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.

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.
Higher Education in Maryland

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

A constituent institution of the University System of Maryland, 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. Located in Bowie, Maryland, BSU also serves the needs of military personnel, 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. BSU is a Servicemembers Opportunity Colleges (SOC) member institution.

Bowie State’s Graduate School offers 19 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 2002. 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 management, 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 state-wide 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 78,000 individual students, UMUC has the largest enrollment and the second largest full-time student equivalents of the 11 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. Stateside, UMUC credit courses and programs are administered by the School of Undergraduate Studies and by the Graduate School. UMUC participates in the Servicemembers Opportunity Colleges' degree programs for military personnel.

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 700 associate degrees, 750 baccalaureate degrees, and 150 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 21 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. Graduate certificates include the Certificate in Administrative Management, the Certificate in E-Government, and the Information Systems Analyst Certificate. Interested students can request information and an application for admission from the Maryland in Europe Office of Graduate Programs, their local education center, or online 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 percent of each Maryland in Europe graduate degree program is offered via DE. Visit the DE Web site at www.ed.umuc.edu/defor more details.

Other DE Opportunities with UMUC
UMUC in Adelphi, Maryland, presently offers entirely online 17 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 Accounting and Information Technology, Master of Science in Biotechnology Studies, Master of Science in Computer Systems Management, Master of Science in Electronic Commerce, Master of Science in Environmental Management, Master of Science in Health Care Administration, Master of Science in Information Technology, Master of Science in Management Information Systems, Master of Science in Telecommunications Management, and 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.
Message from the Director of Graduate Programs

On behalf of the graduate faculty and staff, I would like to welcome you to the new academic year. The 2002/2003 Catalog is your guide to Maryland in Europe's graduate programs, requirements for admission, academic policies, and other valuable information. In addition, you will find the latest information on current courses and their syllabi, plus a wealth of other information, on our Web site. Beyond these sources, please do not hesitate to ask for further information or clarification from the local Maryland in Europefield representative or the Graduate Programs staff in Heidelberg. We are here to serve your needs and ensure your academic success as you pursue an advanced degree.

Graduate school at the master's level focuses on helping students obtain the education needed for success as professionals in their chosen fields. Thus, Maryland in Europe's Graduate Programs share the common goals of promoting excellence in academic scholarship through thoughtful inquiry and the skillful application of knowledge and theory for the betterment of society. Graduate students and faculty join together in pursuit of these goals by creating and maintaining learning environments guided by mutual integrity, honesty, and respect. We believe that rigorous academic standards coupled with professional and ethical conduct by all parties is essential in this endeavor.

We expect our faculty to meet these goals, as well as provide safe and stimulating learning environments, clear and accurate instruction, and fair and timely feedback and appraisal on academic performance. Additionally, we strive to accommodate special needs, especially those related to serving in the military, and mentor/advise students along their career paths.

To maximize your graduate educational experience in Europe, we have found that you should:

a) come to class prepared; usually this requires two to three hours of additional study for every hour in class,

b) be familiar with the policies established in this Catalog and by the professors,

c) conduct professional-level research, including appropriately citing works of others and avoiding plagiarism,

d) maintain inclusive and respectful interactions and communications with all members of the academic community, and

e) strive for personal excellence in all academic and professional pursuits.

We in graduate programs are excited about this new academic year and are taking many steps to make this our best year ever. We wish you an exceptional year of professional growth and look forward to working with you.

Valerie E. Mock, Ph.D.
Interim Director, Graduate Programs
Contents

Maryland in Europe .................................................................................................................................................................................. i

Higher Education in Maryland .............................................................................................................................................................. ii

Bowie State University .......................................................................................................................................................................... 1
  Admission Information
  Transfer Credit
  Academic Standards

Public Administration ............................................................................................................................................................................ 3
  Academic and Professional Preparation
  Courses
  Certificates
  Transfer Credit
  Academic Advisement
  Program of Study
  Other Requirements
  Program Sequence

Management Information Systems .................................................................................................................................................... 6
  Academic and Professional Preparation
  Courses
  Certificates
  Transfer Credit
  Academic Advisement
  Program of Study
  Other Requirements
  Program Sequence

Certificates ............................................................................................................................................................................................. 10
  Certificate in Administrative Management
  Certificate in E-Government
  Information Systems Analyst Certificate
  Issuance of Certificates

Courses .................................................................................................................................................................................................... 12

University of Maryland, College Park ............................................................................................................................................... 16

Counseling and Personnel Services ............................................................................................................................................. 16
  Admission Information
  Transfer Credit
  Academic Standards
  Course Requirements
  Academic Advisement
  Program of Study
  Other Requirements

Courses .................................................................................................................................................................................................... 21

Fees .......................................................................................................................................................................................................... 23
  Tuition and Fees
  Refunds
  Student Indebtedness

Financial Aid ........................................................................................................................................................................................... 24
  Financial Aid Application Process
  Federal Direct Student Loan Programs
  Satisfactory Academic Progress
  Veterans Educational Benefits
## Contents

**Academic Credit, Records, Grades, and Services** ................................................................. 28

- 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
- Writing Resources

**Policy Statements** ............................................................................................................ 31

- Academic Integrity
- Course Load
- Exception to Policy
- Grade Appeal Process
- Make-up Examinations
- Nondiscrimination
- Students with Disabilities
- Code of Civility

**Diplomas and Graduation** .................................................................................................. 33

- Application Deadlines
- Graduation Review
- Commencement
- Issuance of Diplomas
- Noncompletion of Degree Requirements

**Directory** ............................................................................................................................. 34

- Administrative Offices, UMUC-Europe, Heidelberg
- UMUC-Europe Locations
- UMUC-Asia
- Bowie State University
- University of Maryland, College Park
- University of Maryland University College
- University System of Maryland

**Faculty** ................................................................................................................................. 38

**Appendix: Maryland in Europe Policies** ............................................................................. 40

**Index** .................................................................................................................................... 41

**Academic Calendar 2002/2003** ........................................................................................... Inside Back Cover
Bowie State University

Management Information Systems
Public Administration

A major goal of Bowie State University’s Graduate School is to provide high-quality professional programs. Continuously adapting to new trends in academia, business, and government, the Graduate School prides itself for being responsive to change in education and the workplace. 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 evenings and on weekends. Up to 50 percent of the coursework required for degree completion can be completed via online distance education.

In Europe, Bowie offers the Master of Arts (M.A.) in Administrative Management—Public Administration and M aster of Science (M.S.) in Management Information Systems. Graduate certificates include the Certificate in Administrative Management, the Certificate in E-Government, and the Information Systems Analyst Certificate.

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.

Admission Categories

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:

Full 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 to the Academic Director. 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 earning a certificate, for transfer to another institution, professional development, or recertification 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 Application for Graduate Admission has been filed.

Seniors will be permitted to take up to six semester hours of graduate coursework. 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 program to which he or she is applying:
   a. M.A. in Administrative Management—Public Administration Concentration
   b. M.S. in Management Information Systems
   c. Non-degree
   d. Certificate only 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
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 Application Procedures, page 1, 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 submit to the respective program director:
1. A request for permission to pursue a course at another college/university and that the coursework be accepted in transfer.
2. 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; coursework 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 degree 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 American Government
- College Algebra
- Macroeconomics
  May be satisfied by completing ECON 505, which may count as an elective.
- Microeconomics
  May be satisfied by completing ECON 505, which may count as an elective.
- Principles of Management

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 e-mail gradpa@ed.umuc.edu, telephone, or appointment to discuss admission qualifications. During their first two terms, students shall submit to the Program Director a plan on meeting prerequisite conditions not yet satisfied.

Courses

To earn the M.A. in Administrative Management—Public Administration 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 502* Qualitative Research Methods
- PUAD 524 Public Budgeting
- PUAD 530 Public Policy Analysis
- PUAD 610 Intergovernmental Relations Seminar

* Please refer to the comprehensive examination section.

Elective (6 s.h.)

Students meeting course prerequisites may use:

a. Non-required Bowie State University MGMT or PUAD courses as electives.

b. INSS 530, INSS 685, and other INSS courses as electives with prior approval of the Public Administration Program Director. Students in the public administration program are not eligible for INSS 620.

c. University of Maryland, College Park EDCP or EDMS 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, page 2.)

d. University of Maryland University College graduate courses as electives with prior approval of the Public Administration Program Director. UMUC courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit, page 2.)

Total: 36 s.h.
Certificates
A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working towards a master’s degree or use it to enhance current credentials. Maryland in Europe’s Bowie State University offers three certificate options: Certificate in Administrative Management, Certificate in E-Government, and Information Systems Analyst Certificate. (See Certificates, page 10).

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.

Maryland in Europe grants credit for study completed in service schools and in Military Occupational Specialties (MOSs) on the basis of the recommendations by the American Council on Education (ACE) in A Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student’s program and is for graduate credit. These credits are a valuable source for satisfying undergraduate prerequisite requirements.

