and permission of the Counseling Program Director. Open only to those admitted as degree-seeking students. Sequence of supervised counseling experiences of increasing complexity in approved sites. This course is conducted over two terms, beginning in August and running through mid-December.

EDCP 625 Counseling the Chemically Dependent (3)  
Chemical dependency and its effects on the individual's personal, social, and work functioning. Counseling procedures for persons with drug and alcohol problems.

EDCP 627 Process Consultation (3)  
Study of case consultation, systems consultation, mental health consultation, and the professional's role in systems intervention strategies.

EDCP 665 Family and Social Support Systems (3)  
Prerequisite: EDCP 610 recommended. Principles and methods useful for understanding the role of family support systems in counseling. Specialized skills for counseling impaired adults and their families.

EDCP 778 Research Proposal Seminar (3)  
Prerequisite: Open only to those admitted as degree-seeking students. An introduction to research methodology and principles of research for the professional both as a researcher and a consumer of published research. Particular attention is given to the application of research to current counseling issues and trends. Students are required to do readings in research and complete the major seminar paper. Additionally, students pursuing the M.A. are required to defend their seminar paper before a committee of CAPS faculty.

EDCP 789 Advanced Topics in Counseling and Personnel Services (1-6)  
Current issues and trends in counseling and personnel services through one-semester-hour seminars. Topics are based on faculty areas of specialization.

EDCP 888 Apprenticeship in Counseling and Personnel Services (3-6)  
Prerequisite: EDCP 619 with a grade of B or better and permission of the Counseling Program Director. Open only to those admitted as degree-seeking students. Apprentice practice under professional supervision in an area of competence compatible with the student's professional goals. Credit not to be granted for experience accrued prior to registration.

Measurement, Statistics, and Evaluation

EDMS 645 Quantitative Research Methods I (3)  
Prerequisite: Statistics recommended. Research design and statistical applications in educational research: data representation, descriptive statistics, estimation, and hypothesis testing.

EDMS 647 Introduction to Program Evaluation (3)  
Prerequisite: EDMS 645. Overview of the program evaluation process; problems encountered in the practice of program evaluation.
Fees

Tuition and Fees

Application Fee
BSU $40, UMCP $50
Students wishing to take a graduate course with Maryland in Europe pay this nonrefundable fee prior to their first course. The application fee must accompany the Application for Admission.

Graduate Tuition
Payable at the time of registration. A member of the Armed Forces may be entitled to partial tuition assistance from the United States government. Students may also qualify for Veterans Affairs education benefits and other forms of financial assistance. Further information follows in the Financial Aid section of the Catalog.

Late Registration Fee
$30
Charged to students who do not register and make full payment of fees prior to the start of the term.

Change of Registration Fee
$15
Charged to students who change registration from one course to another after the start of the term.

Returned Check Fee
$36
Charged when a check is returned unpaid by a bank; $30 of this amount is the Maryland processing fee and $6 is the bank's charge to Maryland for submitting a dishonored check. A student who stops payment on a check for tuition is thereby neither disenrolled nor relieved of responsibility for paying tuition and fees.

Declined Credit Card Fee
$30
This amount is the University's processing fee for any credit card charge that is declined by the student's bank.

Transcript Fee
$5
Charged for each academic transcript issued.

Rush Transcript
$20
Special handling. Transcript processed within 24 hours.

Graduation Fee
$50
Payable each time a diploma application is filed. Non-refundable.

Cap and Gown Fee
$50
Payable by graduates who participate in Commencement ceremonies.

Undergraduate Application Fee
$30
The undergraduate application fee is waived only for graduate students who have paid the graduate application fee and are taking undergraduate courses to meet prerequisites for their graduate program. If, however, graduate students take other undergraduate courses, this fee must be paid in addition to the graduate application fee.

Refunds

The refund policy applies to tuition only. The application fee is not refundable. All tuition refunds will be computed from the date the Application for Withdrawal is formally initiated at an Education Center (not from the date of the last class attended), according to the following schedule:
1. If no more than one-eighth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 75 percent of the tuition.
2. If more than one-eighth but not more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 25 percent of the tuition.
3. If more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, no tuition will be refunded.

For Distance Education (DE) courses, a full refund of tuition will be given if a cancellation is initiated prior to the starting date of the course. Seventy-five percent of tuition will be refunded if no more than one-eighth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated. If more than one-eighth but not more than one-fourth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated, Maryland will refund 25 percent of the tuition. If more than one-fourth of the weeks for which the DE course is scheduled have elapsed at the time the withdrawal is initiated, no tuition will be refunded.

Refunds are calculated after the end of each term when all final grade reports have been received and recorded.

Student Indebtedness

All students who incur debts to Maryland during a particular term must clear them in order to register for the next term. Requests for transcripts, certificates, and diplomas will be held until all financial obligations have been cleared. Outstanding debts will be collected against any refunds due the student. After 120 days, uncollected debts will be forwarded to the State Central Collection Unit (SCCU) of the State of Maryland. SCCU debt is a serious matter; SCCU reports delinquent student accounts to major credit reporting entities. This report can impair credit ratings for up to seven years.
Two federal financial aid programs are available to graduate students — the William D. Ford Federal Direct Stafford Loan Program and the William D. Ford Federal Direct Unsubsidized Stafford Loan. Student loans, which are awarded by academic year, may be processed throughout the academic year. These loans may be used concurrently with VA educational benefits, military tuition assistance, and other types of financial assistance. Under current federal regulations, federal grants are not available to graduate students.

