### ACADEMIC CALENDAR 2010-2011

#### ON-SITE

<table>
<thead>
<tr>
<th>Session</th>
<th>Registration 1</th>
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<tr>
<td>Fall Session 1</td>
<td>9 August - 22 August 2010</td>
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<td>23 August - 17 October 2010</td>
<td>8 November 2010 - 23 January 2011</td>
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<td>Fall Session 2</td>
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<td>25 October - 18 December 2010</td>
<td>4 April - 12 June 2011</td>
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<tr>
<td>Spring Session 1</td>
<td>3 January - 16 January 2011</td>
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<td>6 June - 31 July 2011</td>
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#### ONLINE

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<td>Fall Session 1</td>
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<td>Summer Session 1</td>
<td>11 April - 12 June 2011</td>
<td>13 June - 21 August 2011</td>
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At University of Maryland University College (UMUC) and Bowie State University (BSU), a high-quality education is always within reach. UMUC and its partner institution BSU are dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is the largest provider of education to the U.S. military worldwide and serves 60,000 military servicemembers, veterans, and family members. And BSU serves hundreds of graduate students in Europe alone.

The commitment of these institutions to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for students to register for courses, pay tuition, and order textbooks when it’s convenient for them. Students can also access academic and career advising, financial aid counseling, library services, and much more online via the Web site or by phone or e-mail. All over the world, UMUC and BSU give its students what they need to succeed, putting goals within their reach.

**CONTACT US**

UMUC Europe and BSU are ready to assist current and prospective students with their questions and inquiries. Please contact us at:

Military DSN 314-370-6762  
Civilian (Germany) 06221-378313  
International +49-6221-378313/3780

Fax +49-(0)6221-378384  
E-mail gradprograms@europe.umuc.edu  
Web www.ed.umuc.edu/graduate
FROM THE VICE PRESIDENT

I am delighted to welcome you to UMUC Europe Graduate Programs, the most diverse group of graduate programs offered in the European theater. UMUC, in partnership with Bowie State University, brings together faculty and graduate students from around the world into wide-ranging degree programs suited to numerous career interests and professional pursuits. Whether you are interested in a master’s degree, or a professional graduate certificate, or if you simply want to take a few graduate courses on a non-degree basis, you will find your experience at UMUC to be intellectually stimulating as well as professionally rewarding.

UMUC Europe is pleased to be celebrating more than 60 years of providing quality education to extraordinary people like you. What started off as a noble experiment in 1949, with seven professors in six cities in Germany, has turned into a globally-recognized, award-winning institution that includes 70 sites in 17 countries throughout Europe, Africa, and the Middle East. We continue the tradition of bold innovations in higher education by being the first university to offer courses in Iraq and developing new, flexible formats, such as hybrid courses that combine on-site and online learning, to meet the needs of our students.

Leading this effort are first-class faculty and a dedicated staff who are committed to ensuring the fulfillment of your educational goals. They have the knowledge and experience to guide you along your academic path that will undoubtedly lead to personal growth and professional opportunities. Each of us stands ready to assist you in building an educational partnership.

On behalf of the faculty and staff of this great institution, I extend to you my very best wishes as you embark on your pursuit of a graduate education.

Allan J. Berg, PhD, JD
Vice President and Europe Director
WELCOME TO UMUC AND BSU

ACADEMIC PARTNERSHIP

Graduate courses and programs available through the University of Maryland University College-Bowie State University partnership enable students in Europe to expand their knowledge, enhance their skills, and develop their professional competencies.

Individually, each university successfully provides world-class education to their respective students throughout Maryland, the nation, and the world. Founded in 1947, UMUC was designed to meet the educational needs of adult learners who must balance study with the demands of work and family life. Today, UMUC has grown to be the largest public university in the United States. Bowie State University, also located in Maryland, was established in 1865 in the heart of the Washington-Baltimore-Annapolis region and, in 1995, became one of only six national Model Institutions for Excellence.

As constituent members of the University System of Maryland, the UMUC-BSU partnership for graduate education has existed for over a decade.
MILITARY PARTNERSHIPS

For over 60 years, UMUC has proudly served the U.S. military through its educational partnership at more than 150 locations throughout Europe, Stateside, and Asia, as well as in Africa and the Middle East.

This long relationship has made UMUC particularly sensitive to the needs of military students and prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools.

BSU also has a distinguished relationship with military personnel and Department of Defense civilians through its proximity to Washington, D.C., and off-campus centers at nearby Fort Meade. Additionally, BSU currently offers on-site courses in five countries on military installations in Europe and Asia.
STUDENTS FIRST

Student success is of paramount importance at UMUC and BSU. The universities seek not only to help students fulfill their current education goals, but also to create an educational partnership that will last throughout their lives.

As global universities, UMUC and BSU make it possible for students to take classes any time, any place, by offering a large selection of online programs in addition to classes at sites throughout Maryland, the metropolitan Washington area, and at military sites all over the world. Student services can also be accessed online and by phone, as well as on-site.

Convenience and flexibility are not the only concerns, however. UMUC and BSU seek to create a learning environment that students will find respectful of their diverse backgrounds, inclusive, responsive, and relevant. Recognizing that financial concerns are often the biggest obstacle to higher education, UMUC and BSU also strive to keep tuition costs low and provide numerous financial aid opportunities, including scholarships and awards for military students and their families.

ACADEMIC QUALITY

UMUC and BSU offer graduate degree programs and personal and professional development programs that respond to the needs of adult students. Commitment to academic quality is evident in their assessment of student learning, faculty, and scholarly activities. The universities work closely with faculty and with business and other organizations to develop and maintain the relevance of their curricula. They also ensure that their academic programs have the same structure, requirements, and outcomes whether they are offered in classrooms in Maryland, at overseas locations, or through online courses.

As members of the 11 degree-granting institutions within the University System of Maryland, UMUC and BSU are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.
innovation
UMUC has always looked for new and better ways to serve students. Long before the online revolution, UMUC was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, students access both courses and services online, using WebTycho, UMUC’s proprietary course-delivery system, and MyUMUC, the university’s online gateway to services and information. UMUC faculty also strive to find new ways to best use these technologies to assist their students’ learning.

BSU also benefits from its partnership with UMUC and brings its own innovation to its degree programs by emphasizing the application of computer technology across the disciplines. That emphasis has garnered national support and recognition from the National Science Foundation.

serving adult students
UMUC and BSU welcome all students and help them achieve their educational goals, but have a special focus on the needs of adult students in the workforce. For the Europe graduate class of 2010, 86 percent of master’s degree graduates worked full-time, and more than 69 percent had at least one child. Additionally, the average age for the 2010 graduates was 39 years old.

UMUC and BSU understand the demands of balancing work, family, and study and respond by offering graduate classes at convenient locations. Courses are provided in innovative formats, including online delivery and hybrid courses that combine on-site and online delivery. The rapid growth in graduate enrollments testifies to the convenience, flexibility, and substantive content of the academic offerings in all formats.

undergraduate programs
UMUC offers more than 80 undergraduate liberal arts programs leading to certificates and to associate’s and bachelor’s degrees. For more information, go to www.ed.umuc.edu.

preparing citizens for the 21st century
The UMUC-BSU partnership is a visionary establishment on the forefront of education for the 21st-century workforce. It is an entrepreneurial and creative organization, committed to the exploration of knowledge, the construction of partnerships, and innovative academic delivery. UMUC and BSU programs are intended for individuals who seek to become pioneering leaders, managers, and counselors responsive to the public with whom they work.
SCHOLARSHIPS AND FINANCIAL AID

Scholarships
Financial Aid
Financial Aid Application Process
Federal Direct Student Loan Programs
Disbursement of Funds
Satisfactory Academic Progress

VETERANS EDUCATION BENEFITS

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Resident Credit
Grading System
Computation of Academic Average
Withdrawal
Name Change
Transcripts
Family Educational Rights and Privacy Act (FERPA)

POLICY STATEMENTS

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

DIPLOMAS, GRADUATION, AND COMMENCEMENT

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

DIRECTORY

UMUC Europe
UMUC Stateside
UMUC Asia
Bowie State University
University System of Maryland

FACULTY

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ACADEMIC CALENDAR
A major goal of Bowie State University’s (BSU) Graduate School is to provide high-quality professional programs. Continuously adapting to new trends in academia, business, and government, the Graduate School prides itself on being responsive to change in education and the workplace. The great majority of Bowie students, both in Maryland and in Europe, are working adults. To meet the needs of these students, classes are scheduled in the evenings, on weekends, and online.

In Europe, Bowie offers the Master of Arts (MA) in Counseling Psychology, Master of Education (MEd) in School Counseling, Master of Public Administration (MPA), and Master of Science (MS) in Management Information Systems.

ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll in courses through University of Maryland University College Europe. In accordance with the terms of the Department of Defense contract, the university may only enroll “those academically qualified individuals who have a valid Identification Privilege Card issued by the military services” and who are located in one of the specified contract countries in Europe, Central Asia, the Middle East, and Africa.

ADMISSION INFORMATION

All students must complete an online 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, 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 from a regionally accredited institution (or the international equivalent) with a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale. Students will not be fully admitted until all application materials are received. (See Application Procedures for specific requirements.) Students are permitted to take 9 credits with Bowie State University before full admission is granted.

Conditional Admission

Applicants may be admitted to this category if they have submitted all application materials and:

- Have a baccalaureate cumulative GPA between 2.0 and 2.49 and/or
- Have outstanding undergraduate program prerequisites

Students may take a maximum of 9 graduate credits in conditional admission status. Conditional admission will be changed to full admission status after the completion of 9 graduate credits, with the attainment of a GPA of 3.0 or better and the completion of all undergraduate prerequisites.

Non-Degree Admission

Students who do not wish to earn a BSU degree but wish to enroll in courses, to transfer credit to another institution, or for the purposes of professional development or recertification must complete an online application, pay the $40 application fee, and submit 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.
APPLICATION PROCEDURES

Prior to enrolling in any graduate course with Bowie State University, the student must complete an online application for admission through MyUMUC at my.umuc.edu. All application materials must be complete and admission status granted within the first 9 credits of coursework. The student must:

1. Complete the online application for admission indicating the chosen degree plan:
   a. MA in Counseling Psychology
   b. MEd in School Counseling
   c. Master of Public Administration
   d. MS in Management Information Systems
2. Pay the application fee ($40).
3. Request transcripts from the bachelor’s degree granting institution. All undergraduate classes accepted as prerequisites must be documented on the transcript (either taken at the bachelor’s degree granting school, or transferred in to that school).

Note: UMUC/BSU Europe Graduate Programs reserves the right to request additional transcripts.

Undergraduate and/or graduate transcripts are required to be sent directly from the academic institution the student attended to the UMUC Europe Office of Graduate Programs:

University of Maryland University College Europe Office of Graduate Programs
Unit 29216
APO AE 09004-9216

Transcripts may take more than six weeks to arrive, so students are strongly urged to request them as soon as possible to avoid delays in admission processing. Addresses for most U.S. institutions of higher education may be obtained through reference materials generally available at education centers, libraries, or on the Web through sites such as dir.yahoo.com/education/index.html.

4. Counseling Program Applicants must submit the following additional documentation. Forms can be found at www.ed.umuc.edu/graduate/bsu:
   a. Three letters of recommendation using the recommendation form provided. At least two letters should be from academic instructors and/or employers/supervisors.
   b. A personal statement. The personal statement must be a typewritten statement not to exceed three single-spaced pages. Further details are included on the form provided.

GoArmy students must submit a Common Application in the GoArmyEd portal (www.GoArmyEd.com) in place of the UMUC online application.

Restrictions

Students may be admitted to only one institution in the University System of Maryland at any one time. Students may be admitted as either graduates or undergraduates, but may not hold both classifications simultaneously.

Students may be admitted to only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program. Students admitted to any other graduate program in the University System of Maryland must notify UMUC Europe. Students retain active status for two years even without being registered in the program. However, after two years without a completed graduate course, students must submit a new online graduate application.

Note: Graduate students may take both graduate and undergraduate courses concurrently.

Graduate Work by UMUC Europe Seniors

Undergraduate students enrolled with UMUC Europe who have reached senior-level status (90 credits or more) may be able to register for BSU graduate-level courses if the following requirements/conditions are met:

- The graduate courses exceed the number of credits required for the bachelor’s degree.
- English proficiency has been successfully established.
- The student’s GPA is 3.0 or better.
- Permission has been secured from the Graduate Programs administrator or director.

Seniors will be permitted to take up to 6 credits of BSU graduate coursework. Permission to take courses while a senior does not constitute regular admission to the Graduate School. Graduate coursework may not be taken to fulfill undergraduate degree requirements.