Program of Study
With their letter of acceptance, 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 to Candidacy
The student may advance to candidacy by:
1. Being fully admitted.
2. Having an approved Program of Study.
3. Completing at least 15 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.

As soon as a student is eligible, she/he is encouraged to take the graduate comprehensive examination. To qualify for the examination, the student must have completed at least 24 graduate semester hours of coursework, advanced to candidacy, and removed any grade of incomplete (I) for courses on the student’s Program of Study. The student must also have completed four of the following courses: MGMT 503, MGMT 511, MGMT 571, MGMT 584, and PUAD 502.

The student is eligible to take the comprehensive examination twice. A student who fails 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>
<thead>
<tr>
<th>Examination</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 October 2002</td>
<td>15 August 2002</td>
</tr>
<tr>
<td>22 March 2003</td>
<td>15 January 2003</td>
</tr>
<tr>
<td>28 June 2003</td>
<td>15 April 2003</td>
</tr>
</tbody>
</table>

The application for the comprehensive examination can be obtained online at www.ed.umuc.edu/grad/forms/comp.html, by contacting the Office of Graduate Programs, or from a Maryland field representative.

When the application to take the examination is accepted, the student is subscribed to the comprehensive examination WebBoard. Prior to that time, the student may view previous examinations online at www.ed.umuc.edu/grad.

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.
Program Sequence

The sequence of courses for a student’s degree program depends on:

a) Which prerequisites have been satisfied
b) Current and past job experiences
c) Availability of courses in his/her geographic location or via distance education
d) The number of courses a student wants to take per term
e) How long a student has to complete the degree.

Thus, we highly recommend that the student review his/her personal plan of degree completion with the Program Director or other graduate advisor. A student is highly encouraged to contact the Program Director at any time for assistance in choosing the best beginning course or subsequent courses.

Suggested Beginning Points

A student can begin the program during any term. Several courses are appropriate for beginning the public administration program. These courses include:

- MGMT 503
- MGMT 511 (available via DE)
- PUAD 501
- PUAD 502 (available via DE)
- PUAD 610 (available via DE)

Additionally, if prerequisites and/or electives are needed, the following is an appropriate beginning course:

ECON 505 (available via DE; only if both undergraduate economics prerequisites have not been met)

Suggested Midpoints

ECON 522 (after both economics prerequisites are satisfied)

MGMT 571 (after MGMT 511 or MGMT 503)

MGMT 584 (after college algebra prerequisite is satisfied)

PUAD 524 (after both economics prerequisites are satisfied and PUAD 501 or PUAD 610; available via DE)

PUAD 530 (after both economics prerequisites are satisfied and PUAD 501, PUAD 502, or PUAD 610; available via DE)

Suggested Endpoints

Once the comprehensive examination has been successfully completed, students are encouraged to take their remaining elective(s).

Public Administration 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 pp. 1-2.</td>
</tr>
<tr>
<td>3-9 s.h.</td>
<td>if admitted conditionally, must earn admitted status.</td>
<td>The student must meet specific GPA requirements before being granted full admission status. See p. 1.</td>
</tr>
<tr>
<td>12-18 s.h.</td>
<td>must advance to candidacy.</td>
<td>The 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>
</tr>
</tbody>
</table>
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.

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. During their first two terms, students shall submit to the Program Director a plan on meeting prerequisite conditions not yet satisfied.

### Courses

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

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

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

* Please refer to the comprehensive examination section.

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

Students meeting course prerequisites may use:

a. Non-required Bowie State University INSS courses as electives.

b. ECON, MGMT, or PUAD courses as electives with prior approval of the MIS Program Director. MGMT 511, MGMT 584, and MGMT 585 are automatically approved if needed to satisfy undergraduate prerequisites. Students in the MIS program are not eligible for MGMT 503.

c. University of Maryland University College graduate courses as electives with prior approval of the MIS Program Director. UMUC courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit, page 2.)

**TOTAL: 36 s.h.**
Certificates
A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working towards a master's degree or use it to enhance current credentials. Maryland in Europe's Bowie State University offers three certificate options: Certificate in Administrative Management, Certificate in E-Government, and Information Systems Analyst Certificate. (See Certificates, page 10.)

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.

Maryland in Europe grants credit for study completed in service schools and in Military Occupational Specialties (MOSs) on the basis of the recommendations by the American Council on Education (ACE) in A Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student's program and is for graduate credit. These credits are a valuable source for satisfying undergraduate prerequisite requirements.

Program of Study
With their letter of acceptance, 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 POS to be eligible for graduation. Students may not deviate from their approved POS without the prior written approval of the MIS Program Director.

Other Requirements
The following other requirements must be satisfied.

Advancement to Candidacy
The student may advance to candidacy by:
1. Being fully admitted.
2. Having an approved Program of Study.
3. Completing at least 15 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.

As soon as a student is eligible, she/he is encouraged to take the graduate comprehensive examination. To qualify for the examination, the student must have completed at least 24 graduate semester hours of coursework, advanced to candidacy, and removed any grade of incomplete (I) for courses on the student's Program of Study. The student must also have completed five of the following courses: INSS 510, INSS 520, INSS 530, INSS 538, INSS 540, INSS 550, and INSS 620.

The student is eligible to take the comprehensive examination twice. A student who fails 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>
<thead>
<tr>
<th>Examination Date</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 October 2002</td>
<td>15 August 2002</td>
</tr>
<tr>
<td>22 March 2003</td>
<td>15 January 2003</td>
</tr>
<tr>
<td>28 June 2003</td>
<td>15 April 2003</td>
</tr>
</tbody>
</table>

The application for the comprehensive examination can be obtained online at www.ed.umuc.edu/grad/forms/comp.html, by contacting the Office of Graduate Programs, or from a Maryland field representative.

When the application to take the examination is accepted, the student is subscribed to the comprehensive examination WebBoard. Prior to that time, the student may view previous examinations online at www.ed.umuc.edu/grad.

Research Paper and Project
The student must successfully complete a research paper and project. Students complete an information systems project in the practicum course (INSS 680 Information Systems Practicum) and an analytical or scientific research paper in the professional seminar course (INSS 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.

Program Sequence
The sequence of courses for a student's degree program depends on:

a) Which prerequisites have been satisfied
b) Current and past job experiences
c) Availability of courses in his/her geographic location or via distance education
d) The number of courses a student wants to take per term
e) How long a student has to complete the degree

Thus, we highly recommend that the student review his/her personal plan of degree completion with the Program Director or other graduate advisor. A student is highly encouraged to contact the Program Director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

To begin
A student can begin the program during any term. INSS 530 (prerequisite: principles of management) or INSS 510 (prerequisites: programming and college algebra) are appropriate beginning courses for the MIS program. If prerequisite(s) are not yet satisfied, the student may take the course with permission from the instructor or Program Director.

To fulfill prerequisites and/or electives
Some courses can satisfy prerequisite and elective requirements. Before registering for these courses, the student should contact the Program Director. To fulfill prerequisites and/or electives, the student can take the following courses:

INSS 505 (satisfies programming prerequisite)
ECON 505 (satisfies economics prerequisite, available via DE)

Additional electives, if prerequisites are met
Since the MIS program requires three electives, the student should contact the Program Director before registering for any of these courses. To fulfill electives, the student can take the following courses:

INSS 540
INSS 550
INSS 635 (elective)

After INSS 530 has been completed
If INSS 530 has been completed and prerequisites have been satisfied, the student may take any of the courses listed above under “To begin” and:

INSS 520 (available via DE)
INSS 538 (available via DE)
INSS 540
INSS 550
INSS 525 (elective)
INSS 555 (elective)
INSS 635 (elective)

After INSS 510 has been completed
If INSS 510 has been completed and prerequisites have been satisfied, the student may take any of the courses listed above under “To begin” and:

INSS 520 (available via DE)
INSS 538 (available via DE)
INSS 540
INSS 550
INSS 525 (elective)
INSS 555 (elective)
INSS 635 (elective)

After INSS 540 has been completed
INSS 620 (available via DE)

After INSS 620 (and preferably INSS 510, INSS 538, INSS 540, INSS 550) has been completed and Advancement to Candidacy has been achieved

INSS 625 (elective, available via DE)
INSS 680

After successful completion of the comprehensive examination
INSS 690
### 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>The student must meet specific GPA requirements before being granted full admission status. See p. 1.</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>
Certificates

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Maryland in Europe's Bowie State University offers the Certificate in Administrative Management, the Certificate in E-Government, and the Information Systems Analyst Certificate. The certificates are designed specifically for individuals who are updating current knowledge and skills, enhancing existing credentials, or working towards a master's degree. Each four-course certificate can typically be completed in one year. Students able to devote only a short time period for an advanced credential particularly benefit from this option.