For additional information on financial aid, please contact: University of Maryland University College, Financial Aid Office, Unit 29216, APO AE 09102; telephone DSN 370-6762 or Civil +49-(0)6221-378324; E-mail: edfso@ed.umuc.edu; Web site: <www.ed.umuc.edu/fso>.

Financial Aid

Application Process

All students must undergo a federal needs analysis to determine eligibility for any type of federal financial aid, including student loans. Students will use the 2001/02 Free Application for Federal Student Aid (FAFSA) <www.fafsa.ed.gov>, the 2001/02 Maryland Financial Aid Data Form, and the 2001/02 Maryland Guide to Financial Aid to apply for financial aid. These materials are available at the military Education Centers. The Data Form is sent to the Maryland Financial Aid Office in Haldenberg to initiate and establish the student's 2001/02 financial aid file. The FAFSA should be completed and mailed to the federal processing center in Mt. Vernon, IL, or completed online.

The Maryland Guide to Financial Aid provides specific details and instructions on exactly which forms and documentation are required by federal regulations. Before a federal student loan may be processed, the 2001/02 Maryland financial aid file must be complete and the federally required review accomplished. Federal regulations require that the Financial Aid Office review and approve the completed financial aid file before a student loan request may be processed.

An initial financial aid award will be made based on anticipated enrollment in either the regular 8-week term classes or the 16-week distance education classes, depending upon information provided on the Maryland Financial Aid Data Form. Students who wish to have their file reviewed due to special or unusual circumstances should still submit the FAFSA with the information requested, wait for the results of the FAFSA, and then contact the Maryland Financial Aid Office.

Students select their own loan period within the 2001/02 academic year. Student loan recipients must be enrolled at least half-time each term of their loan period to remain eligible for their loan. Loan periods are calculated based on enrollment in either regular 8-week terms or 16-week distance education terms. Enrollment in both types of terms cannot be combined for the purpose of the half-time enrollment necessary for a student loan. All financial aid recipients must be degree-seeking students.

Deadlines for a student loan require that the loan be initiated with the federal processor, via the Maryland Financial Aid Office, no later than the last day of the eligible enrollment period. However, July 1 is the priority processing deadline for the following academic year, Term 1. Please see the 2001/2002 Maryland Guide to Financial Aid for additional application deadlines.

Students must make satisfactory academic progress by maintaining the academic standards set forth in this catalog and a cumulative GPA of at least 3.0. Financial aid recipients must also successfully complete at least 67 percent of the semester hours attempted each term. Further, a student whose academic work falls below acceptable levels of performance, who is placed on probation, or is academically dismissed is not making satisfactory academic progress.

Federal Direct Student Loan Programs

William D. Ford Federal Direct Stafford Loan Program

This federally subsidized loan program enables students to borrow directly from the Department of Education. Following federal guidelines, the Maryland Financial Aid Office determines eligibility for the William D. Ford Federal Direct Stafford Loan program. Eligible graduate students may borrow up to $8,500 per academic year of graduate study. Students requesting the Federal Direct Stafford Loan will be offered their maximum eligibility for their loan period. Students can accept all or part of the loan award.

The interest is annually variable, but is capped at 8.25%. There is also a 3% origination fee. Interest does not accrue during the loan period as long as the student remains enrolled on at least a half-time basis.

William D. Ford Federal Direct Unsubsidized Stafford Loan Program

This student loan program has the same terms, conditions, deadlines, and interest rates as the subsidized Federal Direct Stafford Loan program, except that the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The William D. Ford Federal Direct Unsubsidized Stafford Loan program is available to students who do not qualify who qualify only in part for a subsidized Federal Stafford Loan up to the federal loan limits, or who have an additional financial need above the subsidized Federal Stafford Loan amounts allowed. Graduate students are eligible for amounts equal to the Federal Direct Stafford Loan limits plus additional amounts of up to $10,000 per academic year.
Federal Return of Funds Policy
The student is responsible for following the university's withdrawal procedures as outlined in this catalog. The 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of Title IV funds (loans and grants) on all federal financial aid students who withdraw (officially or unofficially) from all classes for the term on or before the 60 percent attendance point in the term. If you withdraw from classes, you might not receive further financial aid disbursements, you may lose some or all of the aid that has already been disbursed to your account, and you may be personally responsible for payment of any charges for tuition and fees that are due. For a complete description of the Federal Return of Funds Policy, please refer to the 2001/2002 Maryland Guide to Financial Aid.

Graduate Enrollment Levels for Financial Aid
Because of the consortium nature of the graduate programs offered through Bowie State University and University of Maryland, College Park, it is important that students pay attention to the minimum half-time level of enrollment required in order to be eligible for the Federal Direct Student Loan Programs for their degree-granting school. These enrollment levels may be different than that required for Veterans Assistance educational benefits.