UMUC seniors interested in taking BSU courses should contact the Office of Graduate Programs.
International Applicants

- Students with non-U.S. degrees should allow more time for the application process. Non-U.S. credentials are evaluated for regionally accredited equivalency according to the Foreign Educational Credentials for Consideration of Admission to Universities and Colleges in the United States.

- Proof of English Proficiency

  Applicants who have not received a bachelor's degree from an English-speaking country must demonstrate English language proficiency to be eligible for admission before enrolling in a graduate course. These applicants must submit:

  - A minimum TOEFL (Test of English as a Foreign Language) score of at least 550 on the written version, 213 on the computer-based version, 79 on the Internet version; and a minimum Test of Written English (TWE) score of 4.0 (unless the Internet version is submitted — then no TWE is required).

Applicants must arrange to have official score reports sent directly from the testing agency to the Office of Graduate Programs, UMUC Europe, in Heidelberg. The TOEFL school code for UMUC Europe is 0715. Information about the exam may be found at www.toefl.com

Students who have completed two full academic years of study at an accredited U.S. higher education institution with a minimum of 18 credits completed with a grade of B or higher may have the TOEFL requirement waived.

Readmission

Should there be a lapse of two academic years during which graduate courses are not taken, the student must submit a new online graduate application. (See page 1 for eligibility requirements.)

TRANSFER CREDIT

General Guidelines

Transfer credit may be accepted from other colleges and universities, including 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.

   - or -

   In accordance with the recommendations of the American Council on Education of applicable credit from resident military service schools.

2. Up to 6 credits may be accepted in transfer for the management information systems or public administration program. Up to 12 credits may be accepted in transfer for the counseling programs.

3. The courses for which transfer is sought must have been completed with a grade of B (3.0) or better, must be related to Graduate School courses and degree requirements as reflected on the degree progress report and must remain within the total span of seven years allowed to earn the degree.

4. Transfer credit is not applicable for COUN 836, COUN 837, COUN 861, INSS 880, INSS 890, PSYC 836, PSYC 858, PSYC 861, or PUAD 704.

5. Credits are not to be used for more than one degree 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.

Taking Courses After Admission to BSU

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 director, Graduate Programs:

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.

3. An official transcript upon completion of the course.

www.ed.umuc.edu/graduate | 3
ACADEMIC ADVISEMENT

Upon application, each student’s academic background is evaluated to determine eligibility for enrollment in a graduate program, whether program prerequisites are required, and whether previously taken graduate courses are applicable as transfer credit. The director and the administrative staff of Graduate Programs assist students to identify the best program of study and to chart their course for academic success.

DEGREE PROGRESS REPORT

Upon official admission, degree-seeking students will be able to view their degree progress report through MyUMUC which lists all course requirements for graduation including:
1. Unfulfilled program prerequisites.
2. BSU courses required for degree completion.
3. Approved transfer courses, if applicable.

Students must successfully complete all coursework stipulated on the degree progress report to be eligible for graduation.

ACADEMIC STANDARDS

A student whose cumulative GPA falls below 3.0 is placed on academic probation. Any student on academic probation is permitted to take a maximum of 9 credits to raise the GPA to at least 3.0 as authorized by the Graduate Programs director. Failure to obtain at least a 3.0 GPA in that time will result in academic dismissal.

The duration of the dismissal is one term; courses taken at other institutions during the dismissal period cannot be transferred to Bowie State University. In order to be considered for readmission, the student must petition the director. The seven-year time limitation for degree completion must include the period of dismissal.

A student dismissed for academic dishonesty, as described in Appendix H of UMUC Europe’s Undergraduate Catalog (www.umuc.edu/policy/academic/aa15025.shtml), may not reapply.

Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the director to withdraw from the Graduate School.
TIME LIMITATION

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. The scheduled time may be computed by noting the date of admission to the Graduate School or by noting the date when credits allowed in transfer were taken, whichever is earlier. The seven-year period is computed on calendar time. An extension will be granted if a required course is not offered during the last term of a student’s seven-year period. For other exceptions, students must petition the director, Graduate Programs.

ACADEMIC HOLD

Students may be placed on academic hold, which makes them ineligible to register for further courses. This may occur for any of the following reasons:
1. Incomplete application materials, such as missing transcripts or letters of recommendation.
2. Incomplete undergraduate prerequisites.
3. Academic probation.
4. Outstanding financial obligations.
5. Failure to advance to candidacy.

Students should contact the Graduate Programs office to discuss how to resolve any of the aforementioned issues.

INFORMATION AND LIBRARY SERVICES

UMUC promotes the use of library technology and provides access to a variety of online library resources on its Web page at www.ed.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 online. Authorized library users may access more than 140 databases, most of which index full-text articles or link to full-text articles covering business, management, computer and information systems, sciences, the social sciences, and education. Database descriptions and tutorials for searching the online library databases are also available.

PROGRAM PROGRESSION

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<th>ADMISSION PROCESS</th>
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<td>0 credits</td>
<td>Submit application and request transcripts</td>
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<tr>
<td>0-9 credits</td>
<td>Complete the application process</td>
</tr>
<tr>
<td>0-9 credits</td>
<td>Complete all undergraduate prerequisites</td>
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<tr>
<td>3-9 credits</td>
<td>Earn full admission status</td>
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<td>12-18 credits</td>
<td>Meet requirements for advancement to candidacy</td>
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<th>PRACTICUM/INTERNSHIP: COUNSELING</th>
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<td>18+ credits</td>
<td>May apply for counseling practicum/internship</td>
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<td>30 credits</td>
<td>Enroll in the program capstone course</td>
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<tr>
<td>36 credits</td>
<td>Complete requirements for MPA or MS degree</td>
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<tr>
<td>48 credits</td>
<td>Complete requirements for MA or MEd degree</td>
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WRITING RESOURCES

The American Psychological Association (APA) editorial style is the standard format for writing all graduate papers.

Information about APA style is available online at www.ed.umuc.edu/library under Citation Resources. Online help from a writing advisor is available from the UMUC Effective Writing Center at www.umuc.edu/ewc.
The Master of Arts (MA) in Counseling Psychology and the Master of Education (MEd) in School Counseling are designed to provide the knowledge and skills necessary for practice in counseling and related human service professions.

The MA in Counseling Psychology degree program provides professional preparation for those wishing to become counselors working primarily with adults in a range of community counseling settings. The MEd in School Counseling degree program is designed to prepare counselors to work with children and youth across all school levels (K-12).

These degrees follow the standards published by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and are designed to meet requirements for certification through the National Board of Certified Counselors (NBCC).

Both degrees require completion of 48 credits and have a common core of courses. Integrating the theoretical with the practical, the programs combine academic preparation in the areas of behavioral sciences as well as related areas of counseling and research, with relevant practical experiences. These degree programs place heavy emphasis on interpersonal and helping relationships, and require considerable commitment on the part of the student. Most adults working full time will need approximately 24 to 36 months to complete the degree.

ACADEMIC AND PROFESSIONAL PREPARATION

Students seeking a master’s degree in counseling without an undergraduate background in education or psychology must have a minimum of 12 credits in foundation courses. These credits may be earned at the undergraduate or graduate level, but they are not counted as part of the required courses for the degree program. Students must complete the prerequisite foundation courses prior to full admission.

Foundation courses may include courses in psychology, sociology, and education. The Graduate Programs director may approve other related courses such as management, human resource management, cultural studies, and women's studies.

Demonstrating the attainment of the foundation requirements may be accomplished by official undergraduate or graduate transcripts and/or official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the Graduate Programs administrative staff by e-mail at gradrecords-couns@europe.umuc.edu, telephone, or in person to discuss admission qualifications.
DEGREE PLANS

MA in Counseling Psychology

PSYC 502* Principles and Philosophy of Counseling
PSYC 734* Counseling Theory and Practice
COUN 731* Group Counseling
EDUC 507 Human Growth and Development
EDUC 706 Introduction to Research
COUN 608 Career Counseling and Development
COUN 610 Appraisal, Assessment, and Evaluation
COUN 633 Multicultural Counseling
COUN 732 Family Counseling
COUN 762 Drug and Alcohol Counseling
PSYC 710 Psychometric Testing
PSYC 714 Clinical Assessment in Psychotherapy
PSYC 780 Legal and Ethical Issues in Counseling and Therapy
PSYC 836+ Practicum in Counseling Psychology
PSYC 858+ Internship in Counseling Psychology
PSYC 861+ Seminar in Counseling Psychology (Capstone)

TOTAL CREDITS 48

+These are 16-week courses offered over two sessions.
*Note that these three courses are only offered on-site: PSYC 502, PSYC 734, COUN 731.

MEd in School Counseling

PSYC 502* Principles and Philosophy of Counseling
PSYC 734* Counseling Theory and Practice
COUN 731* Group Counseling
EDUC 507 Human Growth and Development
EDUC 706 Introduction to Research
COUN 608 Career Counseling and Development
COUN 610 Appraisal, Assessment, and Evaluation
COUN 633 Multicultural Counseling
COUN 840 Counseling Children and Adolescents
PSYC 710 Psychometric Testing
PSYC 714 Clinical Assessment in Psychotherapy
PSYC 780 Legal and Ethical Issues in Counseling and Therapy
SPED 511 Special Education Perspective
COUN 836+ Practicum in School Counseling
COUN 837+ Internship in School Counseling
COUN 861+ Seminar in School Counseling (Capstone)

TOTAL CREDITS 48

+These are 16-week courses offered over two sessions.
*Note these three courses are offered only on-site: PSYC 502, PSYC 734, COUN 731.

PROGRAM SEQUENCE

PSYC 502 is the recommended first course for both counseling degrees. Observing prerequisite requirements, it is recommended that students take coursework in level one before level two or three.

Level One Level Two Level Three

PSYC 502 COUN 731 COUN 836
PSYC 780 COUN 732 COUN 837
EDUC 507 COUN 762 COUN 861
EDUC 706 COUN 840
COUN 608 PSYC 710 PSYC 836
COUN 610 PSYC 714 PSYC 858
COUN 633 PSYC 734 PSYC 861

Practicum (300 hours) – Fall Term
After PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, and COUN 732 or COUN 840 have been completed, students may take COUN 836 or PSYC 836. For a practicum in a DoDEA school, students must also take COUN 608, COUN 762, and PSYC 710.

Internship (400 hours) – Spring Term
After COUN 836 or PSYC 836 has been completed, COUN 837 or PSYC 858

Capstone Course
COUN 861 or PSYC 861
This is a level three course and should be taken towards the end of the student’s program of study (after at least 30 credits of graduate coursework).
ADVANCEMENT TO CANDIDACY

Advancement to candidacy is a major step in fulfilling the requirements for a master's degree. The director will review students’ records to determine eligibility for advancement to candidacy based on the following student actions:

1. Be fully admitted.
2. Complete the first 12-18 credits of coursework with a GPA of at least 3.25. Should the required GPA not be attained, advancement to candidacy will be denied.
3. Have taken at least one on-site course.
4. Be recommended by their on-site faculty and at least two other faculty for:
   a) Suitability for the counseling career field.
   b) Sensitivity to interpersonal relationships.
   c) Adherence to the Code of Ethics of the American Counseling Association.
   *(Note: Violation of confidentiality is cause for dismissal from the counseling program.)*
5. Remove all marks of Incomplete (I).

Students must be advanced to candidacy before enrolling in the capstone course (PSYC 861/COUN 861) or applying for practicum.

CAPSTONE COURSE
(PSYC 861/COUN 861)

Students must successfully demonstrate graduate skills in their area of study by completing a written comprehensive examination and professional paper. To qualify for this 16-week capstone course (PSYC 861/COUN 861) students must have:

1. Completed at least 30 graduate credits of coursework, including COUN 608, COUN 610, PSYC 502, PSYC 714, PSYC 734, PSYC 780.
2. Advanced to candidacy.
3. Maintained a minimum GPA of 3.0.
4. Removed all marks of Incomplete (I).

The capstone course will be offered in both Spring and Fall terms. The 16-week course will be divided into two parts with the comprehensive exam in the first four weeks (part one) and professional paper written in the remaining twelve weeks (part two). If students fail to complete either portion of the capstone course, they are eligible to retake that portion.

Students who fail for the second time to complete either portion of the capstone course may appeal in writing to the director, Graduate Programs for a final attempt. This appeal must be made within 30 days of notification of the second failure. Incompletes can only be given after satisfactory progress with 60 percent of course completion and will be rarely granted for the seminar paper portion of the capstone course. See chart for further details.