Certificate in Administrative Management

The purpose of the Certificate in Administrative Management is to prepare professionals to deal with typical management issues. The certificate program emphasizes the cutting-edge managerial concepts required throughout the public, private, and nonprofit sectors. The prerequisites for the certificate program are the same as the prerequisites for either the M.A. in Administrative Management or the M.S. in Management Information Systems programs. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 1).
2. Complete all undergraduate prerequisite requirements for either the M.A. in Administrative Management or the M.S. in Management Information Systems programs as listed in the Academic and Professional Preparation section (page 3 or page 6).
3. Complete four of the following courses with an overall grade point average of 3.0 or better:
   - MGMT 511 Organizational Behavior (available via DE)
   - MGMT 571 Human Resource Management
   - MGMT 503 Planning, Budgeting, and Evaluation
   - OR INSS 620 Information Systems Policy (available via DE)
   - MGMT 584 Management Statistics
   - MGMT 585 Quantitative Methods (available via DE)
4. Complete an Application for the Certificate in Administrative Management. The certificate application can be obtained online at www.ed.umuc.edu/grad/forms or by contacting the Office of Graduate Programs. (See Issuance of Certificates, page 11.)

Certificate in E-Government

The purpose of the interdisciplinary Certificate in E-Government is to prepare public management professionals to contribute to the development of the electronic delivery of public services. The certificate program emphasizes the interplay between basic concepts of American public administration and the use of cutting-edge technology to increase public access to basic government services and information. The prerequisites for the certificate program are the same as the prerequisites for either the M.A. in Administrative Management or the M.S. in Management Information Systems programs. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 1).
2. Complete all undergraduate prerequisite requirements for either the M.A. in Administrative Management or the M.S. in Management Information Systems programs as listed in the Academic and Professional Preparation section (page 3 or page 6).
3. Complete four of the following courses with an overall grade point average of 3.0 or better:
   - PUAD 501 Concepts of Public Administration
   - INSS 530 Information Systems in Organizations
   - MGMT 503 Planning, Budgeting, and Evaluation
   - OR INSS 620 Information Systems Policy (available via DE)
   - INSS 685A Special Topics: Issues in E-Government (available via DE)
4. Complete an Application for the Certificate in E-Government. The certificate application can be obtained online at www.ed.umuc.edu/grad/forms or by contacting the Office of Graduate Programs. (See Issuance of Certificates, page 11.)
Information Systems Analyst Certificate

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. The prerequisites for the certificate program are the same as the prerequisites for the M.S. in Management Information Systems program. To be eligible for the information systems analyst certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 1).
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.
4. Complete an Application for the Information Systems Analyst Certificate. The certificate application can be obtained online at www.ed.umuc.edu/grad/forms or by contacting the Office of Graduate Programs. (See Issuance of Certificates.)

Issuance of Certificates

Certificates are processed three times a year in May, August, and December. Students who have already earned a BSU M.A. in Administrative Management—Public Administration or M.S. in MIS degree and meet requirements can retroactively apply for a certificate.

Certificate applications can be obtained by contacting the Office of Graduate Programs or online at www.ed.umuc.edu/grad/forms. There is no application fee.

The completed certificate application must be received in the Heidelberg Office of Graduate Programs in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Date of Issuance</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>

Certificate applications received after these deadlines will be considered for the next scheduled date of issuance.

Students can expect to receive their certificates by mail approximately three months after the date of issuance (August, December, or May).
Courses

Bowie State University courses offered in Europe normally carry three semester hours of graduate credit. Courses are generally scheduled in eight-week terms and meet either in the evening twice a week or on four alternating weekends. Courses may also be scheduled over sixteen weeks. Forty-eight contact hours (50 minutes/hour) are required for each three-semester-hour classroom course. Up to 50 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 or at a Maryland in Europe field office.

Distance Education

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 DE Web site www.ed.umuc.edu/de provides current graduate 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.

Online distance education 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 percent 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 degree 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 522 Public Finance (3)
Prerequisites: ECON 201 Principles of Economics-Macro and ECON 203 Principles of Economics-Micro, or ECON 505, or equivalent, and undergraduate American political science or American government, 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)
Prerequisite: Undergraduate principles of management or permission of the instructor. 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. Students in the M.S. program are not eligible for MGMT 503.

MGMT 511 Organizational Behavior (3)
Prerequisite: Undergraduate principles of management or permission of the instructor. 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 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.

MGMT 577 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 571 Human Resource Management (3)
Prerequisite: Undergraduate principles of management or permission of the instructor. Provides students with an understanding of the problems, issues, and opportunities in managing the procurement, development, utilization, and maintenance of an effective, productive, and satisfied work force.

MGMT 584 Management Statistics (3)
Prerequisite: College algebra or permission of the instructor. Provides the knowledge necessary to interpret published research results and to permit elementary research in business and public administration. Content includes descriptive statistics, probability, estimation, hypothesis testing, ANOVA, sampling, correlation, linear regression, and multiple regression.

MGMT 585 Quantitative Methods for Decision Making (3)
Prerequisite: College algebra or other undergraduate statistics or MGMT 584, or permission of the instructor. 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, sensitivity analysis, transportation and assignments, problems forecasting and time-series analysis, inventory concepts, PERT, and mathematical simulation.

MGMT 606 Internship (3-6)
Prerequisite: Successful completion of the comprehensive examination. The internship, three to six semester hours, provides practical application and experience in management positions with local public and private cooperating organizations in the management functions of planning, organizing, directing, and controlling. The experience takes the intern through the processes of applying for the position, job interviews, task definition, production, and assessment of results.

MGMT 691 Specialized Individual Study (3)
Specialized individual study requires the student to do a major study that applies and integrates prior learning. The student may design a study from his/her own work area or from another as approved by the advisor/instructor.

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 the MIS program.

INSS 510 Computer Concepts (3)
Prerequisites: Undergraduate programming and college algebra, 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.

INSS 520 Software Structures (3)
Prerequisites: Undergraduate programming and college algebra, or permission of the instructor. Recommended prerequisite INSS 510. Provides an in-depth look at software from a design and implementation perspective. Language semantics and syntax issues are explored. Specification and implementation of data structures are examined. Characteristics of non-procedural, heuristic, and object-oriented languages are discussed. Current developments in software engineering methodologies are reviewed as well as research into the improvement of those practices. Software project management concepts and software quality issues are also addressed. 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 as they relate to the design, development, and implementation of information systems within organizations. Information systems will be discussed within the context of an overall socio-technical framework. The organizational culture and politics of change within groups will be discussed. The role of the system analyst as a change agent will be examined.

INSS 530 Information Systems in Organizations (3)
Prerequisite: Undergraduate principles of management and economics, 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 an 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 a case study of communication systems designed in an educational, industrial, governmental, or military environment.

INSS 540 Information Management Analysis and Design (3)
Prerequisite: Undergraduate statistics and quantitative methods, or 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 and the role of data in the decision-making process are examined. Decision support system architecture is reviewed with emphasis on the database component. Issues of intelligent databases are discussed. A database project is required.

INSS 555 Human Information Processing (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: All undergraduate prerequisites and 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. Behavior and legal issues that relate to information systems management are addressed. Case studies are used to expose students to information systems policy issues. Students in the public administration program are not eligible for INSS 620.

INSS 625 Issues in Information Systems Management (3)
Prerequisite: Either INSS 540, 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 Information Systems Security (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. 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 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)
Prerequisite: 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 teams based on the course requirements. This course is graded Pass (P) or Fail (F).
INSS 685 Special Topics (3)
Addresses current topics in the management information systems field. Course topics will vary. Recent special topics include issues in e-government and global positioning systems. Check with the Program Director for details.

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. This course is graded Pass (P) or Fail (F).

Public Administration

PUAD 501 Concepts of Public Administration (3)
Prerequisite: Undergraduate American political science or American government. 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)
Prerequisite: Undergraduate American political science or American government. 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)
Prerequisites: Undergraduate economics and American political science or American government, and PUAD 501, equivalents, 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 systems, and public administration.

PUAD 530 Public Policy Analysis (3)
Prerequisites: Undergraduate economics and American political science or American government. Covers systematic 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)
Prerequisite: Undergraduate American political science or American government. 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 Master of Education (M.Ed.) and the Master of Arts (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 requiring counseling skills. The M.A. degree is designed to assist students in their preparation for 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 the CAPS program in one of three categories:

Degree-Seeking, Provisional, or Course-Work-Only

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 previous academic record is borderline. 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;
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.

3. Complete a Statement of Goals and Research Interests (SGRI) 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 a timely 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. It is essential that students complete this requirement as early as possible, as it may take up to two months or longer to receive these 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 as part of the application for Graduate Admission:

1. An official record of the Test of English as a Foreign Language (TOEFL). A score of 575 on the paper-based test or 233 on the computer-based test (CBT) and above (with no sectional score below 50) may qualify an applicant for full admission. Applicants who score between 475 and 574 on the paper-based test or 153-232 on the CBT may be considered for provisional admission. The TOEFL is administered by the Educational Testing Service (ETS) at numerous locations throughout the world. If not available locally, the Bulletin of Information and Registration form for TOEFL can be obtained via the Web at www.toefl.org or by writing to: TOEFL, P.O. Box 6154, Princeton, NJ 08541-6154, USA.