<table>
<thead>
<tr>
<th>Enrollment Levels</th>
<th>UMUC/BSU</th>
<th>UMCP*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 8 week terms</td>
<td>5 s.h.</td>
<td>4 s.h.</td>
</tr>
<tr>
<td>Full time</td>
<td>3 s.h.</td>
<td>2 s.h.</td>
</tr>
<tr>
<td>Half time</td>
<td>8 s.h.</td>
<td>7 s.h.</td>
</tr>
<tr>
<td>Distance Education terms</td>
<td>4 s.h.</td>
<td>4 s.h.</td>
</tr>
</tbody>
</table>

*UMCP Graduate School uses the unit system in making calculations to determine full or part-time student status. Please note that graduate units are different than credit/semester hours. Different levels of courses carry different amounts of units. The above calculations assume standard 600 level courses. Courses at other levels may require more or less enrollment. Reference the UMCP Graduate Catalog.

Veterans Educational Benefits
UMUC/Europe acts on behalf of Bowie State University; University of Maryland, College Park; and University of Maryland University College as a certifying agent for the DVA. UMUC/Europe certifies, for the DVA, graduate students' enrollments in graduate-level courses in Heidelberg for processing and transmission to the DVA Regional Office in Buffalo, New York. The student submits the written permission to the local DVA Field Representative with the appropriate DVA application form and any other documents at the time of registration.

Graduate students applying for VA educational benefits should seek advice and VA counseling available at military Education Centers. The counseling will assist in determining which VA application form the student should complete to start his or her educational benefits in the graduate program. The VA application form and any required substantiating documents are submitted to the DVA for the first time must submit VA Form 22-1990 and a certified, true copy of DD Form 214 for each period of prior service. Graduate students who have used VA benefits for their undergraduate degree must submit VA Form 22-1995.

DVA regulations require that students who are degree-seeking with other institutions first consult with their degree-granting school and request written permission for each BSU or UMCP course they wish to take available through Maryland in Europe. The student submits the written permission to the local Maryland Field Representative with the appropriate DVA application form and any other documents at the time of registration.

The Field Representative will forward all DVA forms and documents to the Maryland Student Services Office in Heidelberg for processing and transmission to the DVA Regional Office in Buffalo, New York. Routing the paperwork through Student Services will facilitate the processing by the DVA.

VA payments are made by the DVA directly to the students and are calculated by the DVA in accordance with federal regulations. The amount of assistance a student may receive is based on the student's enrollment status and the type of VA benefits for which the student is eligible. The DVA will not pay for audited enrollments or for courses not applicable to the degree program. VA students who withdraw are subject to having the amount of their award recalculated by the DVA and may be required to repay any unauthorized amounts received. Students are responsible for paying all tuition and fees whether or not the VA payments cover these costs.

Graduate Training Timetable for VA Benefits
For calculating VA benefits for graduate courses, each student is classified according to the following criteria:

<table>
<thead>
<tr>
<th>Time</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 s.h. — 8 weeks — full time</td>
<td>3/4 time</td>
</tr>
<tr>
<td>6 s.h. — 8 weeks — full time</td>
<td>1/2 time</td>
</tr>
<tr>
<td>3 s.h. — 16 weeks — greater than 1/4, less than 1/2</td>
<td>3/4 time</td>
</tr>
<tr>
<td>6 s.h. — 16 weeks — 3/4 time</td>
<td></td>
</tr>
</tbody>
</table>

For additional information, please contact:

University of Maryland University College
Student Services Office
Unit 29216
APO AE 09102

Telephone numbers:
Military: DSN 370-6762
Civilian: (06221) 378390 (in Germany)
(+49-6221) 378390 (from outside Germany)

E-mail: student_svc@ed.umuc.edu
Web site: www.ed.umuc.edu/stuaast/va
Resident Credit

Study with the graduate programs available through Maryland in Europe establishes resident credit with the degree granting institution in whose program the student is enrolled, either Bowie State University or the University of Maryland, College Park.

Unit of Credit

The unit of credit is the semester hour, which represents 16 hours of classroom work in addition to required outside preparation.

Grading System

Thirty-six to forty-eight semester hours of coursework with a minimum average grade of B in courses approved for graduation are required. The grading system is as follows:

- **A** denotes superior academic performance with excellent mastery of the subject and outstanding scholarship. The grade of A will be assigned 4 quality points per semester hour of credit.
- **B** denotes good academic performance with good mastery of the subject and good scholarship. The grade of B will be assigned 3 quality points per semester hour of credit.
- **C** denotes the minimal acceptable academic performance and does not represent satisfactory progress toward a graduate degree. The grade of C will be assigned 2 quality points per semester hour of credit.
- **D** denotes unacceptable academic performance. The grade of D will be assigned 0 quality points at UMCP. The grade of D is not used as a final grade in BSU courses.
- **F** may be given for academic failure or for non-attendance. A student who fails to do passing work in a course receives an F(a) (academic). A student who drops out of a course without officially withdrawing receives an F(n) (non-attendance). The grade of F will be assigned 0 quality points.
- **P** letter grades are not assigned to students in INSS 680. Students who successfully complete the work in this course receive a grade of “Pass.” Students who do not successfully complete the requirements receive a grade of “Fail.” “Pass” indicates a minimum grade of B.
- **Mark of Au**

Students seeking neither credit nor grades may register as auditors provided they meet current admission standards. To take subsequent courses for credit, an auditor must apply for admission and meet the requirements in effect at that time. Auditors pay the same fees as those taking the course(s) for credit. Once a class has begun, a student cannot change registration status.

Mark of I

The mark of I (incomplete) is used only in exceptional circumstances and may be issued only upon the request of a student whose work has been satisfactory and who is unable to complete the course because of illness or other circumstances beyond his or her control. An I will not be recorded for a student who has not completed the major portion of the work in the course. The student must submit documentation to the faculty member substantiating the reasons for requesting the incomplete.