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CLINICAL INSTRUCTION
(PRACTICUM AND INTERNSHIP)

All students are required to complete a sequence of supervised clinical field work experiences, beginning with PSYC 836 (MA degree) or COUN 836 (MEd degree). To be eligible for enrollment in this sequence, students must:

1. Be advanced to candidacy.
2. Have completed the following courses
   **MA degree:**
   PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, and COUN 732
   **MEd degree:**
   PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, and COUN 840
   *(Note: For a practicum in a Department of Defense Education Activity (DoDEA) school add the following: COUN 608, COUN 762, PSYC 710.)*
3. Have a GPA of 3.0 or better.
4. Be recommended for practicum by a graduate counseling faculty member who can attest to the student’s:
   a) Readiness for practicum.
   b) Sensitivity to interpersonal relationships.
   c) Adherence to the Code of Ethics of the American Counseling Association.
   *(Note: Violation of confidentiality is cause for dismissal from the counseling program.)*
5. Submit a practicum application.
6. Attend the practicum orientation session four months prior to enrolling in either COUN 836 or PSYC 836.

7. Obtain liability insurance.

Please note: practicum/internship are open only to UMUC Europe degree-seeking students.

Students will be assisted in obtaining placement in approved practicum settings. While enrolled in practicum, students receive direct supervision and instruction from program faculty while engaged in supervised field placements.

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 the two sessions. 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 practicum, MA students must enroll in PSYC 858 and MEd students must enroll in COUN 837 during the next two sessions and complete a minimum of 400 clock hours of supervised internship experiences.

GRADUATION

Students must apply for graduation through the MyUMUC portal by the published deadlines. (See Diploma, Graduation, and Commencement section.)

POLICIES AND PROCEDURES

Detailed information on the following policies and procedures are described on pages 3-5:

- Transfer Credit
- Academic Advisement
- Degree Progress Report
- Academic Standards
- Time Limitation
- Academic Hold

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

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

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

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

- Business Statistics or Quantitative Methods
  May be satisfied by completing UCSP 630 or MGMT 585
- College Algebra
- Business or Management
  May be satisfied by completing MGMT 511, which may count as an elective.
- Programming Language

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

Students are encouraged to contact the Graduate Programs administrative staff by e-mail at gradrecords-mis@europe.umuc.edu, telephone, or in person to discuss admission qualifications.

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

**Required (27 credits)**

- INSS 510 Computer Concepts
- INSS 620 Software Structures
- INSS 630 Information Systems in Organizations
- INSS 638 Data Communication Systems Networks
- INSS 640 Information Systems Analysis and Design
- INSS 650 Database Management and Decision Systems
- INSS 720 Information Systems Policy
- INSS 880 Information Systems Practicum
- INSS 890 Professional Seminar (Capstone)

**Electives (9 credits)**

The following may be used as electives:

- Non-core INSS courses
- MGMT or PUAD courses
- UMUC graduate IT courses

**TOTAL CREDITS 36**
PROGRAM SEQUENCE
INSS 510 or INSS 630 are appropriate beginning courses for the MIS program.

After INSS 630 has been completed
INSS 640
INSS 650

After INSS 510 has been completed
INSS 620
INSS 638
INSS 640
INSS 650

After INSS 640 has been completed
INSS 720

After INSS 640, INSS 650, and INSS 720 have been completed
INSS 880

Capstone Course
INSS 890

ADVANCEMENT TO CANDIDACY
Advancement to candidacy is a major step in fulfilling the requirements for a master’s degree. The director will review students’ records to determine eligibility for advancement to candidacy based on the following student actions:

1. Be fully admitted.
2. Complete the first 12-18 credits of coursework with a GPA of at least 3.25. Should the required GPA not be attained, advancement to candidacy will be denied.
3. Remove all marks of Incomplete (I).

Students must be advanced to candidacy before enrolling in the capstone course (INSS 890).
CAPSTONE COURSE (INSS 890)

Students must successfully demonstrate graduate skills in their area of study by completing a written comprehensive examination and professional paper. To qualify for this 16-week capstone course (INSS 890) students must have:

1. Completed at least 30 graduate credits of coursework.
2. Advanced to candidacy.
3. Maintained a minimum GPA of 3.0.
4. Removed all marks of Incomplete (I).

The capstone course will be offered in both Spring and Fall terms. The 16-week course will be divided into two parts with the comprehensive exam in the first four weeks (part one) and professional paper written in the remaining twelve weeks (part two). If students fail to complete either portion of the capstone course, they are eligible to retake that portion. Students who fail for the second time to complete either portion of the capstone course may appeal in writing to the director, Graduate Programs for a final attempt.

This appeal must be made within 30 days of notification of the second failure. Incompletes can only be given after satisfactory progress with 60 percent of course completion and will be rarely granted for the seminar paper portion of the capstone course. See chart for further details:

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GRADUATION

Students must apply for graduation through the MyUMUC portal by the published deadlines (see Diploma, Graduation and Commencement section).

POLICIES AND PROCEDURES

Detailed information on the following policies and procedures are described on pages 3-5:

- Transfer Credit
- Academic Standards
- Academic Advisement
- Time Limitation
- Degree Progress Report
- Academic Hold
The Master of Public Administration (MPA) is a 36-credit professional degree committed to preparing students for careers in public (local, county, state, and federal government) and nonprofit organizations. This program is designed to produce public administrators who are highly skilled as organization leaders in specific areas of study. The foundation of the core courses center on public institutions, policy, institutional behavior, budgeting, and research methods. For the remaining eighteen credit hours students concentrate on Public Policy and Management or other approved areas of study. The capstone course will allow students to complete a comprehensive examination and write a professional paper in their focus area of study. Most working adults will need approximately 18-24 months to complete this degree.

ACADEMIC AND PROFESSIONAL PREPARATION

Students seeking the MPA usually have a variety of backgrounds. 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 Government or Political Science
  May be satisfied by completing GVPT 170.

- Business Statistics
  May be satisfied by completing UCSP 630 or STAT 200.

- College Algebra

- Economics or Finance
  May be satisfied by completing UCSP 621.

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 and DANTES.

Students are encouraged to contact the Graduate Programs administrative staff by e-mail at gradrecords-pa@europe.umuc.edu, telephone, or in person to discuss admission qualifications.
DEGREE PLAN

The MPA degree plan is designed to provide students with a comprehensive understanding of management through the local, county, state, and federal levels. Students must complete the following courses:

Public Policy and Management
Core Courses (18 credits)

- PUAD 601 Concepts of Public Administration
- PUAD 502 Qualitative Research Methods
- MGMT 511 Organizational Behavior
- PUAD 524 Public Budgeting
- MGMT 571 Human Resource Management
- MGMT 584 Management Statistics

Concentration (18 credits)

- PUAD 603 Public Policy Analysis
- PUAD 710 Intergovernmental Relations Seminar
- ECON 522* Public Finance
- MGMT 741* Organization Development
- One Elective*
- PUAD 704 Evaluation Research (Capstone)

TOTAL CREDITS 36

*Or other approved courses (contact Graduate Programs or visit the Web site for guidance).

PROGRAM SEQUENCE

All MPA students are required to follow the following sequence:

1. All undergraduate prerequisites must be taken within the first nine credits of study.
   a) Undergraduate American Government or Political Science must be taken before PUAD 601, PUAD 603, and PUAD 710.
   b) Undergraduate Statistics must be taken before PUAD 502 or MGMT 584.
   c) Undergraduate Economics or Finance must be taken before PUAD 524.

2. Once undergraduate prerequisites have been satisfied, all core courses are appropriate to begin the MPA program.

3. It is recommended that all core courses be completed before concentration courses.

4. The capstone course should be the last course in the program (PUAD 704).

ADVANCEMENT TO CANDIDACY

Advancement to candidacy is a major step in fulfilling the requirements for a master's degree. The director will review students’ records to determine eligibility for advancement to candidacy based on the following student actions:

1. Be fully admitted.

2. Complete the first 12-18 credits of coursework with a GPA of at least 3.25. Should the required GPA not be attained, advancement to candidacy will be denied.

3. Remove all marks of Incomplete (I).

Students must be advanced to candidacy before enrolling in the capstone course (PUAD 704).

CAPSTONE COURSE (PUAD 704)

Students must successfully demonstrate graduate skills in their area of study by completing a written comprehensive examination and professional paper. To qualify for this 16-week capstone course (PUAD 704) students must have:

1. Completed at least 30 graduate credits of core coursework.

2. Advanced to candidacy.

3. Maintained a minimum GPA of 3.0.

4. Removed all marks of Incomplete (I).

The capstone course will be offered in both Spring and Fall terms. The 16-week course will be divided into two parts with the comprehensive exam in the first four weeks (part one) and professional paper written in the remaining twelve weeks (part two). If students fail to complete either portion of the capstone course, they are eligible to retake that portion. Students who fail for the second time to complete either portion of the capstone course may appeal in writing to the director, Graduate Programs for a final attempt. This appeal must be made within 30 days of notification of the second failure. Incompletes can only be given after satisfactory progress with 60 percent of course completion and will be rarely granted for the seminar paper portion of the capstone course. See chart for further details:

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GRADUATION

Students must apply for graduation through the MyUMUC portal by the published deadlines. (See Diploma, Graduation and Commencement section.)

POLICIES AND PROCEDURES

Detailed information on the following policies and procedures are described on pages 3-5:

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- Time Limitation
- Academic Hold
COUNSELING

COUN 608 Career Counseling and Development (3)
This course is designed to provide students with an understanding of career development as it impacts on individuals throughout the life span. A basic assumption of the course is that understanding the adjustment of individuals is highly dependent upon understanding the choices they have made throughout their lives. Emphasis is placed on career and vocational choice theories, counseling delivery systems, career information, and social and psychological factors in career decision-making. Formal and informal occupational classification systems are covered. A great deal of emphasis is placed on practical applications of career theory to school counseling, individual counseling, group guidance, job search and placement, and career adjustment.

COUN 610 Appraisal, Assessment, and Evaluation (3)
This course explores the basic concepts of quantifying behavior including validity, reliability, norms, and methods of expressing test scores statistically. The course emphasizes standardized and non-standardized instruments, methods of communicating test results, and planning the school and non-school testing program. Practice in test interpretation is provided.

COUN 633 Multicultural Counseling (3)
This course is designed to develop appropriate skills, competencies, and knowledge bases and to examine the beliefs of counselors working with people across cultures. The course focuses on researching, reading, and developing an understanding of cultures, customs, languages, traditions, religions, and spiritualities of people across cultures. Emphasis is given to the understanding of counseling students and individuals in a very diverse world.

COUN 731 Group Counseling (3)
Prerequisites: PSYC 502 and PSYC 734. The primary objective of this course is to acquaint students with important skills that are considered to be prerequisites for effective group counseling as well as working with other kinds of groups, both in schools and in community mental health facilities. These skills include the basics of group dynamics and an introduction to the laboratory training method of working with groups.

COUN 732 Family Counseling (3)
Prerequisite: PSYC 502. This course provides an opportunity for students interested in counseling and mental health to study basic theories and application for the principles of family counseling. By using various theories, students will learn how the application of family theories is used in developing a holistic understanding of the dynamics of a family. Through an in-depth comprehension of family behavior, students will use various family counseling theories demonstrating their skill development in counseling families.

COUN 762 Drug and Alcohol Counseling (3)
Prerequisite: PSYC 502. Students will develop skills in the application of counseling techniques that are used with individuals of all ages who abuse drugs and alcohol. The importance of philosophical assumptions about “drug abusers” will be examined; students will examine their own philosophies of counseling individuals who abuse drugs. Basic counseling techniques will be demonstrated, and students will participate in exercises and case consultations to develop their own skills.

COUN 836 Practicum in School Counseling (3)
Prerequisites: PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, COUN 840; attendance at a practicum orientation. This course emphasizes practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in consultation in the counseling relationship. Students are required to complete 300 hours of supervised practical experience to successfully complete this course, which is graded Pass (P) or Fail (F) and conducted over two sessions.

COUN 837 Internship in School Counseling (3)
Prerequisite: COUN 836. This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in consultation in the counseling relationship. Students are required to complete 400 hours of supervised practical experience to successfully complete this course, which is graded Pass (P) or Fail (F) and conducted over two sessions.
COUN 840 Counseling Children and Adolescents (3)
Prerequisite: PSYC 502. This course addresses the specific developmental stages, needs, and problems of children and adolescents in school and in the community at large. Techniques for counseling these groups will be illustrated through demonstrations and personal growth and development activities.

COUN 843 Marital and Couples Counseling (3)
Prerequisite: PSYC 502. This course explores theoretical applications regarding marital and couples counseling with a strong focus on clinical application, including case conceptualization, hypothesis building, and therapeutic technique.