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.

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.

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
Up to 6 s.h. of transfer credit may be accepted from other colleges and universities in accordance with the following guidelines:
1. The coursework was completed at the graduate level at a regionally accredited institution.
2. The courses to be 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 a 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.

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 program.

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 I: Appraisal
- EDCP 616† Counseling II: 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.

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 Multicultural Issues in Counseling and Personnel Services
- EDCP 888† Apprenticeship in Counseling and Personnel Services
- 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 non-required 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 point average of B (3.0) or better.

Seminar Paper
The student must successfully complete one seminar paper involving either a research proposal or a counseling service program proposal.
This requirement is accomplished through enrollment in EDCP 778 Research Proposal Seminar. M.A. students must also successfully defend the paper before a committee of CAPS faculty.

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>19 October 2002</td>
<td>15 August 2002</td>
</tr>
<tr>
<td>22 March 2003</td>
<td>15 January 2003</td>
</tr>
<tr>
<td>28 June 2003</td>
<td>15 April 2003</td>
</tr>
</tbody>
</table>

The application for the comprehensive examination can be obtained online at www.ed.umuc.edu/gradforms/comp.html, by contacting the Office of Graduate Programs, or from a Maryland field office.
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 UM CP 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. UM CP 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 UM CP 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. 17.</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. 16.</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 GPA requirements stipulated in a letter from the Graduate School. See p.16.</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. 19.</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. 16-20.</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. 16-20.</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. Fifty percent of the coursework required for degree completion must 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 or at a Maryland field office.

Distance Education

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 DE Web site www.ed.umuc.edu/de provides current graduate 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.

Online distance education 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 percent of each Maryland in Europe graduate degree program is offered via DE. With the 50-50 counseling program format, students take half of their courses in a face-to-face format and half via online 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 Multicultural Issues in Counseling and Personnel Services (3)
Recommended prerequisite: EDCP 616. Socio-psychological, 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 interviewing skills.

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)
Recommended prerequisite EDCP 610. 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)
Open only to those admitted as degree-seeking students. An introduction to research methodology and principles of research for the professional counselor. 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.

EDCP 789 Advanced Topics in Counseling and Personnel Services (1-6)
Current issues and trends in counseling and personnel services. 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. Apprenticeship 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)
Recommended prerequisite Undergraduate statistics. 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.
Tuition and Fees

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

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

Returned Check
$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
$30
This amount is the University's processing fee for any credit card charge that is declined by the student's bank.

Transcript
$5
Charged for each academic transcript issued.

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

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

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

Undergraduate Application
$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. A student who withdraws from a course before the first class will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal. 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 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.

Exceptions to the refund policy may apply during periods of heightened military activity. Requests for exceptions will require written documentation from an appropriate authority.

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.
Financial Aid

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 CIV +49-(0)6221-378324
E-mail: fafsa@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 2002/2003 Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov, the 2002/2003 Maryland Financial Aid Data Form, and the 2002/2003 Maryland Guide to Financial Aid to apply for financial aid. These materials are available at education centers. The Data Form is sent to the Maryland Financial Aid Office in Heidelberg to initiate and establish the student's 2002/2003 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 2002/2003 Maryland financial aid file must be complete and the federally required review accomplished. Federal regulations require that the Financial Aid Office review the Maryland Data Form and establish the student's 2002/2003 financial aid file. The FAFSA should be completed and mailed to the federal processing center in Mt. Vernon, IL, or completed online.

All financial aid recipients must be degree-seeking students. Federal regulations require that the Financial Aid Office review the Maryland Data Form and establish the student's 2002/2003 financial aid file. The FAFSA should be completed and mailed to the federal processing center in Mt. Vernon, IL, or completed online.

T he 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 2002/2003 Maryland financial aid file must be complete and the federally required review accomplished. Federal regulations require that the Financial Aid Office review the Maryland Data Form and establish the student's 2002/2003 financial aid file. The FAFSA should be completed and mailed to the federal processing center in Mt. Vernon, IL, or completed online.

The 2002/2003 Graduate Catalog

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 $10,000 per academic year of graduate study. Students requesting the Federal Direct Student 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 subject to reduction by the Department of Education. Interest does not accrue during the loan period as long as the student remains enrolled on at least a half-time basis. (See Graduate Enrollment Levels.)

Priority Deadlines for Financial Aid

Students may apply for financial aid at any time and the application will be processed on a first-come, first-served basis. If the entire financial aid file is complete by the priority deadline, the application should be processed in time for funds to be available for registration. Students missing the deadline may still be eligible to receive financial aid, but they may have to pay for tuition and fees themselves. Once financial aid is approved, these students will be reimbursed.

<table>
<thead>
<tr>
<th>Term</th>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>1 June 2002</td>
</tr>
<tr>
<td>Term 2</td>
<td>1 August 2002</td>
</tr>
<tr>
<td>Term 3</td>
<td>1 October 2002</td>
</tr>
<tr>
<td>Term 4</td>
<td>1 January 2003</td>
</tr>
<tr>
<td>Term 5</td>
<td>1 March 2003</td>
</tr>
</tbody>
</table>

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. (See Graduate Enrollment Levels.) 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 2002/2003 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.

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 2002/2003 academic year. Student loan recipients must be enrolled at least half time each term of their loan period to remain eligible for their loan. At the time of this publication, loan periods are calculated based on enrollment in either regular 8-week terms or 16-week terms. Enrollment in both types of terms cannot be combined for the purpose of the half-time enrollment necessary for a student loan. (See Graduate Enrollment Levels.)

24 2002/2003 Graduate Catalog
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 2002/2003 UMCP 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. Graduate students may only receive aid from one school during a given enrollment period. Students must notify the Maryland Financial Aid Office if they have or will receive aid from an institution other than UMUC. These enrollment levels may be different than that required for Veterans Assistance educational benefits.

<table>
<thead>
<tr>
<th>UMUC/BSU</th>
<th>UMCP*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular 8-week Terms</td>
<td></td>
</tr>
<tr>
<td>Full time</td>
<td>5 s.h.</td>
</tr>
<tr>
<td>Half time</td>
<td>3 s.h.</td>
</tr>
<tr>
<td>Distance Education Terms</td>
<td></td>
</tr>
<tr>
<td>Full time</td>
<td>8 s.h.</td>
</tr>
<tr>
<td>Half time</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.

Satisfactory Academic Progress
Financial aid is intended to meet the financial needs of the student who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory progress as determined by Maryland in accordance with Federal Regulations.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each term in which they are enrolled. Satisfactory academic progress, as described below, is evaluated twice each year, in January and July. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

Basic Standard for Graduate Students
Maryland's institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

1. Minimum cumulative grade point average (GPA). The student must maintain a minimum cumulative GPA of 3.0.
2. Minimum completion rate. The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%).
3. Federally mandated maximum timeframe to complete the program/degree. The student must complete his or her educational program within a time frame no longer than 150% of the published length of the educational program (for example, complete his or her program after attempting a maximum of 180 credits for a 120 credit program).

Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at Maryland, whether or not financial aid was received. Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students whose attempted credits, including transfer credits, exceed the 150% timeframe for any reason will be placed on Financial Aid Denial, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent terms unless the student makes an appeal of the Financial Aid Denial status and the appeal is granted.
Treatment of Grades and Repeated Coursework

Course Withdrawals (W)
Course withdrawals after the drop/add period are not included in the GPA calculation, but are considered a noncompletion of attempted coursework.

Incomplete (I)
Incomplete grades are not included in the GPA calculation, and are considered a noncompletion of attempted coursework until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated.

Audit (AU)
An audit (AU) grade is not considered attempted coursework. It is not included in the GPA calculation or completion rate determinations.

Satisfactory (S)
A satisfactory grade (S) is treated as attempted credits which are earned, but is not included in the GPA calculation.

Failure (F)
F grades will be treated as attempted credits that were not earned, and so will be included both in the calculation of the GPA and minimum completion rate.

No Grade
If no grade is assigned, for any reason, it will be treated as an “I” grade in determination of satisfactory academic progress.

Repeated Course (R)
The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course, and Maryland’s policy only allows students to receive aid for one repeat of a course.

Financial Aid Academic Probation
Students who fail to meet the minimum 3.0 cumulative grade point average standard or fail to complete at least two-thirds of the cumulative credits attempted will be placed on Financial Aid Probation for the subsequent terms of enrollment until the next evaluation of SAP (January and July). Financial aid can be received during the terms of probation. Financial aid disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the terms of Financial Aid Probation.

Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum grade point average or course completion standards as noted in this policy in a previous term of enrollment at Maryland.

Financial Aid Denied Status
Students who, while on Financial Aid Probation or on Financial Aid Denied status, fail to maintain the minimum completion rate of 67% and/or fail to maintain a minimum cumulative GPA of 3.0 or better, will be placed on Financial Aid Denied status for subsequent terms of enrollment. No financial aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150% requirement will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent terms unless the student has made an appeal and the appeal is granted for that term. There are no exceptions to this requirement. There is no probationary period. Once students have exceeded the 150% standard.

Reinstatement of Aid after Financial Aid Denied Status
Reinstatement of financial aid after a student is placed in Financial Aid Denied status is achieved in one of the following ways:

1. The student submits a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term rather than in Financial Aid Denied status.

2. The student attends Maryland, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility in a probationary status. Students who are in Financial Aid Denied status for failure to meet the 150% requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150% of their program cannot regain financial aid eligibility except on a term-by-term basis through the appeals process.

Appeal Process
The student must submit an appeal of Financial Aid Denied status in writing to the Associate Director of Financial Aid by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.
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 Department of Veterans Affairs (DVA) and certifies graduate students' enrollments to the Department of Veterans Affairs Regional Office in Buffalo, New York, on a term-by-term basis.

Graduate students applying for VA educational benefits should seek assistance and VA counseling available at 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 Maryland in Europe field representative at registration.

DVA regulations require that degree-seeking students from other institutions must first consult with their degree-granting school prior to taking a course with BSU or UMCP. Students must request written permission for each Maryland in Europe BSU or UMCP course they wish to take. Students submit the written permission to the local Maryland in Europe field representative with the appropriate DVA application form and any other documents at the time of registration.

Graduate students using VA benefits 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.

The field representative will forward all DVA forms and documents to the Maryland VA Office in Heidelberg for processing and transmission to the DVA Regional Office in Buffalo, New York. Routing the paperwork through the VA Office 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. (Enrollment levels may be different than that required for financial aid, page 25). 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:

- 3 s.h. — 8 weeks — 3/4 time
- 6 s.h. — 8 weeks — full time
- 3 s.h. — 16 weeks — greater than 1/4, less than 1/2
- 6 s.h. — 16 weeks — 3/4 time

For additional information, please contact:

University of Maryland University College
VA Office
Unit 29216
APO AE 09102

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

E-mail: edva@ed.umuc.edu
Web site: www.ed.umuc.edu/stua/stva
Academic Credit, Records, Grades, and Services

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 Carnegie hours of classroom work in addition to required outside preparation. Most graduate courses are three semester hours.

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** UMCP only. 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** The grade of F may be given for academic failure or for non-attendance. A student who fails to pass the 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 and INSS 690. Students who successfully complete the work in these courses 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 I (Incomplete)
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 reason(s) 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 — or completion of the work. For BSU courses, if a mark of I is not changed after one year, it converts to an F(a). 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, Office of Graduate Programs, Unit 29216, APO AE 09102. An I cannot be removed by a W. A student who elects to repeat the course must register, pay the full fees, and repeat the entire course.

Mark of W (Withdrawal)
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. (See also Grade Appeal Process, page 31.)

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.

Mark of Au (Audit)
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.
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, 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 in Europe. Never attending or ceasing to attend class(es) does not constitute a withdrawal. Maryland in Europe 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 (Fa) and forfeit any refund.

Conference Courses

Conference courses are offered to provide an alternative for students who cannot otherwise complete their degrees. The Program Director must approve the conference course. 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 request the course from the Program Director for the degree program in which the student is enrolled. The student should demonstrate that all of the above criteria are met.

Upon receipt of the request, the Program Director:
1. Determines eligibility for enrollment in a conference course
2. Determines if the requested course is suitable for a conference course
3. Determines if a faculty member is available who can provide the conference course

Under certain circumstances, the Program Director will initiate a conference course for a student. The student does not need to apply for permission to take this course.

Name Change

Requests for a name change on official records of the University must be accompanied by one of the following documents:
1. Copy of court order
2. Copy of marriage certificate
3. Statement from a legal officer certifying the name change

The request, which can be made by letter or by a completed Change of Name Notification form, 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 acknowledged.

For additional information, please contact:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102
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 for each transcript requested. Requests for transcripts 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.

Requests for transcripts 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 are available at education centers or online at www.ed.umuc.edu.

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

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.

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. MDUSA offers access to more than 100 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 also 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://tychousa.umuc.edu/writinggde/ The UMUC Online Writing Center is accessible at www.umuc.edu/writingcenter.
Policy Statements

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. Maryland in Europe believes that all members of the university community share the responsibility for academic integrity.

At Maryland in Europe, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

Students at Maryland in Europe are expected to conduct themselves in a manner that will contribute to the maintenance of academic integrity. Failure to maintain academic integrity (academic dishonesty) may result in disciplinary action.

Academic dishonesty 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. Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person's 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, 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 papers should acknowledge those sources in footnotes.

Maryland in Europe's policy on Academic Dishonesty and Plagiarism can be found in Appendix H of the Undergraduate Catalog or is available at www.umuc.edu/policy.

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, averaging 20 to 25 hours per week. 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 work loads.

Students may enroll themselves in up to six semester hours per eight-week term. However, students desiring 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 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 opinions on these matters through the course evaluation forms they submit for every Maryland in Europe 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 Program Director. If the student, the instructor, or the Program Director are unable to reach an amicable 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 Program Director,
Policy Statements

- 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 30 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, religion, color, creed, gender, marital status, age, national origin, political affiliation, mental or physical disability, sexual orientation, or veteran status. 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. For the complete statement on nondiscrimination, see Appendix C of the Undergraduate Catalog.

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 in Europe 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. 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, Maryland in Europe 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 by contacting the Office of Graduate Programs, from a Maryland field office, 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

Directory — Maryland in Europe

Administrative Offices, UMUC-Europe, Heidelberg

Andrew P. Chambers, M.S. ........................................... Vice President and Director, UMUC-Europe
John C. Golembe, Ph.D. .......................................................... Associate Dean
Paul W. Brewer, Ph.D. .......................................................... Director, Undergraduate Studies
Michelle Curtis, M.S. .......................................................... Associate Director, Financial Aid
Monika E. Denburg, M.A. .................................................. Interim Director, Distance Education Program
Vaughn Jenkes, M.S. .......................................................... Director, Career/Technical Programs
Janice A. Keller, Ed.D. .......................................................... Interim Registrar
Ruby Kelly-King, M.A. .......................................................... Director, Student Affairs
Michael S. Maurer, M.B.A. .......................................................... Director, Finance
John J. Mulvey, M.S. .......................................................... Director, Information Technology
Susan J. Nickens, Ph.D. .......................................................... Director, Faculty Development
Carol Skinner, B.S. .......................................................... Director, Human Resources
Denise Sokolowski, M.L.I.S. .......................................................... Librarian

Graduate Programs

Valerie E. Mock, Ph.D. .......................................................... Interim Director, Graduate Programs
Archie J. Twitchell .......................................................... Interim Academic Director, Graduate Programs
Kathy J. Boyd, D.P.A. .......................................................... Program Director, Public Administration
J. Alexander Boeringa, Ph.D. ........................................... Interim Program Director, Counseling and Personnel Services
John G. M enike, Ed.D., M.A.T., M.S. .......................................................... Program Director, Management Information Systems
Carole Wellington, M.Ed. .......................................................... Assistant Program Director, Counseling and Personnel Services

Area Directors

Robert V. Scott, M.S. .......................................................... Director, Central Germany, Greece, Honduras, Middle East, Portugal, Spain, and Turkey
Elizabeth Trousdale, Ph.D. .......................................................... Director, Benelux, Iceland, North Central Germany, and the United Kingdom
Theresa Jonke, M.A. .......................................................... Associate Director, United Kingdom
Monika Zwink, Ph.D. .......................................................... Director, Balkans, Hungary, and Italy

Addresses

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
gadmis@ed.umuc.edu
UMUC-Europe Locations

At these locations there may be one or more education centers sponsoring Maryland in Europe classes.