The faculty member makes the final decision concerning the granting of the incomplete. When recording the incomplete on the Final Grade Report, the faculty member will state the quality of the student's work to date, the requirements remaining, and the deadline — not to exceed six months — for completion of the work. For BSU courses, if a mark of I is not changed after one year, it converts to an F. For UMCP courses, if the student does not complete the requirements of the course within six months of the last day of the academic term, the mark of I will become terminal and thereafter may not be changed.

It is the responsibility of the student, not of the Education Center nor of the Office of Graduate Programs, to arrange with the faculty member for the assignment of and subsequent removal of an incomplete. Students should realize that it is virtually impossible to remove an I after transfer out of Europe. A student no longer in contact with the instructor who assigned the I should write to the faculty member, c/o University of Maryland University College, Unit 29216, APO AE 09102. An I cannot be removed by X or W. A student who elects to repeat the course must register, pay the full fees, and repeat the entire course.

Mark of W

When a student officially withdraws, a W is assigned. The W can be posted only when it is documented by an Application for Withdrawal. (See withdrawal section of this Catalog for filing instructions.)

Change of Grade

With the exception of the I (incomplete), all grades and marks are final and cannot be changed.

Repeating a Course

If a student repeats a course in which a passing grade already has been earned, the subsequent attempt shall not increase the total hours earned toward a degree. At BSU, the higher grade will count for credit. At UMCP, the last grade will count.
Computation of Academic Average

The computation of academic averages is based upon the quality points assigned for each grade. The grades of D (UMCP only) and F are included in any computation of scholastic average but the marks of W and I are not. In the computation of the cumulative grade point average, a course in which the mark of I has been assigned is not included as hours attempted. When the requirements of the course are completed and the I is changed to a final grade, an appropriate correction is made in the cumulative grade point average. Only grades earned at the university awarding the degree (BSU or UMCP) are counted in the GPA.

Withdrawal

Students who must withdraw from a course are responsible for completing the Application for Withdrawal (UMGR-003), which may be obtained from a Field Representative. Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal or relieve the student of his or her financial obligation to Maryland. Never attending or ceasing to attend classes does not constitute a withdrawal. Maryland cannot accept withdrawals verbally over the telephone. On the Application for Withdrawal, students must include reasons for the action, obtain all necessary signatures, and submit the form at the Education Center where they enrolled. Students who do not formally withdraw will automatically receive a failing grade and forfeit any refund. An Application for Withdrawal cannot be initiated after the beginning of the final exam or last class meeting whichever comes first, except for one-semester-hour weekend seminars. Students may initiate an official withdrawal from these seminars within five working days of the final seminar meeting. Students in computer conferencing distance education classes which span over two terms cannot withdraw after the Friday before the final examination week for these classes. Additional information can be found in the refund section of this Catalog.

Conference Courses

As conference courses are offered to provide an alternative for students who cannot otherwise complete their degree, eligibility requirements are very strict.

In a conference course, a faculty member works individually with a student to cover all material normally contained in the course and to meet all course requirements. Students use the same textbooks, write the same papers, and take the same kinds of examinations as students in the traditional classroom format.

A graduate student may apply for permission to take a conference course with Maryland in Europe if the student has:

1. been granted full admission (BSU)/degree-seeking status (UMCP)
2. achieved advancement to candidacy (BSU)
3. successfully passed the comprehensive examination
4. earned a cumulative GPA of at least 3.0
5. completed at least 27 semester hours toward the master's degree
6. determined that the course requested, or a suitable alternative, is not available within a reasonable commute during the current term or in any term prior to the student's projected PCS/projected degree completion date.

To apply to take a conference course, a student must write to the Program Director for the degree program in which the student is enrolled. The student should demonstrate that all of the above criteria have been met.

Upon receipt of the letter of application, the Program Director:

1. reviews the application according to the criteria above to determine eligibility for enrollment in a conference course; and
2. determines if the requested course is suitable for a conference course; and
3. determines if a faculty member is available who can provide the conference course.

Name Change

Requests for a name change on official records of the University must be accompanied by one of the following documents:

- Copy of court order.
- Copy of marriage certificate.
- Statement from a legal officer certifying name change.

The request, which can either be by letter or by a completed Change of Name Notification (UMRS-046), available from a Field Representative, should be mailed with the appropriate document to the Office of the Registrar. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been forwarded.

For additional information, please contact:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102
Academic Credit, Records, Grades, and Services

Transcripts

In accordance with the provision of the Family Rights and Privacy Act of 1974, a student's records are confidential. A transcript may be released only upon the signed request of the student.

Requests for transcripts should be accompanied by a check or money order for $5.00 for each transcript requested and should include the student's full name, signature, Social Security number, date of birth, and first and last dates of attendance. Rush transcripts are available for $20.

Prior to graduation and until an official diploma is received from BSU or UMCP, transcript requests should be sent to:

University of Maryland University College
Office of the Registrar (Transcripts)
Unit 29216
APO AE 09102
Telefax: +49 (0)6221 301284

Forms for requesting transcripts (UMTR-009) are available at Education Centers or online at <www.ed.umuc.edu/stuasst/transcript/tranformfax.html>.