COUN 861 Seminar in School Counseling (3) (Capstone)
Prerequisites: 30 credits of graduate coursework. A capstone course is designed to measure comprehension and knowledge gained from the program. The first four weeks will be a review of materials covered, culminating in a comprehensive exam. The second portion of this course will be development of a professional paper and will give the student guidance and practice in research writing. This portion of the course will focus attention on a review of relevant literature on current trends, issues and problems with presentations, and class discussions. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.

EDUC 507 Human Growth and Development (3)
This course places emphasis on the study of the characteristics of human growth at each stage of development. Special emphasis will be placed on counseling in various settings, including schools. Instruction and practice in the writing of a case study report is also given.

EDUC 706 Introduction to Research (3)
This course is designed to provide the graduate student with an understanding of the various kinds of behavioral research and to develop an understanding of various research designs appropriate to behavioral sciences. Use of basic statistical techniques appropriate to these designs is included.

PSYC 502 Principles and Philosophy of Counseling (3)
Historical, philosophical, psychological, and sociological bases of counseling in different settings (school, agency, and community) and with different populations will be explored. Intervention strategies, theoretical models, working contexts, consultation, relationships to other professions, ethics, obstacles to service delivery, and personal qualities of counselors are reviewed.

PSYC 710 Psychometric Testing (3)
Prerequisites: 15 credits of graduate counseling courses, including COUN 610. The course emphasizes the administration, scoring and interpretation of intelligence, academic, projective and personality assessments. Included will be a survey of their development, their underlying theories, and current trends in their use. The course will review such tests as the Wechsler Scales, Woodcock Johnson Tests, Stanford-Binet Intelligence Scale, Rorschach Inkblot Test, Thematic Appreciation Test, Gestalt Test of Visual Perception, and the Minnesota Multiphasic Personality Inventory.

PSYC 714 Clinical Assessment in Counseling and Psychotherapy (DSM-IV) (3)
Prerequisite: PSYC 502. This course integrates various assessment methodologies for a comprehensive process of assessment. The purposes, techniques, and process of clinical assessment will be explored. Techniques for understanding of non-verbal, verbal, and interpersonal transactions, including the recapitulation of the family structure and dynamics, are examined. Students are introduced to situational assessment, psychological inference, and report writing.

PSYC 734 Counseling Theory and Practice (3)
Prerequisite: PSYC 502. In this course, several of the major approaches to counseling will be examined. The theoretical bases and major concepts of these approaches, as well as the process of counseling proposed by the advocates of different schools, will be studied. The theories studied will include client-centered, Gestalt, Behaviorist, Adlerian, etc.

PSYC 775 Psychopharmacology (3)
Prerequisites: 21 credits of graduate counseling courses. This course is designed for non-medical psychotherapists and counselors. Students will be presented an overview of the current therapeutic use of psychotropic drugs. A neuroanatomy, a survey on current research on neurotransmitters, and a review of pharmacological terminology will be given. Specific drugs to be considered include the narcotic analgesics, the sedative hypnotics, stimulants, neuroleptic, anxiolytics, antidepressants, and lithium.
PSYC 780 Legal and Ethical Issues in Counseling and Therapy (3)
This course is designed to provide the helping professional with the knowledge of the major ethical and legal issues in counseling, school counseling, and psychotherapy today. Students will be exposed to such topics as ethical theory, laws and court decisions, incompetence, malpractice, licensure and certification, privileged communications, DSM-IV and family therapy, legal liabilities affecting psychologists, and legal obligations of psychotherapists. Ethical standards for individual practitioners will be examined in detail. Participants will be involved in case research, group discussions, group reports, and individual presentations of ethical and legal issues in the field of counseling, school counseling, and psychotherapy.

PSYC 806 Internship in Mental Health Therapy (3)
Prerequisites: COUN 837 or PSYC 858 and permission of the director, Graduate Programs. This course builds on the experiences gained from the prerequisites courses and has a similar structure. Students are required to complete 300 hours of supervised practical experience to successfully complete this course, which is graded Pass (P) or Fail (F) and conducted over two sessions.

PSYC 836 Practicum in Counseling Psychology (3)
Prerequisites: PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, COUN 732; attendance at a practicum orientation. This course places emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in consultation and in counseling are examined. Students are required to complete 300 hours of supervised practical experience to successfully complete this course, which is graded Pass (P) or Fail (F) and conducted over two sessions.

PSYC 858 Internship in Counseling Psychology (3)
Prerequisite: PSYC 836. This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in consultation and in counseling are examined. Students are required to complete 400 hours of supervised practical experience to successfully complete this course, which is graded Pass (P) or Fail (F) and conducted over two sessions.

PSYC 861 Seminar in Counseling Psychology (3) (Capstone)
Prerequisites: 30 credits of graduate coursework. A capstone course is designed to measure comprehension and knowledge gained from the program. The first four weeks will be a review of materials covered culminating in a comprehensive exam. The second portion of this course will be development of a professional paper and will give the student guidance and practice in research writing. This portion of the course will focus attention on a review of relevant literature on current trends, issues and problems with presentations and class discussions. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.

SPED 511 Special Education Perspective (3)
Students examine the historical development, philosophies, research, legislation, and current difficulties that have emerged relative to the education of exceptional children. The characteristics of children with disabilities and the principles of effective instruction, management, and intervention are addressed as they apply to special education. Family empowerment concepts are explored relative to the diversity of our schools and communities. Professional, community, and parent organizations and local, state, and federal agencies dealing with exceptional children are also identified.
MANAGEMENT INFORMATION SYSTEMS

INSS 510 Computer Concepts (3)
Prerequisites: Undergraduate programming and college algebra. 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 620 Software Structures (3)
Prerequisites: Undergraduate programming and college algebra. 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 630 Information Systems in Organizations (3)
Prerequisites: Undergraduate management and economics. Introduces basic management information systems concepts and examines the fundamental types of information systems. Personal, work group, and enterprise information systems are discussed. The use of information to gain competitive advantage are also examined. Other topics to be discussed include the economics of information, use of value-added concepts to evaluate information system effectiveness, and the application of system theory to information system architecture.

INSS 638 Data Communication Systems Networks (3)
Provides analysis of data communication technology and its application within the public and private sector enterprise. Gives an in-depth view of the communication environment, data communication and telecommunication equipment, and local and wide area networks. The student is involved in case studies of communication systems design in educational, industrial, governmental, and military environments.

INSS 640 Information Systems Analysis and Design (3)
Prerequisites: Undergraduate statistics and quantitative methods. 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.

INSS 650 Database Management and Decision Systems (3)
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 720 Information Systems Policy (3)
Prerequisites: All undergraduate program prerequisites. 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.

INSS 880 Information Systems Practicum (3)
Provides the student with practical experience in analyzing, designing, implementing, and evaluating an information system in educational, industrial, governmental, or military environments. The student completes a systems development project in which all of the systems development cycles can be experienced. Students can be placed in practicum sites independently or in a team to acquire practical experience. This course is graded Pass (P) or Fail (F) and is normally conducted over two sessions.
INSS 890 Professional Seminar (3) (Capstone)

Prerequisite: 30 credit hours of graduate coursework. A capstone course is designed to measure comprehension and knowledge gained from the program. The first four weeks will be a review of materials covered, culminating in a comprehensive exam. The second portion of this course will be development of a professional paper within the student's chosen area of interest that will give the student guidance and practice in research writing. This portion of the course is 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 and on policy formation and issues. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.

PUBLIC ADMINISTRATION

ECON 522 Public Finance (3)

Prerequisite: Undergraduate economics. 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.

MGMT 511 Organizational Behavior (3)

Presents basic concepts of formal organizations. Students become acquainted with the major conceptual models which purport to explain organizational behavior, acquire an understanding of the methods used to study organizations, and analyze research which has been produced. While the emphasis is placed on critical analysis of literature which deals with "what is," attention is given to views about "what should be" in order for people to derive maximum satisfaction and other benefits from organizational activity.

MGMT 571 Human Resource Management (3)

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: Undergraduate statistics. 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: Undergraduate statistics. 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 640 Strategic Management (3)

Focuses on strategic management process (model): strategy formulation, implementation, and evaluation. Key strategies such as differentiation, cost leadership, integration, and diversification are emphasized.

MGMT 741 Organizational Development (3)

Prerequisites: MGMT 511 and MGMT 571. This course is designed to provide an understanding of the underlying theory of organization change and intervention; to explore how various change strategies can be applied to problems involving people in intact systems; and to analyze successful approaches and techniques in organizational development, to include materials, techniques, designs, current issues, and practices in organizational development. Other topics covered in the course include the organization as a system, organization assessment, team building and inter-group work as OD intervention, entry strategies, internal/external change agents, and third-party consultation.

PUAD 502 Qualitative Research Methods (3)

The study and application of research methodology for organizations for use as a tool in decision-making. Emphasis is on applied research theories and designs for methodological approaches that apply non-experimental and quasi-experimental research designs as part of the research strategy.

PUAD 524 Public Budgeting (3)

Prerequisite: Undergraduate economics. 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 601 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 603 Public Policy Analysis (3)

Prerequisites: Undergraduate economics and American government. Focuses on the analysis of costs and benefits in the selection of public policy choices. Students analyze public policy alternatives, factors, and processes involved in policy development, including the rulemaking that occurs after legislative enactment of public programs.

PUAD 704 Evaluation Research (3) (Capstone)

Prerequisites: 30 credits of graduate coursework. A capstone course is designed to measure comprehension and knowledge gained from the program. The first four weeks will be a review of materials covered, culminating in a comprehensive exam. The second portion of this course will be development of a professional paper and will give the student guidance and practice in research writing. This portion of the course will explore the methods and models for policy analysis and program evaluation; methods of collecting and analyzing evaluation data; and processes for linking evaluation to policy formulation and program management. Emphasis is on how to conduct formative evaluations of government programs. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.

PUAD 710 Intergovernmental Relations Seminar (3)

Prerequisite: PUAD 601. 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.
INFORMATION TECHNOLOGY

The Master of Science in Information Technology (IT) program provides a broad technical understanding of current and evolving technologies in the IT field with an emphasis on moving technology from the laboratory to the realm of business development. The MS in Information Technology degree requires completion of 36 credits of coursework and is divided into 15 credits of core coursework, and 21 credits of specialization coursework which includes a 3-credit capstone course.

ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll in courses through the University of Maryland University College Europe. In accordance with the terms of the Department of Defense contract, the university may only enroll “those academically qualified individuals who have a valid Identification Privilege Card issued by the military services” and who are located in one of the specified contract countries in Europe, Central Asia, the Middle East, and Africa.

ADMISSION REQUIREMENTS

Applicants for graduate certificate and master’s degree programs must submit an official transcript from a regionally accredited degree granting institution indicating successful completion of a bachelor’s degree. UMUC Europe does not require the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT) for admission.

APPLICATION PROCEDURES

Students must complete the following steps:

1. Complete an online application for admission via MyUMUC at my.umuc.edu.
2. Pay the application fee ($40).
3. Request an official transcript from the bachelor’s degree granting institution, even if the student attended another institution in the University System of Maryland. However, if the bachelor’s degree was awarded by University of Maryland University College (Stateside, Asia, or Europe), the student does not need to request a UMUC transcript. If the student received a bachelor’s degree from an institution outside of the United States, the transcript must be evaluated by an independent agency. The section on international applicants follows. UMUC Europe reserves the right to request additional transcripts.

Undergraduate and/or graduate transcripts are required to be sent directly from the academic institution the student attended to UMUC at:

University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8085

Students may take a maximum of 3 credits prior to official notification of admission status. Therefore it is essential for students to complete the admission process as quickly as possible.

Addresses for most U.S. institutions of higher education may be obtained through reference materials generally available at education centers, libraries, or on the Web through sites such as dir.yahoo.com/education/index.html.
International Applicants

To be considered for admission, international students must present:

- Official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor’s degree. Applicants educated in countries other than the United States must have their official transcripts evaluated by an independent evaluation service. The evaluation organization will send a copy of the evaluation both to the applicant and to the Graduate School of Management and Technology. UMUC accepts credit evaluations from any National Association of Credential Evaluation Services (NACES)–approved organization, including World Education Services (WES), and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). A list of NACES-approved agencies is available at www.naces.org/member.htm. Applicants may access AACRAO request forms online at www.aacrao.org/international or may contact the organization by phone at 202-296-3359 or by e-mail at oie@aacrao.org.

- Proof of English Proficiency.