<table>
<thead>
<tr>
<th>Country</th>
<th>Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>U.S. Embassy, Vienna</td>
</tr>
<tr>
<td>Bahrain</td>
<td>Manama</td>
</tr>
<tr>
<td>Belgium</td>
<td>Brussels*</td>
</tr>
<tr>
<td></td>
<td>Kleine Brogel</td>
</tr>
<tr>
<td></td>
<td>SHAPE*</td>
</tr>
<tr>
<td>Bosnia-Herzegovina</td>
<td>Connor</td>
</tr>
<tr>
<td></td>
<td>McGovern</td>
</tr>
<tr>
<td>Sarajevo*</td>
<td>Tuzla-Eagle Base</td>
</tr>
<tr>
<td>Croatia</td>
<td>Rijeka</td>
</tr>
<tr>
<td>Egypt</td>
<td>Cairo</td>
</tr>
<tr>
<td></td>
<td>Sinai North Camp</td>
</tr>
<tr>
<td></td>
<td>Sinai South Camp</td>
</tr>
<tr>
<td>Germany</td>
<td>Ansbach</td>
</tr>
<tr>
<td></td>
<td>Babenhausen</td>
</tr>
<tr>
<td></td>
<td>Bad Aibling</td>
</tr>
<tr>
<td></td>
<td>Bamberg</td>
</tr>
<tr>
<td></td>
<td>Baumholder</td>
</tr>
<tr>
<td></td>
<td>Böblingen</td>
</tr>
<tr>
<td></td>
<td>Büchel</td>
</tr>
<tr>
<td></td>
<td>Bündingen</td>
</tr>
<tr>
<td></td>
<td>Darmstadt</td>
</tr>
<tr>
<td></td>
<td>Darmstadt</td>
</tr>
<tr>
<td></td>
<td>Friedberg</td>
</tr>
<tr>
<td></td>
<td>Garmisch</td>
</tr>
<tr>
<td></td>
<td>Gelenkirchen*</td>
</tr>
<tr>
<td></td>
<td>Giebelstadt</td>
</tr>
<tr>
<td></td>
<td>Giessen</td>
</tr>
<tr>
<td></td>
<td>Grafenwörth</td>
</tr>
<tr>
<td></td>
<td>Hanau</td>
</tr>
<tr>
<td></td>
<td>Heidelberg*</td>
</tr>
<tr>
<td></td>
<td>Idar Oberstein</td>
</tr>
<tr>
<td></td>
<td>Illlsee</td>
</tr>
<tr>
<td></td>
<td>Kaiserslautern</td>
</tr>
<tr>
<td></td>
<td>Kitzingen</td>
</tr>
<tr>
<td></td>
<td>Landstuhl</td>
</tr>
<tr>
<td></td>
<td>M ainz-Wackenheim</td>
</tr>
<tr>
<td></td>
<td>Mannheim</td>
</tr>
<tr>
<td></td>
<td>Miesau</td>
</tr>
<tr>
<td></td>
<td>Münchweiler</td>
</tr>
<tr>
<td></td>
<td>Rhein Main*</td>
</tr>
<tr>
<td></td>
<td>Schweinfurt</td>
</tr>
<tr>
<td></td>
<td>Schwetzingen</td>
</tr>
<tr>
<td></td>
<td>Sembach</td>
</tr>
<tr>
<td></td>
<td>Spangdahlem</td>
</tr>
<tr>
<td></td>
<td>Stuttgart-Vaihingen*</td>
</tr>
<tr>
<td></td>
<td>Vilsack</td>
</tr>
<tr>
<td></td>
<td>Wiesbaden*</td>
</tr>
<tr>
<td></td>
<td>Würzburg*</td>
</tr>
<tr>
<td>Greece</td>
<td>Araxos</td>
</tr>
<tr>
<td></td>
<td>Larissa</td>
</tr>
<tr>
<td></td>
<td>Souda Bay</td>
</tr>
<tr>
<td>Honduras</td>
<td>Soto Cano AB</td>
</tr>
<tr>
<td>Hungary</td>
<td>Taszar</td>
</tr>
<tr>
<td>Iceland</td>
<td>Keflavik</td>
</tr>
<tr>
<td>Italy</td>
<td>Aviano*</td>
</tr>
<tr>
<td></td>
<td>Gaeta</td>
</tr>
<tr>
<td></td>
<td>Ghedi</td>
</tr>
<tr>
<td></td>
<td>La M addedena</td>
</tr>
<tr>
<td></td>
<td>Livorno</td>
</tr>
<tr>
<td></td>
<td>Napels*</td>
</tr>
<tr>
<td>Sigonella*</td>
<td>U.S. Embassy, Rome</td>
</tr>
<tr>
<td></td>
<td>Vicenza</td>
</tr>
<tr>
<td>Kosovo</td>
<td>Bondsteel</td>
</tr>
<tr>
<td></td>
<td>Camp M agrath</td>
</tr>
<tr>
<td></td>
<td>Montieth</td>
</tr>
<tr>
<td>Kuwait</td>
<td>Ali Al Salem Air Base</td>
</tr>
<tr>
<td></td>
<td>Al Jaber Air Base</td>
</tr>
<tr>
<td></td>
<td>Camp Doha</td>
</tr>
<tr>
<td>Macedonia</td>
<td>Skopje Camp Able</td>
</tr>
<tr>
<td></td>
<td>Sentry</td>
</tr>
<tr>
<td>Netherlands</td>
<td>AFNORTH</td>
</tr>
<tr>
<td></td>
<td>Volkel</td>
</tr>
<tr>
<td>Russia</td>
<td>U.S. Embassy, Moscow</td>
</tr>
<tr>
<td>Saudi Arabia</td>
<td>Prince Sultan Air Base</td>
</tr>
<tr>
<td>Spain</td>
<td>M oron</td>
</tr>
<tr>
<td></td>
<td>Rota*</td>
</tr>
<tr>
<td>Turkey</td>
<td>Incirlik*</td>
</tr>
<tr>
<td></td>
<td>Izmir</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>Alconbury*</td>
</tr>
<tr>
<td></td>
<td>Croughton</td>
</tr>
<tr>
<td></td>
<td>Fairford</td>
</tr>
<tr>
<td></td>
<td>H arrogate*</td>
</tr>
<tr>
<td></td>
<td>Lakenheath*</td>
</tr>
<tr>
<td></td>
<td>London*</td>
</tr>
<tr>
<td></td>
<td>M idenhall*</td>
</tr>
<tr>
<td></td>
<td>Molesworth</td>
</tr>
<tr>
<td></td>
<td>St. M awgan</td>
</tr>
<tr>
<td></td>
<td>West Ruislip*</td>
</tr>
</tbody>
</table>

* Graduate courses offered.

Distance education courses available at all locations.
Up to fifty percent of a graduate degree can be completed online.
UMUC-Asia

Administrative Staff
Joseph J. Arden, Ph.D. .................................................... Vice President and Director, UMUC-Asia
Lorraine Suzuki, Ph.D. ............................................................. Associate Dean
Allan J. Berg, Ph.D., J.D. ....................................................... Director, Okinawa
LeRoy J. Brever, M.B.A. ........................................................... Director, Distance Education
Gary T. Hunter, Ph.D. .............................................................. Director, Korea
Gregory von Lehmen, Ph.D. ................................................... Director, Japan

Bowie State University

Administrative Staff
Calvin W. Lowe, Sc.D. .......................................................... President
Ida G. Brandon, Ed.D. ........................................................... Assistant Provost and Dean, School of Graduate Studies and Continuing Education
Mathias A. Mbah, Ph.D. ......................................................... Chair, Department of Business, Public Administration, and Economics
Dorrah H. Alwan, Ph.D. ......................................................... Program Coordinator, Administrative Management
David Anyiwo, Ph.D. ............................................................ Program Coordinator, Management Information Systems

University of Maryland, College Park

Administrative Staff
Clayton D. Mote, Jr., Ph.D. ...................................................... President
Edna Mora Szymanski, Ph.D. ................................................... Dean, College of Education
Dennis M. Kivlighan, Jr., Ph.D. ................................................. Chair, Department of Counseling and Personnel Services
Paul W. Power, Sc.D. ............................................................. Chair Emeritus, Overseas Programs

University of Maryland University College

Administrative Staff
Gerald A. Heeger, Ph.D. ....................................................... President
Nicholas H. Allen, D.P.A. ........................................................ Provost and Chief Academic Officer
Laslo Boyd, Ph.D. ............................................................... Senior Vice President, Policy and Administration
Vincent Conti, M.A. ............................................................. Vice President, Business and Finance
David M. Freeman, M.A. ........................................................ Vice President, Communications
Erytheia Lambert-Jones, M.S. ................................................... Vice President, Human Resources
Javier Miyares ................................................................. Vice President, Planning and Accountability
Vijay K. Verma, M.S. ............................................................ Vice President and Chief Information Officer
Rachel Zelkind, J.D. ........................................................... Vice President and General Counsel
Christina Hannah, Ph.D. ....................................................... Dean and Vice Provost, Graduate School
Mary Ellen Hutka, Ph.D. ....................................................... Dean and Vice Provost, School of Undergraduate Studies
Rosemary Hoffmann, Ph.D. ................................................. Faculty Recruitment Director and Overseas Programs Liaison
University System of Maryland

Board of Regents
Nathan A. Chapman, Jr., Chair
Lance W. Billingsley
Thomas B. Finan, Jr.
Patricia S. Florestano
Louise Michaux Gonzales
Nina Rodale Houghton
Steny H. Hoyer
Leronia A. Josey
Clifford M. Kendall
Charles R. Larson
Bruce L. Marcus
Hagner R. Mister, Ex Officio
David H. Nevins
Saleem A. Rasheed, Student Regent
James C. Rosapepe
Joseph D. Tydings
William T. Wood

Officers of the University System
William E. Kirwan ................................................................. Chancellor
John K. Martin .............................................................. Vice Chancellor for Advancement
Charles R. Middleton ................................................ Vice Chancellor for Academic Affairs
Joseph F. Vivona ......................................................... Vice Chancellor for Administration and Finance
**MUHAREM AVDISPAHIC.** BSU, Admin. Mgmt.; M.S., Diploma, Ph.D., University of Sarajevo.