All transcript requests subsequent to receipt of the official diploma must be sent directly to BSU or UMCP at the following addresses:

Bowie State University
Office of the Registrar
Overseas Programs
Bowie, Maryland 20715-9465
Telefax: +1 301 860 3438

University of Maryland, College Park
Records and Registration
Room 1101 Mitchell Building
College Park, Maryland 20742
Telefax: +1 301 314 9568

Information and Library Services

Maryland in Europe promotes the use of library technology, teaches courses in information technology and library use, and provides access to a variety of online library resources on its Web page at <www.umuc.edu/library>. Services to students include access to library resources via the Internet.

Library Resources

Students may access an extensive array of online journal databases and national and international newspapers through MdUSA, the University System of Maryland's single database interface, via the Information and Library Services Web page at <www.umuc.edu/library>. MdUSA offers access to more than 90 databases, many of which contain full texts in a number of subject areas, including business, computer studies, and social sciences. Database descriptions and a tutorial for searching MdUSA are available on the Web site.

Writing Resources

A number of online services are available to students who are interested in academic help beyond the classroom. UMUC services provided online carry no charge. The Guide to Writing and Research is accessible at <http://tycho.usa.umuc.edu/writinggde/>. The UMUC Online Writing Center is accessible at <www.umuc.edu/onlineWritingCenter>.

Library Resources

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Policy Statements

Academic Dishonesty and Plagiarism

Academic dishonesty is failure to maintain academic integrity. It includes, but is not limited to, obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism. Academic dishonesty can result in severe academic penalty, including failure in the course and/or dismissal from the institution.

Plagiarism is the presentation of another person's idea or product as one's own. Examples of plagiarism are: copying verbatim and without attribution all or part of another's written work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, computer program, or other artistic product without attributing the work to its creator.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and research or critical papers should acknowledge these sources in footnotes or by use of direct quotations.

Course Load

One course, or three semester hours, is considered a normal course load for a student who is fully employed. This course load for an eight-week course will require at least six hours of class time per week and approximately 15 hours per week of additional out-of-class study time. Under unusual circumstances, students who have demonstrated their ability with the University may wish to enroll in more than one course during a term. These students, however, must expect heavy academic workloads.

Students may enroll themselves in up to six semester hours per eight-week term. However, students wishing to take nine semester hours or more must have a grade point average of 3.0 or better and must request special permission from the Academic Director, Graduate Programs. Students enrolling for the first time may not take more than six semester hours in one term.

Exception to Policy

Requests for an exception to policy must be submitted in writing to the Program Director for the degree program in which the student is enrolled. The student bears the entire responsibility for adequately presenting a request for exception to policy, but should be aware that such requests are approved only in rare circumstances.

Grade Appeal Process

College and university students inevitably encounter instructors who vary widely in teaching philosophy and demeanor, and who use many different teaching styles. Not only is teaching influenced by course content, but also by the fact that there are many ways of conveying even the same material. It is only natural that students will like the style and personality of some instructors more than others. Disagreement with an instructor over demeanor and teaching style, however, is not grounds for a grade appeal. Students have the opportunity to express their opinion on these matters through the course evaluation forms they submit for every Maryland course.

Regardless of teaching style, it may happen that a student believes an instructor's determination of a final course grade has been arbitrary and capricious. The phrase "arbitrary and capricious grading" means the assignment of a course grade:
- on some basis other than performance in the course,
- by resorting to unreasonable standards different from those applied to other students in the course, or
- by standards that are substantial, unreasonable, and unannounced departures from the instructor's previously articulated standards.

A student who believes his or her final grade to be the result of arbitrary and capricious grading should first confer promptly with the instructor of the course. There is a time limit on appealing a grade. Therefore, students who want to appeal a grade should initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the instructor after a reasonable effort, or if the student and instructor cannot, after consultation, reach a satisfactory resolution, the student shall consult with the appropriate administrator (Program Director). If the student, the instructor, or the administrator are unable to reach a mutually agreeable solution, the student may file a formal grade appeal with the Academic Director, Graduate Programs.

For a formal grade appeal, the student shall submit a written statement to the Academic Director, Graduate Programs, explaining in detail the allegation that the grade was the result of arbitrary and capricious grading and presenting relevant evidence. The Academic Director, Graduate Programs may dismiss the appeal if:
- the allegations, even if true, would not constitute arbitrary and capricious grading,
- the student did not first confer with the instructor or administrator,
- the appeal was not filed in a timely manner, or
- the student submitted the same, or substantially the same, complaint to any other formal grievance procedure.

If the appeal is not dismissed, a committee shall be formed and a copy of the student's written statement forwarded to the instructor with a request for a written reply within 20 days. If a mutually agreeable solution is not achieved, the committee shall hold an informal, nonadversarial fact-finding investigation. If a majority of the committee finds the allegations supported by
clear and convincing evidence, the committee shall take appropriate action to resolve the matter.

The decision of the committee shall be final and shall be promptly reported in writing to the parties.

A copy of the detailed procedural steps for grade appeals can be obtained from the Academic Director, Graduate Programs.

**Make-up Examinations**

Students are responsible for keeping informed concerning the dates of announced quizzes, tests, and examinations. A faculty member is not required to give make-up examinations unless students can present evidence that the absences were caused by illness or emergency circumstances over which they had no control. Make-up examinations, when permitted, are given at the instructor’s convenience and should not interfere with regularly scheduled classes. A student who must be absent from a course excessively should confer with the instructor; if it is necessary to withdraw from the course, an Application for Withdrawal must be filed at the Education Center.