Applicants who have not received a bachelor’s degree from an English-speaking country must demonstrate English language proficiency to be eligible for admission. (A complete list of countries recognized as English-speaking is available online at www.umuc.edu/students/international.) These applicants may submit:

- A minimum TOEFL (Test of English as a Foreign Language) score of 575 on the written version, 233 on the computer version, or 90 on the Internet version and a minimum Test of Written English (TWE) score of 4 (unless the Internet version is submitted—then no TWE is required);

  or

- A minimum score of 7 on the IELTS (International English Language Testing System), including the academic writing and academic reading modules.

Applicants must arrange to have official score reports sent directly from the testing agency to the Graduate School of Management and Technology. The TOEFL score recovery code for UMUC is 5804.

GOArmyEd

GoArmy students must submit a Common Application in the GoArmyEd portal (www.GoArmyEd.com) in place of the UMUC online application.

Restrictions

Students may be admitted to only one institution in the University System of Maryland at any one time. Students may be admitted as either graduates or undergraduates, but may not hold both classifications simultaneously.

Students may be admitted to only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation or completion has been presented for the first program. Students admitted to any other graduate program in the University System of Maryland must notify UMUC. Students retain active status for two years (six consecutive terms) even without being registered in the program. However, after two years without a completed graduate course students must submit a new online application.

TRANSFER CREDIT

The director, Graduate Programs, can help students determine whether any previous or potential future graduate coursework from another institution is eligible to be accepted as transfer credit. Up to 6 credits of graduate coursework may be considered for transfer to the MSIT program if earned at a regionally accredited institution. Up to 3 graduate transfer credits may be accepted for a certificate program.

All graduate credits offered for transfer credit must meet the following criteria:

1. The credits must have been earned as graduate credit.
2. The credits must not have been used to meet the requirements for any degree the student previously earned or is expected to earn.
3. The credits must have been awarded within the time limit for the degree or certificate.
4. The student must have earned a grade of B or better in the courses considered for transfer. (However, these grades are not included in the calculation of the student’s grade point average.)
5. The director must have determined that the transfer courses are relevant to the student’s applicable program of study.
6. The credits must have been earned at a regionally accredited institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education (ACE).

A student requesting transfer credit must provide a course description, a course syllabus, and an official transcript. Graduate students at UMUC Europe must complete a minimum of 12 credits at the graduate level with a minimum GPA of 3.0 before transfer credits will be released or posted to their permanent records.

ACADEMIC ADVISEMENT

Upon application, each student’s academic background is evaluated to determine eligibility for enrollment in a graduate program and whether previously taken graduate courses are applicable as transfer credit. The director and the administrative staff of Graduate Programs assist students to identify the best program of study and to chart their course for academic success.

DEGREE PROGRESS REPORT

Upon official admission, degree-seeking students will be able to view their degree progress report through MyUMUC which lists all course requirements for graduation including:

- UMUC courses required for degree completion.
- Approved transfer courses, if applicable.

Students must successfully complete all coursework stipulated on the degree progress report to be eligible for graduation.

ACADEMIC STANDARDS

An assessment of academic standing is made for each student at the end of each session. Each student’s GPA is computed for all UMUC graduate-level graded coursework to make a determination of academic standing as described below.

Good Academic Standing

A student with a cumulative GPA of 3.0 or higher is in good academic standing. Students must be in good academic standing to be considered for graduation.

Academic Probation

A student with a cumulative graduate GPA below 3.0 is placed on academic probation. Academic probation is a temporary status. Students placed on academic probation must restore their GPA to 3.0 or higher by the end of the next term of enrollment. Students on academic probation should seek guidance and advice from the Graduate Programs director. Any course in which a grade of F is earned must be repeated in the next term of enrollment. Failure to restore the GPA to 3.0 or higher will result in academic dismissal. A student who successfully restores the GPA to 3.0 or higher will be reinstated in good academic standing.

Dismissal

A student on academic probation who fails to raise the GPA to 3.0 or higher by the end of the next term of enrollment is dismissed. A student who is dismissed is ineligible for readmission to any UMUC graduate program.

GRADUATION

Students are responsible for applying for graduation (for degrees and/or certificates) by completing the online diploma application by the published deadlines. (See Diploma, Graduation, and Commencement section.) The award of degrees and certificates is conditional upon satisfactory completion of all program requirements and compliance with all UMUC policies. Graduation clearance will not be granted for a student with an outstanding debt to UMUC or any outstanding misconduct charges or unsatisfied sanction terms. No grade of F can remain on the graduate record at the time a student applies for graduation.

TIME LIMITATION

All requirements established for the completion of the MSIT graduate degree must be fulfilled within seven consecutive years. The regulation includes courses transferred from other institutions. Any transfer of credit must be completed within the seven-year time frame applied toward the degree. Certificate programs must be completed within three years.
PROGRAM DESCRIPTION

Information technology (IT) is a broad term for a career field that includes Web site designers, network administrators, telecommunications managers, and dozens of other occupations related to the development, implementation, and management of information systems.

The Master of Science (MS) in information technology is designed for students with a variety of educational backgrounds and work experiences who want to pursue careers in IT development, find themselves taking on IT-related roles in their current job, would like to serve as IT liaisons, or would like to better understand how their organization’s IT systems function and are utilized in the business realm. Depending on the specialization, the curriculum can include the study of concepts in systems engineering, e-business and economics, relational database systems, software maintenance, satellite communication systems, network and Internet security, and more. The goal of the program is to give students a broad technical understanding of current and evolving technologies in the IT field with an emphasis on moving technology from the laboratory into business development.

Graduates of this program will be able to:
- Apply the principles and theories underlying applied information technology.
- Demonstrate an understanding of the technical and regulatory issues surrounding the Internet.
- Apply IT best practices to productivity and competitive advantage.
- Display an awareness of developments in the convergence of computer and telecommunications technologies.
- Discuss the role of information awareness and literacy in organizational decision making.
- Grasp the central role of software and hardware life cycles.

SPECIALIZATIONS

The MS in information technology degree program offers seven specializations, each covering subject areas relevant to today’s career fields. Each specialization prepares students for one of several possible career paths, depending on the student’s background and employer criteria.

MS IN INFORMATION TECHNOLOGY

SPECIALIZATIONS

- Information Assurance
- Homeland Security Management
- Project Management
- Telecommunications Management
- Database Systems Technology
- Informatics
- Software Engineering

Information Assurance

The information assurance specialization provides a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of secure information systems and with the protection of an organization’s information assets. The specialization provides students with a practical understanding of the principles of data protection, network security, and computer forensics. The specialization also introduces students to the ethical, legal, and policy issues associated with information security. Laboratory exercises are included in some courses to enhance the learning experience.

Career Paths

- Chief security officer
- Network administrator
- Network professional
- Security administrator
- Security architect
- Security manager
- Security professional
- Security officer
- System administrator
- System professional
Homeland Security Management

The homeland security management specialization provides managers and practitioners with the background to prepare for and deal with a wide range of human-made and natural threats and vulnerabilities at the community and organizational level. The curriculum prepares students to perform security risk assessments and to develop strategies to mitigate threats to people, physical facilities, and information dependent critical infrastructure, as well as to plan for and manage operational recovery. Courses also explore the evolving roles within various first responder communities regarding pre-event planning and post-event response.

Career Paths
- Chief operation officer
- Facility or plant manager
- Facility security officer
- Military planner
- Federal, state, or local government emergency planner or policy maker
- Law enforcement, emergency, or medical practitioner or administrator

Project Management

The project management specialization provides a strong theoretical and practical foundation in project management. This specialization is designed to serve managers and other professionals who wish to acquire, enhance, and certify their knowledge and skills to successfully design, integrate, develop, and manage projects. Students gain hands-on experience using various project management tools and techniques to successfully manage real-world projects of varying sizes and degrees of complexity. Additionally, students apply emerging principles and methods in the project management field.

Career Paths
- Program manager
- Project/product manager
- Government contractor

RECOGNITION/PROFESSIONAL CERTIFICATION

The Graduate School of Management and Technology is a Project Management Institute–Registered Educational Provider, and each specialization course is recognized by the institute as being equivalent to 45 professional development units. Each course, therefore, satisfies the educational/training requirement for Project Management Professional certification, which must be pursued independently through the institute. Professional development units also apply to recertification.

Telecommunications Management

The telecommunications management specialization is designed to provide the technical knowledge and management skills needed to plan, acquire, operate, and evaluate telecommunication systems. This specialization emphasizes critical management concepts, such as the structure and environment of the telecommunications industry, strategic planning, financial management, and quality improvement.

Career Paths
- Telecommunication system development and deployment specialist
- Network security manager
- Network manager and designer for local and wide area, wired, and wireless systems
- Information systems development and deployment specialist
- Telecommunication system business manager
- Federal, state, or local government telecommunication manager or contractor

Database Systems Technology

Database technology is pervasive in our society and is considered a core component of most businesses. The database systems technology specialization focuses on the design, development, and management of database technology. The primary focus is on relational databases. The curriculum also covers distributed databases, data warehousing, data mining, database administration, and database security. Laboratory experiences are included in most courses.

Career Paths
- Technical leader
- Systems manager
- Database administrator
Informatics

The informatics specialization has a decidedly technical slant and is oriented toward the student seeking a generalist’s view of IT. It offers a broadly based and strongly quantitative grounding in the various facets of information theory and best practices for developing a variety of systems and program products. Students receive an introduction to the major categories of IT endeavors, including networking, security, software development, databases, Web design, and IT acquisitions in order to be well prepared for the challenges of the workplace in the 21st century. The specialization also serves as a logical extension of coursework begun in programs offered at military institutions with which UMUC has partnership agreements.

Career Paths
- Programming and applications software developer
- Software tester
- Network designer
- Customer service trainer
- Hardware acquisitions manager
- Interface designer
- Document support specialist
- Software quality assurance specialist
- Web site developer

Software Engineering

The software engineering specialization provides a foundation in technical concepts and design techniques, as well as management and teamwork approaches, for building software systems. The emphasis of this specialization is on implementing software engineering projects within cost and schedule by applying proven and innovative practices.

Career Paths
- Leader of a software development team
- Head of a development department
- Chief technical officer
## REQUIRED COURSES: MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

### Initial Requirement
*to be taken within the first 6 credits of study*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>UCSP 611</td>
<td>Introduction to Graduate Library Research Skills (0)</td>
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### Core Courses

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ITEC 610</td>
<td>Information Technology Foundations (3)</td>
</tr>
<tr>
<td>ITEC 620</td>
<td>Information Technology Infrastructure (3)</td>
</tr>
<tr>
<td>ITEC 630</td>
<td>Information Systems Analysis, Modeling, and Design (3)</td>
</tr>
<tr>
<td>ITEC 640</td>
<td>Information Technology Project Management (3)</td>
</tr>
<tr>
<td>TMAN 625</td>
<td>Economics and Financial Analysis for Technology Managers (3)</td>
</tr>
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</table>

### INFORMATION ASSURANCE

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>INFA 610</td>
<td>Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)</td>
</tr>
<tr>
<td>INFA 620</td>
<td>Network and Internet Security (3)</td>
</tr>
<tr>
<td>INFA 630</td>
<td>Intrusion Detection and Intrusion Prevention (3)</td>
</tr>
<tr>
<td>INFA 640</td>
<td>Cryptology and Data Protection (3)</td>
</tr>
<tr>
<td>INFA 650</td>
<td>Computer Forensics (3)</td>
</tr>
<tr>
<td>INFA 660</td>
<td>Security Policy, Ethics, and the Legal Environment (3)</td>
</tr>
<tr>
<td>INFA 670</td>
<td>Information Assurance Capstone (3)</td>
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### HOMELAND SECURITY MANAGEMENT

#### Specialization Courses

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HSMN 610</td>
<td>Concepts in Homeland Security (3)</td>
</tr>
<tr>
<td>HSMN 620</td>
<td>Physical Security (3)</td>
</tr>
<tr>
<td>HSMN 630</td>
<td>Business Continuity: Disaster Recovery, Planning, and Response (3)</td>
</tr>
<tr>
<td>INFA 660</td>
<td>Security Policy, Ethics, and the Legal Environment (3)</td>
</tr>
<tr>
<td>BSBD 641</td>
<td>Biosecurity and Bioterrorism (3)</td>
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<tr>
<td>Ener 603</td>
<td>Energy Infrastructure Management (3)</td>
</tr>
<tr>
<td>HSMN 670</td>
<td>Seminar in Homeland Security (3)</td>
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### PROJECT MANAGEMENT