**WILLIAM C. BECK.** BSU, Admin. Mgmt.; M.A., University of Michigan; M.A., Ph.D., University of Colorado.

**J. ALEXANDER BOERINGA.** UMCP, Counseling; B.A., Hope College; M.A., Ph.D., University of Texas.

**JOHN F. BOOTH.** BSU, Admin. Mgmt.; B.A., University of Maryland University College; Diploma, University of Mannheim.

**SCOTT BORRELLI.** UMCP, Counseling; B.A., Boston University; Ed.M., Salem State College; Ed.D., Boston University.

**KATHY J. BOYD.** BSU, Admin. Mgmt.; B.S.W., M.P.A., University of Wyoming; D.P.A., Arizona State University.

**JAMES B. BRISCOE.** BSU, Mgmt. Info. Systems; B.S., Stanford University; M.B.A., University of Oklahoma; M.A., Ph.D., Columbia University.

**DAVID J. BULLIS.** UMCP, Counseling; B.A., M.S., State University of New York at Plattsburgh; Ph.D., Harvard University.

**CAMERON D. BUNCH.** BSU, Mgmt. Info. Systems; B.S., University of Maryland University College; M.S., Bowie State University.


**JAMES B. CALVIN.** UMCP, Counseling; M.A., Ph.D., Kent State University.

**DEFOREST W. COLEGROVE.** BSU, Admin. Mgmt.; Mgmt. Info. Systems; B.S., Roger Williams College; M.B.A., Ph.D., Salve Regina University.

**SUSAN T. DEAN.** BSU, Mgmt. Info. Systems; M.S., Ph.D., University of Alabama, Birmingham.

**EDMUND I. DEATON.** BSU, Mgmt. Info. Systems; B.A., Hardin-Simmons University; M.A., Ph.D., University of Texas.

**FRED R. DEETER.** BSU, Mgmt. Info. Systems; B.A., Wichita State University; M.S., Boston University.

**RONALD B. DICKINSON.** BSU, Mgmt. Info. Systems; M.A., University of Arizona; Ph.D., University of Mississippi.

**CAROL A. DOLAN.** BSU, Admin. Mgmt.; UMCP, Counseling; B.A., St. Michael's College; M.A., Ph.D., University of North Carolina.

**JULIET EISELSTEIN.** BSU, Mgmt. Info. Systems; B.S., University of Maryland University College; M.S., Bowie State University.

**DONALD K. FROMME.** UMCP, Counseling; B.A., Boston University; Ph.D., University of Iowa.

**NAFIA F. GÜNGÖRDÜ.** BSU, Mgmt. Info. Systems; B.S., M.S., University of Bosphorus.

**BRETT HAMILTON.** BSU, Admin. Mgmt.; B.A., Ph.D., University of California, LosAngeles.

**ALBERT L. HARRIS.** BSU, Mgmt. Info. Systems; B.S., Indiana University; M.S., GeorgeWashington University; Ph.D., Georgia State University.

**JOSEPH S. HINKLE.** UMCP, Counseling; B.S., University of North Carolina; M.A., Ball State University; Ph.D., Florida State University.

**RICHARD J. HOUSDEN.** BSU, Mgmt. Info. Systems; B.A., M.A., Cambridge University; Ph.D., University of London.

**WILLIAM H. HUFFMAN.** UMCP, Counseling; B.A., M.A., M.D., East Carolina University; Ph.D., Duke University.

**JEFFRY E. JACKSON.** BSU, Admin. Mgmt.; B.S., Jacksonville State University; M.A., University of Oklahoma.

**WILLIAM S. KELLER.** BSU, Admin. Mgmt.; B.B.A., University of Massachusetts; M.B.A., University of Maine; Certified Public Accountant.

**KENNETH J. KOVACH.** BSU, Admin. Mgmt.; UMCP, Counseling; B.S., University of Tennessee; M.A., Wayne State University; Ed.D., Nova University.

**HOMER KROUT.** BSU, Mgmt. Info. Systems; B.A., Park College; M.S., Ed.D., Ph.D., Florida Institute of Technology.

**JOHN W. LACEY.** BSU, Admin. Mgmt.; B.S., Waynesburg College; M.P.A., Golden Gate University; M.S., West Virginia University.

**GORDON A. LEITCH.** BSU, Admin. Mgmt.; B.A., Hillsdale College; M.A., Ph.D., Tulane University.

**STEVEN V. LEHAY.** BSU, Admin. Mgmt.; B.A., Lenoir-Rhyne College; M.A., Glassboro State College; Ph.D., Temple University.

**ROBERT E. MANN.** BSU, Admin. Mgmt.; B.A., Montana State University; M.S.B.A., M.Ed., Boston University; Ed.D., University of Southern California.

**CLEMENT MARCANTONIO.** UMCP, Counseling; B.A., Athenaeum of Ohio; M.A., Long Island University; Ed.D., University of Northern Colorado.

**STEPHEN MARENKA, JR.** BSU, Mgmt. Info. Systems; B.S., University of Maryland, College Park; M.B.A., St. Mary's University; M.S., Bowie State University.

**JOHN G. MEINKE.** BSU, Mgmt. Info. Systems; B.A., Ed.D., State University of New York, Buffalo; M.A.T., University of Montana; M.S., Illinois Institute of Technology.
MARION S. MIRCHEVA. BSU, Admin. Mgmt.; Diplom, Ph.D., University of Sofia.

VALERIE E. MOCK. BSU, Admin. Mgmt., Mgmt. Info. Systems B.A., University of Chicago; M.B.A., Emory University; Ph.D., Georgia State University.

ELIZABETH R. MOORE. BSU, Admin. Mgmt.; M.A., California State University, Los Angeles; Ph.D., Fielding Institute.

CRISTINA NASCIMENTO. BSU, Mgmt. Info. Systems B.A.I., University of Rio de Janeiro; M.Sc., University of Madrid.

KOFI A. ORLEANS-LINDSAY. BSU, Admin. Mgmt.; B.A., University of Sussex; M.B.A., University of Pennsylvania; Ph.D., Cranfield Institute of Technology.

KERRY C. PAINTER. BSU, Mgmt. Info. Systems B.A., University of Hawaii; M.S., Drexel University.

CHRISTOPHER PAYNE. BSU, Mgmt. Info. Systems B.Sc., Sunderland Polytechnic; M.Sc., University of Newcastle Upon Tyne; Ph.D., University of Liverpool.


BRIAN K. PRICE. UMCP, Counseling; B.S., Central Missouri State University; M.S.Ed., University of Kansas; Ph.D., Iowa State University.


PHILLIP RICHARDSON. BSU, Mgmt. Info. Systems B.S., United States Air Force Academy; M.A., University of Hawaii; M.B.A., University of Arizona.

JOHN D. RIGGS. BSU, Admin. Mgmt.; B.A., M.A., Ph.D., University of Cincinnati.

COLON H. ROWE. BSU, Admin. Mgmt.; B.A., University of North Carolina; M.S., University of Richmond.

JOYCE M. ROWE. BSU, Mgmt. Info. Systems B.S., M.S., Ph.D., Virginia Commonwealth University.

GERALD D. RUGG. BSU, Mgmt. Info. Systems B.S., Texas A&M University; M.S., Boston University.

MAGGIE SMITH. BSU, Mgmt. Info. Systems B.S., Northeastern University; M.B.A., University of Miami.

WILLIAM G. STEWART. BSU, Mgmt. Info. Systems B.A., Brigham Young University; M.B.A., University of South Dakota; Ph.D., University of Oklahoma.


MANFRED TROSTMANN. BSU, Mgmt. Info. Systems Diploma, Rhenish-Westphalian Technical University; Staatliche Prüfung, State Engineering School, Cologne.


ARCHIE J. TWITCHELL. BSU, Admin. Mgmt.; B.A., Colby College; M.P.A., University of Denver; D.P.A., University of Southern California.

RICHARD I. WARK. UMCP, Counseling; B.A., University of California at Berkeley; M.A., San Jose State University; Ph.D., University of Nevada at Reno.


JAMES E. YORK. BSU, Mgmt. Info. Systems B.S., University of Maryland; M.S., Embry-Riddle Aeronautical University.