**Nondiscrimination**

Maryland, in all of its divisions, units, and offices, subscribes to a policy of equal educational and employment opportunity and does not discriminate on the basis of race, age, gender, disability, religion, national origin, sexual orientation, or political affiliation. Any questions or complaints relating to Maryland’s nondiscrimination policy within UMUC-Europe should be addressed to: Director, Human Resources, University of Maryland University College, Unit 29216, APO AE 09102.

**Sexual Harassment**

Maryland is committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually professionally, personally, and socially. Such an environment must be free of intimidation, fear, coercion, and reprisal. All members of the Maryland in Europe community legitimately expect that academic or employment progress will be determined by the publicly stated requirements of job and classroom performance, and that the Maryland environment will not unreasonably impede work or study. Sexual harassment threatens this expectation.

Sexual harassment by faculty, staff, or students is prohibited: This statement constitutes Maryland policy. Sexual harassment may also constitute violations of the criminal and civil laws of the State of Maryland and the United States. For the purpose of this policy, sexual harassment is defined as: i) unwelcome sexual advances; or ii) unwelcome requests for sexual favors; or iii) other behavior of a sexual nature where

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

In assessing whether a particular act constitutes sexual harassment forbidden under this policy, the standard shall be the perspective of a reasonable person within the Maryland in Europe community. The rules of common sense and reason shall prevail. Allegations of sexual harassment shall be judged with attention to the facts particular to the case and the context in which the alleged incident(s) occurred.

Conduct prohibited under this policy may manifest itself in many different ways. Sexual harassment, for example, may be as undisguised as a direct solicitation of sexual favors or solicitation accompanied by overt threats. Harassment may also arise from behavior that has the effect of creating an intimidating, hostile, or offensive educational or working environment. In this regard, the following types of acts, if pervasive and continuous, are more likely than not to result in allegations of sexual harassment: unwelcome physical contact, sexual remarks about a person's clothing, body, or sexual relations; conversation of a sexual nature or similar jokes and stories; and the display of sexually explicit materials in the workplace or in the classroom without defensible educational purpose.

Sexual harassment may occur within a variety of relationships. It may occur among peers. It may occur where no relation exists between the parties other than being co-employees or co-students. Especially injurious, on the other hand, is harassment in relationships characterized by an inequality of power, where one party has institutional authority over the other. Inherent in these relationships is the power and fear of reprisal. Typically, such relationships are found between employer and employee; and faculty and student, when the student is enrolled in a faculty member's class or when the student is in a continuing position to require evaluation of work or letters of recommendation from the faculty. Such relationships can be immediate, here and now, or based upon future expectations, e.g., the need for future evaluations and references. Sexual harassment may occur between persons of the same or different genders.

Individuals who believe they have been subjected to sexual harassment can report the matter to any Maryland in Europe administrator or faculty member. The person receiving the report will notify the Director, Human Resources. Normally, the Director, Human Resources manages and coordinates all matters relating to the complaint and will work with the individual making the report to determine whether resolution can be achieved through informal or formal procedures.
Students with Disabilities

Maryland in Europe is committed to assisting students with disabilities to the extent possible so that they are able to pursue their educational goals while overseas. Maryland faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter. Students also share the responsibility for ensuring that appropriate accommodations can be made, and are primarily responsible for identifying, documenting, and communicating their disabilities to the University and to the course instructor. Any special arrangements should be agreed to in writing before the first class each term.

Students who want more information or who wish to file a petition relating to their disability should contact the Academic Director, Graduate Programs.

Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, UMUC has developed the following Code of Civility:

Respect
Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

Kindness
Refrain from using profanities, insults, or other disparaging remarks.

Truth
Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

Responsibility
Take responsibility for our own actions instead of blaming others.

Cooperation
Work together with other students, faculty, and staff in a spirit of cooperation toward our common goals of seeking and providing quality education.

Privacy
Strive to uphold the right to privacy and not talk about others.

Nondiscrimination
Respect the differences in people and their ideas and opinions and reject bigotry.
Diplomas and Graduation

Degrees earned in graduate programs available through Maryland in Europe are awarded in August, December, and May of each academic year. Commencement ceremonies in May recognize master’s candidates who have earned their degrees in any of the three degree periods.

Application Deadlines

Students expecting to complete requirements for a master’s degree must submit an Application for Graduation and the $50 graduation fee to: University of Maryland University College, Office of Graduate Programs, Unit 29216, APO AE 09102. Applications for graduation can be obtained from a Maryland Field Representative, by writing to the Office of Graduate Programs, or online at <www.ed.umuc.edu/grad/forms>.

The completed Application for Graduation must be received in the Heidelberg Office of Graduate Programs in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Expected Graduation</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>1 September</td>
</tr>
<tr>
<td>May</td>
<td>16 January</td>
</tr>
<tr>
<td>August</td>
<td>16 April</td>
</tr>
</tbody>
</table>

Students whose Applications for Graduation are received after these deadlines will be considered for the next scheduled graduation.

Graduation Review

Applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include incompletes to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure this work is completed and official documentation reaches the University of Maryland University College, Office of Graduate Programs, Unit 29216, APO AE 09102, no later than the first day of the month in which the degree is to be awarded.