#### Specialization Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>PMAN 634</td>
<td>Foundations of Project Management (3)*</td>
</tr>
<tr>
<td>PMAN 637</td>
<td>Project Risk Management (3)</td>
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<tr>
<td>PMAN 638</td>
<td>Project Communication Management (3)</td>
</tr>
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<td>PMAN 639</td>
<td>Project Quality Management (3)</td>
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<tr>
<td>PMAN 641</td>
<td>Project Procurement Management (3)</td>
</tr>
<tr>
<td>PMAN 650</td>
<td>Financial Management of Projects (3)</td>
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<tr>
<td>PMAN 670</td>
<td>Advanced Project Methods (3)*</td>
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#### Alternate Course Choice

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<tbody>
<tr>
<td>*PMAN 600</td>
<td>Project Management: Foundations and Advanced Methods (6)</td>
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<tr>
<td></td>
<td>May be taken instead of PMAN 634 and 670.</td>
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### TELECOMMUNICATIONS MANAGEMENT

#### Specialization Courses

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>TLMN 602</td>
<td>Telecommunications Industry: Structure and Environment (3)</td>
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<tr>
<td>TLMN 623</td>
<td>Telecommunications Networks (3)</td>
</tr>
<tr>
<td>TLMN 630</td>
<td>Satellite Communication Systems (3)</td>
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<tr>
<td>TLMN 641</td>
<td>Network Management and Design (3)</td>
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<tr>
<td>TLMN 645</td>
<td>Wireless Telecommunications Systems (3)</td>
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<tr>
<td>INFA 620</td>
<td>Network and Internet Security (3)</td>
</tr>
<tr>
<td>TLMN 670</td>
<td>Capstone Course in Telecommunications Management (3)</td>
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### DATABASE SYSTEMS TECHNOLOGY

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DBST 651</td>
<td></td>
<td>Relational Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>DBST 652</td>
<td></td>
<td>Advanced Relational/Object-Relational Database Systems</td>
<td>3</td>
</tr>
<tr>
<td>DBST 663</td>
<td></td>
<td>Distributed Database Management Systems</td>
<td>3</td>
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<tr>
<td>DBST 665</td>
<td></td>
<td>Data Warehouse Technologies</td>
<td>3</td>
</tr>
<tr>
<td>DBST 667</td>
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<td>Data Mining</td>
<td>3</td>
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<tr>
<td>DBST 668</td>
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<td>Database Security</td>
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<tr>
<td>DBST 670</td>
<td></td>
<td>Database Systems Administration</td>
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</table>

### INFORMATICS

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<tbody>
<tr>
<td>SWEN 603</td>
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<td>Systems Engineering</td>
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<tr>
<td>DBST 651</td>
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<td>Relational Database Systems</td>
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<tr>
<td>SWEN 645</td>
<td></td>
<td>System and Software Standards and Requirements</td>
<td>3</td>
</tr>
<tr>
<td>INFA 610</td>
<td></td>
<td>Computer Security, Software Assurance, Hardware Assurance, and Security Management</td>
<td>3</td>
</tr>
<tr>
<td>IMAT 637</td>
<td></td>
<td>IT Acquisitions Management</td>
<td>3</td>
</tr>
<tr>
<td>IMAT 639</td>
<td></td>
<td>Internet Multimedia Applications</td>
<td>3</td>
</tr>
<tr>
<td>IMAT 670</td>
<td></td>
<td>Contemporary Topics in Informatics</td>
<td>3</td>
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### SOFTWARE ENGINEERING

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<tr>
<td>SWEN 640</td>
<td></td>
<td>Software Project Management</td>
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<tr>
<td>SWEN 645</td>
<td></td>
<td>System and Software Standards and Requirements</td>
<td>3</td>
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<tr>
<td>SWEN 646</td>
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<td>Software Design and Implementation</td>
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<tr>
<td>SWEN 647</td>
<td></td>
<td>Software Verification and Validation</td>
<td>3</td>
</tr>
<tr>
<td>SWEN 648</td>
<td></td>
<td>Software Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>SWEN 670</td>
<td></td>
<td>Software Engineering Project</td>
<td>3</td>
</tr>
</tbody>
</table>
A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. UMUC Europe offers eight certificate programs.

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 five-course certificate can typically be completed in one year.

### Initial Requirement

**to be taken within the first 6 credits of study**

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### Foundations of Information Technology

**Required Courses**

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<td>ITEC 620</td>
<td>Information Technology Infrastructure (3)</td>
</tr>
<tr>
<td>ITEC 630</td>
<td>Information Systems Analysis, Modeling, and Design (3)</td>
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<tr>
<td>ITEC 640</td>
<td>Information Technology Project Management (3)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>TMAN 625</td>
<td>Economics and Financial Analysis for Technology Managers (3)</td>
</tr>
</tbody>
</table>

### Information Assurance

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>INFA 610</td>
<td>Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)</td>
</tr>
<tr>
<td>INFA 620</td>
<td>Network and Internet Security (3)</td>
</tr>
<tr>
<td>INFA 630</td>
<td>Intrusion Detection and Intrusion Prevention (3)</td>
</tr>
<tr>
<td>INFA 640</td>
<td>Cryptology and Data Protection (3)</td>
</tr>
<tr>
<td>INFA 650</td>
<td>Computer Forensics (3)</td>
</tr>
</tbody>
</table>

### Homeland Security Management

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HSMN 610</td>
<td>Concepts in Homeland Security (3)</td>
</tr>
<tr>
<td>HSMN 620</td>
<td>Physical Security (3)</td>
</tr>
<tr>
<td>HSMN 630</td>
<td>Business Continuity: Disaster Recovery, Planning, and Response (3)</td>
</tr>
<tr>
<td>INFA 660</td>
<td>Security Policy, Ethics, and the Legal Environment (3)</td>
</tr>
<tr>
<td>HSMN 670</td>
<td>Seminar in Homeland Security (3)</td>
</tr>
</tbody>
</table>

### Project Management

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>PMAN 634</td>
<td>Foundations of Project Management (3)*</td>
</tr>
<tr>
<td>PMAN 637</td>
<td>Project Risk Management (3)</td>
</tr>
<tr>
<td>PMAN 638</td>
<td>Project Communication Management (3)</td>
</tr>
<tr>
<td>PMAN 639</td>
<td>Project Quality Management (3)</td>
</tr>
<tr>
<td>PMAN 670</td>
<td>Advanced Project Methods (3)*</td>
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</tbody>
</table>

**Alternate Course Choice**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>*PMAN 600</td>
<td>Project Management: Foundations and Advanced Methods (6) May be taken instead of PMAN 634 and 670.</td>
</tr>
</tbody>
</table>

### Telecommunications Management

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ITEC 620</td>
<td>Information Technology Infrastructure (3)</td>
</tr>
<tr>
<td>TLMN 602</td>
<td>Telecommunications Industry: Structure and Environment (3)</td>
</tr>
<tr>
<td>TLMN 641</td>
<td>Network Management and Design (3)</td>
</tr>
<tr>
<td>TLMN 645</td>
<td>Wireless Telecommunications Systems (3)</td>
</tr>
<tr>
<td>TLMN 623</td>
<td>Telecommunications Networks (3)</td>
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### Database Systems Technology

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DBST 651</td>
<td>Relational Database Systems (3)</td>
</tr>
<tr>
<td>DBST 652</td>
<td>Advanced Relational/Object-Relational Database Systems (3)</td>
</tr>
<tr>
<td>DBST 663</td>
<td>Distributed Database Management Systems (3)</td>
</tr>
<tr>
<td>DBST 665</td>
<td>Data Warehouse Technologies (3)</td>
</tr>
<tr>
<td>DBST 670</td>
<td>Database Systems Administration (3)</td>
</tr>
</tbody>
</table>
## INFORMATICS

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td></td>
<td>ITEC 610</td>
<td>Information Technology Foundations (3)</td>
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<tr>
<td></td>
<td>ITEC 620</td>
<td>Information Technology Infrastructure (3)</td>
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<tr>
<td></td>
<td>DBST 651</td>
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</tr>
<tr>
<td></td>
<td>INFA 610</td>
<td>Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)</td>
</tr>
<tr>
<td></td>
<td>IMAT 637</td>
<td>IT Acquisitions Management (3)</td>
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</table>

## SOFTWARE ENGINEERING

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td></td>
<td>SWEN 603</td>
<td>Systems Engineering (3)</td>
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<tr>
<td></td>
<td>SWEN 640</td>
<td>Software Project Management (3)</td>
</tr>
<tr>
<td></td>
<td>SWEN 645</td>
<td>System and Software Standards and Requirements (3)</td>
</tr>
<tr>
<td></td>
<td>SWEN 646</td>
<td>Software Design and Implementation (3)</td>
</tr>
<tr>
<td></td>
<td>SWEN 647</td>
<td>Software Verification and Validation (3)</td>
</tr>
</tbody>
</table>
HSMN 610 Concepts in Homeland Security (3)
An overview of the basic concepts of homeland security, including infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability. The nation’s telecommunications and information technology networks are examined as both vulnerable assets and critical solutions. Formerly ITSM 620.

HSMN 620 Physical Security (3)
A comprehensive study of the many interdependent elements involved in protecting man-made structures from direct or indirect physical and cyber attacks. Various factors that affect physical security (including construction materials, architectural design, location, function, occupancy, and life-cycle management) are examined. Accessibility, access control, traffic patterns, and internal and external communications are analyzed. Review covers methods for protecting critical infrastructure support systems, such as electric power, water supply, airflow, and information systems. Typical security policies and procedures for various categories of physical facilities (such as those involved in power generation, finance, and telecommunications) are also evaluated. Formerly ITSM 624.

HSMN 630 Business Continuity: Disaster Recovery, Planning, and Response (3)
An in-depth examination of managerial and technical strategies for maintaining enterprise resiliency in the face of man-made or natural disruptions to business operations. Emphasis is on the importance of advanced planning. Techniques for performing business risk assessment and potential incident impact analysis are explored. Discussion covers alternative models for supporting contingency operations, including the use of service-level agreements. Key activities and processes involved in postevent business resumption, including the recovery of key information assets, are reviewed. Various formal business continuity standards (such as ISO 17799) are also introduced. Actual and hypothetical cases are analyzed. Formerly ITSM 626.

HSMN 670 Seminar in Homeland Security (3)
An up-to-date evaluation of vulnerabilities and protective countermeasures regarding various aspects of the nation’s critical infrastructure, with particular emphasis on the food and water supply. Topics include various threat profiles and actions by government, industry, independent institutions, and private citizens that might prevent attack from domestic or foreign sources and mitigate harmful consequences should such an attack occur. Discussion reviews the federal government’s organization and management of food and water security and explores what further efforts might be made, building upon the nation’s health system and engaging government at all levels. The singularly important roles of first responders are also analyzed. Formerly ITSM 622.

IMAT 670 Contemporary Topics in Informatics (3) (Capstone)
A capstone study of emerging and current technologies that integrates and augments concepts previously studied. Topics vary and may include aligning IT with the strategic goals of the enterprise, leadership in IT, software psychology in the design of user interfaces, geographical information systems, building and managing Internet communities, technology to ameliorate the digital divide, managing an enterprise’s IT portfolio, and the social impact of information policy decisions.

INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
An overview of information security management. Topics include security architecture, security models, access control systems and methodology, applications and systems security, operation security, database security, cryptography, physical security, network and Internet security, business continuity planning, and law and ethics in information assurance. A brief review of the building blocks of information systems (such as computer organization and architecture, operating systems, data structure and algorithms, principles of programming languages, database, and software engineering) is provided to illustrate the scope of security management. Formerly CSMN 655.
INFA 620 Network and Internet Security (3)
An introduction to the security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet. A brief review of networking technology and standards (including an introduction to Internet communication protocols) is provided. Security subjects addressed include defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security. Formerly TLMN 672.

INFA 630 Intrusion Detection and Intrusion Prevention (3)
An exploration of the theory and implementation of intrusion detection and intrusion prevention. Topics include network-based, host-based, and hybrid intrusion detection, intrusion prevention, attack pattern identification, deployment, response, surveillance, damage assessment, data forensics, data mining, attack tracing, system recovery, and continuity of operation. Formerly CSMN 683.

INFA 640 Cryptology and Data Protection (3)
An overview of the theory of encryption using symmetric and asymmetric keys, current protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and secure communication techniques. A review of the historical development of cryptographic methods and cryptanalysis tools is provided. Public key infrastructure and the use of digital signatures and certificates for protecting and validating data are examined. Strategies for the physical protection of information assets are explored. Formerly CSMN 681.

INFA 650 Computer Forensics (3)
An introduction to the fundamental concepts behind the collection and analysis of the digital evidence left behind in a digital crime scene. Topics include the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes. Discussion also covers the laws and ethics related to computer forensics and challenges in computer forensics. Network forensics is briefly explored.