MONIKA ZWINK. BSU, Admin. Mgmt.; B.A., Metropolitan State College; M.A., Ph.D., University of Colorado.
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 2002/2003 Undergraduate Catalog. The 2002/2003 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
Nondiscrimination

Appendix D
Policy of Religious Observances

Appendix E
Disclosure of Student Records

Appendix F
Procedures for Review of Alleged Arbitrary and Capricious Grading

Appendix G
Code of Student Conduct

Appendix H
Academic Dishonesty and Plagiarism

Appendix I
Annual Information Report
Index

A
A, Grade of 28
Academic
Advisement 4, 7, 18
Average 29
Calendar (Inside Back Cover)
Credit 28
Dishonesty 26
Dismissal 2, 18
Grades 28
Preparation 3, 6
Progress, Financial Aid 25
Records 29
Standards 2, 18
Accreditation (Inside Front Cover)
Addresses 24, 27, 29, 30, 33, 34
Administrative Management ii, 1, 3
Certificate 10
Administrative Staff 34
Heidelberg Office 34
University College 36
University System of Maryland 37
Admission
Application 1, 17
Categories 1, 16
Requirements, BSU 1
Requirements, CAPS 16
Advanced Special Students 16
Advancement 4, 7
Advisement, Academic 4, 7, 18
Algebra Prerequisite 3, 6, 13
American Council on Education 4, 7
Appendix 40
Application
Fee 23
for Admission 1, 17
for Financial Aid 24
Packet 1, 17
Procedures 1, 17
Attendance 28
Audit 28
Average, Computation of 29

B
B, Grade of 28
Board of Regents 37
Bowie State University ii, 1, 36
Admission 1
Degree Programs 3-11

C
C, Grade of 28
Calendar (Inside Back Cover)
Candidacy 4, 7
Cap and Gown Fee 23
Certificates 1, 4, 7
Administrative Management 10
E-Government 10
Information Systems Analyst 11
Issuance of 11
Change of
Admission Category 1, 16
Grade 28
Name 29
Registration Fee 23
Civilty, Code of 32
College of Southern Maryland iii
College Park ii, 16, 36
Commencement Date (Inside Back Cover)
Comprehensive Examination
Application Deadline 4, 7, 19
Examination Dates 4, 7, 19
Computation of Academic Average 29
Computer
Courses 13
Prerequisite 3, 6
Conditional Admission 1
Conference Courses 29
Counseling and Personnel Services (CAPS) ii, 16
Counseling
Clinical Instruction 20
Courses 21
Course Listings/Descriptions 12, 21
Course Load 25, 31
Course-Work-Only Admission 16
Credit
Transfer 2, 4, 7, 18
Non-U.S. 2, 17
Credit Unit 28

D
D, Grade of 28
Deadlines
Application for Comprehensive Examination 4, 7, 19
Application for Graduation 33
Application for Financial Aid 24
Issuance of Certificates 11
Priority Deadlines for Financial Aid 24
Debt 23
Degree
Counseling and Personnel Services 16
Management Information Systems 6
Non-U.S. 2, 17
Public Administration 3
Time Limit 4, 8, 20
Degree-Seeking Admission, CAPS 16
Department of Veterans Affairs 27
Diploma
Fee 23, 33
Issuance of 33
Directory 34-37
Disabilities, Students with 32
Dishonesty 31
Dismissal 31
Distance Education iii, 12, 21
Economics
Courses 12
Prerequisite 3, 6
Education Center Locations 35
E-Government, Certificate 10
Electives 3, 5, 6, 8, 18
Eligibility for Admission 1, 16
E-mail 27, 34
Enrollment 1, 16
Enrollment Levels, Financial Aid 25
Entrance Requirements 1, 16
Exception to Policy 31

F
F, Grade of 28
Faculty 38
Fax 34
Federal
Financial Aid Programs 24
Loan Programs 24-25
Student Aid Report (SAR) 24
Fees
Application 23
Cap and Gown 23
Change of Registration 23
Declined Credit Card 23
Diploma 23
Late Registration 23
Returned Check 23
Transcript 23
Tuition 23
Financial Aid 24
Academic Probation 26
Application Student Data Form 24
Graduate Enrollment Levels 25
Guide 24
Loans 24-25
Return of Funds 25
Transcripts 24
Financial Services Office 24
Free Application for Federal Student Aid 24
Full Admission 1, 16
Full-Time Enrollment 25, 27, 31
Government
Courses 15
Prerequisite 3
Gown Fee 23
Grade
Change of 28
Appeal Process 31
Treatment, Financial Aid 26
Grade Point Average (GPA) 1, 4, 9, 16
Computation of 29
Grading System 28
Graduate Comprehensive Exam 4, 7, 19
Index

Graduate Programs Office 34
Graduate Record Examination (GRE) 16
Graduation
  Application Deadline 33
  Fee 23, 33
  Issuance of Diplomas 33
  Review 33

H
  Heidelberg Office 34
  Higher Education in Maryland ii

I
  I, Mark of 28
  Incomplete 28
  Indebtedness 23
  Information Systems Analyst Certificate iii, 4, 7, 11
  International Students 2, 17

L
  Late Registration Fee 23
  Library
    Services 30
    Resources 30
  Loans
    Stafford 24
    Locations 35

M
  Make-up Examinations 32
  Management
    Courses 13
    Prerequisite 3, 6
  Management Information Systems iii, 1, 6
  Courses 13
  Marks (Grades) 28
  Maryland Campuses ii, 36
  Master of
    Arts Degree iii, 1, 3, 16, 18
    Education Degree iii, 16, 18
    Science Degree iii, 1, 6
  Measurement, Statistics, and Evaluation Courses 22
  Message from the Director iv
  Miller Analogies Test (MAT) 16, 17
  Montgomery College iii

N
  Name Change 29
  Non-Degree Admission 1, 16
  Nondiscrimination 32
  Non-U.S. Degrees 2, 17

O
  Office of Graduate Programs 34
  Office of the Registrar 29
  Overload 31

P
  P, Mark of 28
  Plagiarism 31
  Policy Statements 31
  Political Science Prerequisite 3
  Prerequisites 3, 6, 16
  Probation 2, 18
  Professional Preparation 3, 6, 16
  Program Milestones
    Counseling and Personnel Services 20
    Public Administration 5
    Management Information Systems 9
  Program of Study 4, 7, 19
  Program Sequence
    Public Administration 5
    Management Information Systems 8
  Provisional Admission 16
  Public Administration iii, 1, 3
  Courses 15
  Quantitative Methods Prerequisite 6

R
  Reapplying (CAPS) 17
  Refunds 23
  Registrar 29
  Registration
    Change Fee 23
    Late Fee 23
  Repeating a Course 28
  Research Paper/Project 4, 7, 19
  Resident Credit 28
  Returned Check Fee 23

S
  Semester Hour 28
  Seminar Paper 19
  Seniors, Graduate Work 1
  Servicemembers Opportunity Colleges (SOC) ii, iii
  Sexual Harassment 32
  Staff 34
  Stafford Loans 24
  Statement of Goals (SGRI) 17
  Statistics Prerequisite 6

T
  Telephone Numbers 34
  Transcripts
    Fee 23
    Financial 24
    Requests 30
  Transfer Credit 2, 4, 7, 18
  Transfer Procedures 2, 18
  Tuition
    Assistance 24
    Fee 23
    Refund 23

U
  Unit of Credit 28
  University System of Maryland ii, 37
  Bowie State University ii, 1, 36
    Admission 1
    Degree Programs 1-12
    Graduate School 1
  University of Maryland
    College Park ii, 16, 36
    Admission 16
    Degree Programs 16-20
  University at Baltimore
    College of Business ii, 12
    Degree Programs 12-16
    Graduate School 12
  UMUC-Europe ii, 36
  Unsubsidized Federal Direct Loan 25

V
  Verification, Financial Aid 24
  Veterans Affairs, Department of 27
  Veterans Educational Benefits 27
  Visiting Graduate Students 16

W
  W, Mark of 28
  WebBoards 4, 7
  Withdrawal 29
    Fee 23
  Writing Requirement 1, 17
  Writing Resources 30

Photo Credits
  Regis Bossu Cover, 22, 33
  Iris Close 9, 30
  Department of Defense www.defenselink.mil
  Sherry Harms Cover, 11, 18,
  Cade Martin i, 21, 27
  Shane Schiermeier Cover

Student Aid Report 24
Student Indebtedness 23
Students with Disabilities 32
Academic Calendar 2002/2003

Term 1  19 August – 11 October
Term 2  28 October – 20 December
Term 3  20 January – 14 March
Term 4  31 March – 23 May
Term 5  9 June – 31 July
Commencement . . . . . . . . . 25 May

Contact us! CIV +49 (0)6221-378302,
DSN 370-6762, or www.ed.umuc.edu/grad