Commencement

To be eligible to march at Commencement, May master’s candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremonies and must pay the $50 cap and gown fee.

Issuance of Diplomas

All graduates completing degrees in August, December, or May can expect to receive their diplomas by mail approximately three months after the graduation date if all financial obligations with Maryland in Europe have been satisfied.

Noncompletion of Degree Requirements

Students who do not complete degree requirements in time for the graduation date specified on their Application for Graduation must submit a new application and another $50 graduation fee. Students will be informed of remaining degree requirements.
Directory

Administrative Offices, Maryland in Europe, Heidelberg

Andrew P. Chambers, M.S. .................................................. Vice President and Director, UMUC-Europe
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John Floyd, Ph.D. .......................................................... Director, Distance Education Program
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Carole Wellington, M.Ed. .................................................. Assistant Program Director, Counseling and Personnel Services

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Addresses
University of Maryland University College
Office of Graduate Programs
Unit 29216
APO AE 09102

University of Maryland University College
Office of Graduate Programs
Im Bosseldorn 30
69126 Heidelberg
Germany
(for non-U.S. post)

Telephone numbers
Military: DSN 370-6762
Civilian: 06221-378302/3780
International: +49-6221-378302/3780
Fax
+49-(0)6221-315871

World Wide Web
www.ed.umuc.edu/grad

E-mail
Maryland in Europe Graduate Programs
gradprog@ed.umuc.edu
Distance Education
gradde@ed.umuc.edu
Public Administration
gradpa@ed.umuc.edu
Counseling and Personnel Services
gradcaps@ed.umuc.edu
Management Information Systems
gradmis@ed.umuc.edu
Maryland in Europe Locations

At these locations there may be one or more Education Centers sponsoring Maryland classes.

Austria
U.S. Embassy, Vienna

Bahrain
Manama

Belgium
Brussels
Kleine Brogel
SHAPE*

Bosnia-Herzegovina
MCGovern
Tuzla-Colaiche
Tuzla-Eagle Base

Egypt
Cairo
Sinai North Camp
Sinai South Camp

Germany
Ansbach
Babenhausen
Bad Aibling*
Bamberg
Baumholder
Böblingen
Büchel
Büdingen
Darmstadt
Dexheim
Friedberg
Geilenkirchen*
Giebelstadt
Giesen
Grafenwoehr
Hanau
H eidelberg*
Hohenfels
Idar O bertein
Illesheim
Kaiserslautern
Kitzingen
Landstuhl
Mainz-Wackernheim
Mannheim
Miesau
Munchweiler
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Ramstein*
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Vilseck
Wiesbaden*
Würzburg*

Greece
Araxos
Souda Bay

Honduras
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La M addalena
Livorno
Naples*

Kosovo
Bondsteel
Montieth

Kuwait
Ali Al Salem Air Base
Al Jaber Air Base
Camp Doha

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Skopje-Camp Able
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Netherlands
AFNORTH
Volkel

Portugal
Lajes
Lisbon

Russia
U.S. Embassy, Moscow

Saudi Arabia
Prince Sultan Air Base
Riyadh

Spain
Moron
Rota*

Turkey
Incirlik*
Izmir

United Kingdom
Alconbury
Croughton
Fairford
Harrogate*
Lakenheath*
London*
Miles Norton*
Molesworth
St. M awgan

* Graduate courses offered. Distance education courses available at all locations.
UMUC-Asia

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Appendix

Appendix Information
For a complete listing of all appendixes pertaining to Maryland in Europe, please refer to the University of Maryland University College-Europe 2001/2002 Undergraduate Catalog. The 2001/2002 Undergraduate Catalog includes the following appendixes:

Appendix A
Policies of the Maryland Higher Education Commission on Academic Regulations, General Education Requirements, and Transfer of Undergraduates from Public Institutions in Maryland

Appendix B
Policy of the University of Maryland University College in Transferring Undergraduate College-Level Credits