INFA 660 Security Policy, Ethics, and the Legal Environment (3)
An overview of laws and ethics related to information assurance. The information security responsibilities of major domestic and international agencies (such as the Federal Bureau of Investigation, National Security Agency, and National Institute of Standards and Technology) are reviewed. Topics include issues involving information security management within an enterprise, such as suitable organizational policy, plans, and implementation strategies. Discussion also covers ethical issues, such as monitoring employee computer use and proper limitations on the use of customer data. Formerly CSMN 685.

INFA 670 Information Assurance (3) (Capstone)
Prerequisites: INFA 610, 620, 630, 640, 650, and 660 (3 credits may be taken concurrently). A study of information assurance that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information security are explored. Emerging trends are analyzed to understand their potential effect on information security and assurance.

ITEC 610 Information Technology Foundations (3)
A fundamental study of technology and its applications, as well as the economic and social issues they have raised. Topics include computers, peripherals, databases, and networks, operations (of business, government, and other enterprises), decision support systems, and acquisition of information technology resources, and information security, productivity, equitable access by users, intellectual property rights, and global reach. Discussion also covers current and future developments in the field and their implications.
ITEC 620 Information Technology Infrastructure (3)
An introduction to the broad variety in information technology infrastructure from the perspectives of systems architecture, data communications, and networks. Topics include enterprise information infrastructure, multinational enterprise, servers and Web services, layered network architecture, convergence and Internet protocols, global WAN services, enterprise network design, wireless technologies, network security, network management, server architectures, storage management and networks, and content management networks.

ITEC 630 Information Systems Analysis, Modeling, and Design (3)
A study of systems analysis and design, using selected engineering and management science techniques and practices. Topics include requirements determination, modeling, decision making, and proposal development. The System Development Life Cycle Model, including system implementation and postimplementation activities, is examined. Emphasis is on the specification of the information system’s logical and physical analysis and design from a management perspective. Research and project assignments related to information systems analysis, design, implementation, and/or project planning and control, require individual and group work. Formerly CSMN 635.

ITEC 640 Information Technology Project Management (3)
An examination of the fundamental principles and practice of managing programs and projects in an information processing and high-tech environment. The dynamic nature of IT and the effect of life cycles are explored. The fundamental building blocks of high-tech management styles (including project planning, organizational structure, team building, and effective control mechanisms) are addressed. Discussion covers the effect of product and project life cycles in delivering a successful IT project, considering the obsolescence factors in procurement/stakeholder contracts. The goal is to gain a solid foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs, and utilize proven management tools to execute a dynamic project on time and within budget. Emphasis is on how to apply the essential concepts, processes, and techniques in the management of large-scale governmental or commercial programs.

PMAN 600 Project Management: Foundations and Advanced Methods (6)
An overview of the theory and practice of managing projects in any organization, applying widely used software tools for project management and risk analysis. Emphasis is on leadership in project management: managing projects or tasks in a team environment, building teams, and utilizing communication, organization, and conflict management skills. Discussion covers the various phases of a project, including initiating, planning, executing, monitoring and controlling, and closing the project. Topics include analytical approaches and quantitative methods in project management, such as earned value management and techniques for estimating project duration and cost, optimizing allocation of resources, expediting projects, and scheduling algorithms. Simulation tools and statistical techniques are used to analyze uncertainty in project selection, budget allocation, and time estimation. Project management knowledge areas are examined and linked to industry practices for successful management of projects. Students who receive credit for PMAN 600 cannot receive credit for PMAN 634 or PMAN 670.

PMAN 634 Foundations of Project Management (3)
An overview of the theory and practice of managing projects in any organization. Emphasis is on leadership in project management: managing projects or tasks in a team environment, building teams, and utilizing communication, organization, and conflict management skills. Discussion covers the various phases of a project, including initiating, planning, executing, monitoring and controlling, and closing the project. Project management knowledge areas are examined and linked to industry practices for successful management of projects. The goal is to gain a solid understanding of how to successfully manage each phase of the project life cycle, work within organizational constraints, set goals linked directly to stakeholder needs, and utilize proven project management tools to complete projects on time and within budget while meeting specifications. Essential concepts, processes, and techniques are applied through management of a team project, which requires regular progress reports and reviews.
PMAN 637 Project Risk Management (3)
Prerequisite: PMAN 600 or PMAN 634. An in-depth analysis of risk management methodologies, from both strategic and tactical perspectives. State-of-the-art tools and techniques for identifying, measuring, and monitoring risks in the project management environment are examined. Both qualitative and quantitative risk analyses are conducted, and strategies for proactive risk aversion and reactive risk response are developed. Focus is on how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful control and completion of a project.

PMAN 638 Project Communications Management (3)
Prerequisite: PMAN 600 or PMAN 634. An overview of conflict resolution processes and methods and the skills needed to manage the human elements within project management—a task as challenging as managing the technical aspects. Topics include critical communication and conflict resolution issues faced by project workers in today’s global corporate environment. Innovative approaches to successfully negotiating and resolving conflicts among team members, colleagues, managers, and stakeholders are introduced and practiced. Proven techniques to make conflict a constructive rather than a destructive experience are analyzed. Emphasis is on case study analysis, effective communication behaviors, negotiation skills, and virtual team processes to successfully lead both domestic and global projects.

PMAN 639 Project Quality Management (3)
Prerequisite: PMAN 600 or PMAN 634. A study of the policy, processes, and procedures involved in assuring that projects will satisfy the objectives for which they were undertaken. Emphasis is on quality planning, quality assurance, quality control, and process improvement. Discussion covers all the activities that determine quality objectives, policies, and responsibilities. The importance of customer satisfaction, prevention over inspection, management responsibility, and continuous improvement is recognized. Topics include control charts, cause and effect diagrams, Pareto charts, failure mode and effect analysis, design reviews, and cost of quality. Course content and approach are compatible with the International Organization for Standardization.

PMAN 641 Project Procurement Management (3)
Prerequisite: PMAN 634. An examination of the tools needed for project procurement management. Focus is on determining what needs to be purchased or acquired and determining when and how to acquire it. Topics include planning the contracting efforts (documenting products and services and identifying potential sellers), requesting sellers’ responses (obtaining information, quotation, bids, offers, or proposals), selecting the seller (receiving and reviewing offers, selecting among those potential offers, and negotiating a contract), administering contracts (managing the relationship between buyers and sellers, including documentation, corrective actions, and contract changes), and closing contracts (completing the contract and settling all open issues).

PMAN 650 Financial Management of Projects (3)
Prerequisite: PMAN 600 or PMAN 634. An investigation of financial decision making in the management of projects. Topics include developing cost estimates, analyzing accuracy of estimates, and monitoring and controlling project budgets, as well as top-down and bottom-up budgeting and integrating cost estimates with work breakdown structures. Techniques of cost and schedule control are discussed in the context of project baselines. Discussion also covers managing change within the project (through design of a project control system, the use of reserves, methodologies to exercise control, and change management practices) and breakeven analysis, discounted cash flow, and financial risk management in the context of cash flow, schedule, and cost. How various functional units in an organization perceive costs differently and how project costs affect both project and corporate financial performance are examined. Earned value analysis is applied as a technique for evaluating, monitoring, and forecasting project costs and schedules.
PMAN 670 Advanced Project Methods (3)

Prerequisite: PMAN 634. An overview of advanced methods of managing projects, applying widely used software tools for project management and risk analysis. Topics include analytical approaches and quantitative methods in project management, such as earned value management and techniques for estimating project duration and cost, optimizing allocation of resources, expediting projects, and scheduling algorithms. Simulation tools and statistical techniques are used to analyze uncertainty in project selection, budget allocation, and time estimation. Discussion covers project portfolio management and how multiple projects and programs fit into strategic direction of an organization. The processes, tools, and techniques of project management are applied to a team project with emphasis on quantitative and analytical methods.

TMAN 625 Economics and Financial Analysis for Technology Managers (3)

A study of the financial tools managers use to find answers to four important questions: What is the financial condition of the firm? What long-term investment should the firm make? How can the money be raised for the investments? And how will the firm meet its daily financial requirements? Topics include accounting statements, tax implications, types of costs, profit recognition, financial markets, investment decision tools, net present value, free cash flows, project financing, valuation of firms, risk-return, cost of capital, long-term financing, short-term financing, and equity financing for entrepreneurs. Discussion also covers mergers and acquisition activities, governance and ethics, and international aspects. Business cases from contemporary firms and readings relevant to technology management are used to illustrate the application of financial concepts.

UCSP 611 Introduction to Graduate Library Research Skills (0)

(Required within the first 6 credits of graduate study for all new UMUC graduate students and all inactive students who reapply for admission.) An overview of online library and information resources material that is critical for 21st-century managers. An in-depth introduction to the library research process and to the tools necessary to succeed in graduate study is provided. Emphasis is on the efficient and effective use of a variety of electronic retrieval systems, including the online catalog of the University System of Maryland and affiliated institutions (USMAI), UMUC’s subscription databases, and the Web. Discipline-specific research is conducted in order to gain experience in formulating viable research questions, selecting the most appropriate investigative methods and resources for research, locating relevant research materials, evaluating the scholarly value of sources, and effectively citing sources.

UCSP 621 Economics (0)

(Recommended for students who need to satisfy the economics program prerequisite in the BSU graduate programs.) An overview of both the microeconomic issues of supply and demand for individual companies and products and macroeconomic issues concerning inflation, unemployment, and recession for the economy as a whole. Basic economic concepts such as opportunities cost, comparative advantage, economic efficiency, and the time value of money are explored in the context of business, government, and personal situations.

UCSP 630 Introduction to Research Methods (0)

(Recommended for students who need to satisfy the business statistics program prerequisite in the BSU graduate programs.) A presentation of basic research techniques and methodologies used in organizational research and evaluation studies. Emphasis is also placed on evaluating and using research-based information developed by other individuals. The focus of the course is on applying basic research techniques to assess the performance of individuals, work groups, and organizations. Areas covered include principles of good data collection, presentation of data in tables and charts, summary and description of numerical data, basic probability and discrete estimation, the fundamentals of hypothesis testing, and the use of existing research-based materials to solve business problems.
Students may take courses in a variety of formats. Courses are offered on-site in a classroom setting at various bases in Europe, and online via distance education. Schedules are available online at www.ed.umuc.edu/schedule.

ON-SITE COURSES
Graduate courses offered in Europe normally carry 3 graduate credits. On-site courses are primarily taught in a hybrid format, which combines classroom and online instruction. For detailed course information, students should refer to current syllabi, available online.

DISTANCE EDUCATION (DE)
Students at remote locations and those with work or personal obligations that conflict with on-site class schedules may want to consider classes offered online via distance education. Students access a secure online classroom where they are expected to participate frequently – discussing issues, working in study groups, and collaborating on writing assignments.

CONFERENCE COURSES
Conference courses are offered to provide an alternative for students who cannot otherwise complete their degrees. The director, Graduate Programs, must approve conference courses.

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 taking the course in any other format.

A graduate student may apply for permission to take a conference course with UMUC Europe if the student has:
1. Been granted full admission.
2. Achieved advancement to candidacy or Degree Status.
3. Earned a GPA of at least 3.0.
4. Completed at least 27 credits toward the master’s degree.
5. 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/degree completion date.
6. Satisfied all outstanding Incompletes.

To apply to take a conference course, a student must request the course from the director, Graduate Programs. The student should demonstrate that all of the above criteria have been met. The director will then determine whether the request can be approved.
TUITION AND FEES

Fees charged to UMUC Europe students are listed below.

Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or e-check directly through the MyUMUC portal. Additionally, check or money order payments may be made at the field site or mailed directly to the UMUC Europe Business Office.

Checks and money orders should be made payable to University of Maryland University College.

Application for Graduate Admission $40
UMUC Europe charges a non-refundable fee for establishing the student’s permanent record, the official university document from which transcripts are issued. Payment should be made through the MyUMUC portal when the UMUC Europe online application is submitted.

GoArmyEd students, who complete a Common Application in the GoArmyEd portal, will be sent an e-mail message instructing them to pay the $40 application fee at the nearest UMUC field site or through the MyUMUC portal.

Graduate Tuition
Tuition is payable at the time of registration and may be paid through the MyUMUC portal by credit card (American Express, Discover, MasterCard, or Visa) or e-check. Payment made via check or money order should be presented directly to the field representative at the education center or mailed directly to the UMUC Europe Business Office. The student ID should be indicated on the payment.
A member of the U.S. Armed Forces may be entitled to tuition assistance (TA) from the U.S. government. Students other than GoArmyEd students must give the field representative at their education center a copy of the TA form or mail it directly to the UMUC Europe Business Office.
Students may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Information on financial assistance (loans and grants) and VA benefits is presented later in this Catalog.