Appendix C
Non-discrimination

Appendix D
Policy of Religious Observances

Appendix E
Disclosure of Student Records

Appendix F
Procedures for Review of Alleged Arbitrary & Capricious Grading

Appendix G
Code of Student Conduct

Appendix H
Annual Information Report
Index

A
A, Grade of 23
Academic
Advisement 4, 7, 16
Average 24
Calendar (Inside Back Cover)
Credit 23
Dishonesty 26
Dismissal 2, 15
Grades 23
Preparation 3, 6
Records 24
Standards 2, 15
Academic Advisement 4, 7, 16
Average 24
Credit 23
Dishonesty 26
Dismissal 2, 15
Grades 23
Preparation 3, 6
Records 24
Standards 2, 15
Accreditation (Inside Front Cover)
Addresses 21, 22, 24, 25, 27, 30
Administrative Management i, 1, 3
Administrative Staff 30
Heidelberg Office 30
University College 32
University System of Maryland 33
Admission
Application 1, 14
Categories 1, 13
Requirements, BSU 1
Requirements, CAPS 13
Advanced Special Students 13
Advancement 4, 7
Advisement, Academic 4, 7, 16
Appendix 36
Application
Fee 20
for Admission 1, 13
for Financial Aid 21
Packet 1, 14
Procedures 1, 14
Attendance 23
Audit 23
Average, Computation of 24
B
B, Grade of 23
Board of Regents 33
Bowie State University ii, 1, 32
Admission 1
Degree Programs 3-8
Commencement Date (Inside Back Cover)
Comprehensive Examination
Application Deadline 4, 7, 16
Examination Dates 4, 7, 16
Computation of Academic Average 24
Computer
Courses 10
Prerequisites 3, 6
Conditional Admission 1
Conference Courses 24
Counseling and Personnel Services
(CAPS) ii, 13
Counseling
Clinical Instruction 17
Courses 18
Course Listings/Descriptions 9, 18
Course Load 22, 26
Course-Work-Only Admission 13
Credit
Transfer 2, 4, 7, 15
Non-U.S. 2, 14
Credit Unit 23
D
D, Grade of 23
Deadlines
Application for Comprehensive Examination 4, 7, 16
Application for Graduation 29
Application for Financial Aid 21
Debt 20
Degree
Counseling and Personnel Services 13
Management Information Systems 6
Management Information Systems 6
Non-U.S. 2, 14
Public Administration 3
Time Limit 4, 7, 17
Degree-Seeking Admission, CAPS 13
Department of Veterans Affairs 22
Diploma
Fee 20, 29
Issuance of 29
Directory 30-33
Disabilities, Students with 28
Dishonesty 26
Dismissal 26
Distance Education iii, 9, 18
Economics
Courses 9
Prerequisite 3, 6
Graduate Comprehensive Exam 4, 7, 16
Graduate Programs Office 30
Graduate Record Examination (GRE) 13
Graduation
Application Deadline 29
Fee 20, 29
Issuance of Diplomas 29
Review 29
Educational Center Locations 31
Electives 3, 6, 15
Eligibility for Admission 1, 13
E-mail 22, 30
Enrollment 1, 13
Enrollment Levels. Financial Aid 22
Exception to Policy 26
Economics
Courses 9
Prerequisite 3, 6
E-mail 22, 30
Eligibility for Admission 1, 13
Enrollment 1, 13
Exception to Policy 26
F
F, Grade of 23
Faculty 34
Fax 30
Federal
Financial Aid Programs 21
Loan Programs 21-22
Student Aid Report (SAR) 21
Fees
Application 20
Cap and Gown 20
Change of Registration 20
Declined Credit Card 20
Graduation 20
Late Registration 20
Returned Check 20
Transcript 20
Tuition 20
Financial Aid 21
Application Student Data Form 21
Graduate Enrollment Levels 22
Guide 21
Loans 21-22
Return of Funds 22
Transcripts 21
Financial Services Office 21
Free Application for Federal Student Aid 21
Full Admission 1, 13
Full-Time Enrollment 22
Government
Courses 12
Prerequisite 3
Gown Fee 20
Grade
Change of 23
Appeal Process 26
Grade Point Average (GPA) 1, 4, 7, 13
Computation of 24
Grading System 23
Graduate Comprehensive Exam 4, 7, 16
Graduate Programs Office 30
Graduate Record Examination (GRE) 13
Graduation
Application Deadline 29
Fee 20, 29
Issuance of Diplomas 29
Review 29
Heidelberg Office 30
Higher Education in Maryland ii
I
I, Mark of 23
Incomplete 23
Indebtedness 20
International Students 2, 14
Program Milestones
Public Administration 5
Management Information Systems 8
Counseling and Personnel Services 17
Program of Study 4, 7, 16
Provisional Admission 13
Public Administration 1, 3
Courses 12

Quantitative Methods Prerequisite 6

Reapplying (CAPS) 14
Refunds 20
Registrar 25
Registration
  Change Fee 20
  Late Fee 20
Repeating a Course 23
Research Paper/Project 4, 7, 16
Resident Credit 23
Returned Check Fee 20

Semester Hour 23
Seminar Paper 16
Seniors, Graduate Work 1
Sexual Harassment 27
Staff 30
Stafford Loans 21
Statement of Goals 6
Statistics Prerequisite 6
Student Aid Report 21
Student Indebtedness 20
Students with Disabilities 28

Telefax 30
Telephone Numbers 30
Term Dates (Inside Back Cover)
Time Limit 4, 7, 17
TOEFL 2, 14
TWE 2, 14
Training Timetable, VA 22

Transcript
Fee 20
Financial 21
Requests 25
Transfer Credit 2, 4, 7, 15
Transfer Procedures 2, 15
Tuition Assistance 21
Fees 20
Refund 20

Unit of Credit 23
University System of Maryland ii, 33
Bowie State University ii, 1, 32
Admission 1
Degree Programs 1-12
Graduate School 1
University of Maryland,
  College Park ii, 13, 32
Admission 13
Degree Programs 13-17
University of Maryland
  University College ii, 32
UMUC-Europe ii, 30
Unsubsidized Federal Direct Loan 21

Verification, Financial Aid 21
Veterans Affairs, Department of 22
Veterans Educational Benefits 22
Visiting Graduate Students 13

W
W, Mark of 23
Withdrawal 24
Refund 20
Writing Requirement 1, 15
Writing Resources 25

Photo Credits
Department of Defense Cover
  www.defenselink.mil
Eyewirephotos Cover
  www.eyewire.com
Tony Stone Cover
  www.tonystone.com
Photo Disc 19
  www.photodisc.com

Archive 9, 11
IrisClose i, 4
TinaKrizek iii
VincentLim 25, 29
XiomaraM adjer 6
BarbaraM intz 5
M danieM unk 16
SandraT remblay 3