Students will receive invoices for charges incurred to their student account. Charges become past due 10 days from the date the charge is incurred. Once a charge is considered delinquent, students will begin receiving dunning (collection) notices. Timely payments should be made to avoid student debt being sent to collections.

To pay for tuition, students have the option of a convenient payment plan with 0 percent interest administered by the company Sallie Mae. The plan allows students to spread their tuition payments over four, five, or six months. It is not a loan, so no interest is accrued. Once enrolled in a plan, a $30 application fee is assessed and students begin making payments directly to Sallie Mae.

Payments may be made online at the Sallie Mae Web site by credit card (American Express, Discover, or MasterCard), e-check, or by setting up an automatic withdrawal plan from a personal checking or savings account. Current enrollment and payment deadlines can be found at www.ed.umuc.edu/financial_aid/tuitionpay. Students may enroll with Sallie Mae at https://tuitionpay.salliemae.com/umuceu.

Returned Check $30
Students will incur a charge for any check returned unpaid by a bank. A student who stops payment on a check for tuition is neither disenrolled nor relieved of responsibility for paying tuition and fees.

Transcript $10
The fee for ordering each academic transcript issued by UMUC Europe is $10, except those sent to another Maryland public two- or four-year institution.

Rush Transcript $25
Special handling. Transcript processed within 24 hours.

Diploma (Graduation) $50
For each diploma application filed, students are assessed an application fee.

Certificate $50
For each certificate application filed, students are assessed an application fee.

UMUC Stateside and UMUC Asia Campus Fees and Activity
Charges incurred from UMUC Stateside or UMUC Asia campuses will be reflected on the student’s financial account along with any UMUC Europe charges. The student may direct all financial account inquiries to the UMUC Europe Business Office.
REFUNDS

The refund policy applies to tuition only. Other fees are not refundable. A student who withdraws from a course before the first class session will receive a full refund. A student who withdraws on or after the class start date may be refunded a portion of the tuition as determined by the date of withdrawal.

All withdrawals will be initiated through the MyUMUC portal. Students may visit the UMUC field representative at the education center for assistance.

Students using tuition assistance must contact their education services officer prior to submitting the withdrawal through MyUMUC or initiating their withdrawal with a UMUC field representative.

GoArmyEd students must initiate withdrawals through the GoArmyEd portal. The last date to withdraw and receive a full refund along with a refund schedule is listed in the GoArmyEd portal on the class details page of the course schedule for each class.

All refunds will be computed from the date the withdrawal is formally initiated, not from the date of the last class attended.

On-site

Refunds for the traditional eight-week on-site or hybrid course will be calculated according to the following schedule:

- A 75% refund will be applied if the student withdraws within the first 7 days after the course start date.
- A 25% refund will be applied if the student withdraws between the 8th and 14th day after the course start date.
- No refund will be applied for withdrawals initiated after the 14th day from the course start date.

Distance Education (Online)

Refunds for a ten-week online course will be calculated according to the following schedule:

- A 75% refund will be applied if the student withdraws within the first 9 days after the course start date.
- A 25% refund will be applied if the student withdraws between the 10th and 18th day after the course start date.
- No refund will be applied for withdrawals initiated after the 18th day from the course start date.

These schedules, as well as the refund days and percentages for non-traditional sessions, can be found at www.ed.umuc.edu/undergrad/services/refund.html.

MILITARY OR EMPLOYER PROVIDED TUITION ASSISTANCE (TA)

Students financing their education with military or civilian tuition assistance (TA), also known as a third party payment, must present authorized TA forms to the UMUC Europe field representative or the Business Office. If TA is pending, students should contact the Business Office to explain the circumstances.

Tuition assistance documents are typically written forms issued by a third party agency that guarantees payment. Military and civilian TA forms should be completed and signed by the appropriate authorizing official. Students may submit forms and inquiries to the Business Office, attention TA Billing.

Army students who have registered through the GoArmyEd portal do not need to submit TA forms, as GoArmyEd automates the third party payment process.

TEXTBOOK FEES

Students may purchase textbooks online through webText Europe or at the local field site. If textbook payments are not made by credit card via webText Europe, the charges will be posted to the student's financial account. If third party funds cover the cost of a textbook and evidence of financial assistance has been submitted, UMUC Europe will invoice the paying organization. As with tuition charges, textbook charges are the responsibility of the student if financial assistance is denied by the organization or payment is not received by UMUC Europe in a reasonable period of time.
INDEBTEDNESS TO THE UNIVERSITY

Students who incur debts to UMUC during a particular session must clear all unpaid balances to be permitted to register for the next session. Requests for services including transcripts and diplomas will be denied until all debts have been paid. Outstanding debts are collected against any refunds due the student. However, due to the timing of certain transactions, it is important for students to verify their account balance even when a refund is issued.

UMUC Europe students inquiring about a debt or wanting to make payment may contact the Business Office at:

DSN: 314-370-6762,
   ext. 258 (General) or ext. 314 (TA)
CIV: +49-(0)6221-378261/210
Fax: +49-(0)6221-35871
E-mail: accounts@europe.umuc.edu (General) or tabilling@europe.umuc.edu (TA)

UMUC Europe
Attn: Business Office
Unit 29216
APO AE 09004
(from the U.S. and overseas commands)

UMUC Europe
Attn: Business Office
Im Bosseldorn 30
69126 Heidelberg
Germany
(for non-U.S. post)

Note: Mail should be addressed to the attention of Student Accounts or TA Billing, as appropriate.

When a balance is unpaid and 120 days past due, the debt is forwarded to the State Central Collection Unit (SCCU) of the State Attorney General’s Office (of the State of Maryland), which may report the debt to major credit reporting entities. A 17 percent fee will be assessed by the State of Maryland for all debts submitted to SCCU. Once a debt is sent to SCCU, payment must be made directly to SCCU.

Students can contact SCCU at +1-866-272-1548 or https://www.paybill.com/payccu/.
SCHOLARSHIPS

UMUC awards scholarships to eligible graduate students in Europe who have completed 9 credits of the program. There are scholarships available in a wide range of categories for which students can qualify, including military members, family members, civilians, VA students, and TA students.

Scholarships are awarded on the basis of student’s academic records and potential in accordance with the specific requirements for a given category. Each scholarship is in the form of a tuition and book credit which can be applied toward UMUC Europe courses and/or seminars during the academic year of the award, excluding the summer term. Scholarship information is located on the UMUC Europe Web site at www.ed.umuc.edu/financial_aid/scholarship.html or through the Financial Aid Office. Students may receive one UMUC scholarship/grant per year.

Employees of UMUC and their dependents, as well as persons who receive remission of fees from other institutions, are not eligible to receive UMUC scholarships or grants.

FINANCIAL AID

University of Maryland University College Europe acts on behalf of Bowie State University as a processing agent for financial aid. Three federal financial aid programs are available to graduate students: the William D. Ford Federal Direct Subsidized Stafford Loan Program and the William D. Ford Federal Direct Unsubsidized Stafford Loan. Graduate Plus Loans, which are awarded by academic year, are 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 09004

Telephone: DSN 314-370-6762 or CIV +49-(0)6221-378324
E-mail: finaid@europe.umuc.edu
Web: www.ed.umuc.edu/fsa

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 2010-2011 Free Application for Federal Student Aid (FAFSA) to apply for financial aid. The FAFSA should be completed online at www.fafsa.ed.gov or via the MyUMUC portal. When contacting the financial aid office, students should always identify themselves as graduate students to ensure appropriate advice and processing. The FAFSA should be completed online at www.fafsa.ed.gov or mailed to the federal processing center in Mt. Vernon, Illinois.

The UMUC Europe Financial Aid Web site 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 2010-2011 financial aid file must be completed and the federally required review accomplished by the UMUC Financial Aid Office. An award offer letter, based on half-time enrollment, will be sent to the student. Students may view their awards in their student portal and accept/reject their loan amounts online.

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 UMUC Europe Financial Aid Office.

Student loan recipients must be enrolled at least half-time each term during the loan period to remain eligible for their loan. Enrollment in both on-site and distance education classes can be combined for the purpose of the half-time enrollment necessary for a student loan. (See Graduate Enrollment Levels.) All graduate financial aid recipients must be degree-seeking, and fully admitted to their degree program, before any funds may be disbursed.

Deadlines for a student loan require that the loan be initiated with the federal processor, via the UMUC Europe Financial Aid Office, no later than the last day of the eligible enrollment period. Please see our Web site for application deadlines.
SCHOLARSHIPS AND FINANCIAL AID

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>
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<tbody>
<tr>
<td>Fall</td>
<td>1 June 2010</td>
</tr>
<tr>
<td>Spring</td>
<td>1 October 2010</td>
</tr>
<tr>
<td>Summer</td>
<td>1 March 2011</td>
</tr>
</tbody>
</table>

FEDERAL DIRECT STUDENT LOAN PROGRAMS

William D. Ford Federal Direct Subsidized Stafford Loan Program

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

The interest rate for 2010-2011 borrowers will be no more than 6.8 percent. (Loans disbursed prior to that date will continue to carry variable interest rates that adjust annually on July 1, based on the rate of the 91-day Treasury bill, not to exceed 8.25 percent.) There is also a 1 percent default mandated 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.)

William D. Ford Federal Direct Unsubsidized Stafford Loan Program

This student loan program has the same terms, conditions, and deadlines as the subsidized Federal Stafford Loan, except that the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The current interest rate for this loan is 6.8 percent and is annually variable. The William D. Ford Federal Direct Unsubsidized Stafford Loan Program is available to students who either do not qualify or 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 $12,000 per academic year.

Federal Graduate PLUS Loans

This non-need-based federal loan program is available to graduate and professional students who have already applied for their maximum loan eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program. Graduate and professional students are eligible to borrow up to the cost of attendance minus other estimated financial assistance. Students who are offered and accept the Graduate PLUS loan as part of their financial aid award package will have their information submitted to the Department of Education for the federally required credit approval.

Repayment of the Graduate PLUS Loan begins on the date of the last disbursement of the loan, with a fixed interest rate of 8.5 percent. There is a 4.0 percent origination fee that is subject to reduction by the Department of Education.

Federal Return of Funds Policy

The student is responsible for following UMUC Europe’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 semester on or before the 60 percent attendance point in the semester. If students withdraw from classes, they may not receive further financial aid disbursements, may lose some or all of the aid that has already been disbursed to their accounts, and 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, students should refer to our Web site.
Graduate Enrollment Levels for Financial Aid

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

<table>
<thead>
<tr>
<th>Fall/Spring/Summer</th>
<th>Full-time</th>
<th>12 credits</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Half-time</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

Disbursement of Funds

UMUC Europe Business Office disburses (applies) funds to the student’s account based on federal and UMUC guidelines. In general, loans are authorized by the Financial Aid Office to the Business Office once confirmation of enrollment has taken place by the Financial Aid Office. Awards applied to the account in excess of tuition and fee charges are refunded to the student within UMUC and federally mandated timeframes. The Business Office in Heidelberg prepares refund checks and mails them directly to the student. In general, this refund process requires 14 days from the date the credit balance was created on the student’s account at UMUC.

Satisfactory Academic Progress

Financial aid is intended to meet the financial needs of students 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 UMUC 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 semester in which they are enrolled. Satisfactory academic progress, as described, is evaluated each year following the posting of all spring grades. Failure to maintain satisfactory progress, may result in cancellation of financial aid awards and the student may have to repay funds already received.
Basic Standards for Graduate Students

UMUC’s institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

- **Minimum cumulative GPA.** The student must maintain a minimum cumulative GPA of 3.0.
- **Minimum completion rate.** The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (66 percent).
- **Federally mandated maximum timeframe to complete the program/degree.** The student must complete his or her educational program within a timeframe no longer than 150 percent of the published length of the educational program (for example, complete his or her program after attempting a maximum of 54 credits for a 36-credit program).

Federal regulations require that the academic progress of financial aid recipients be tracked from the first date of enrollment at UMUC, 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 percent timeframe for any reason will be placed on Financial Aid Denied status, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid Denied status and the appeal is granted.

Financial Aid 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 marks are not included in the GPA calculation and are considered a noncompletion of attempted coursework. When the incomplete mark is replaced with a permanent grade, academic progress can be re-evaluated. If a BSU incomplete is not completed after a year from the course completion date, the I becomes an F. A UMUC incomplete becomes an F after four months.

**Audit (AU)**

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

**Satisfactory (S) or Pass (P)**

A satisfactory grade or a pass grade is treated as attempted credits which are earned but not included in the GPA calculation.

**Failure (F)**

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

**No Grade**

If no grade is assigned for any reason, it will be treated as a mark of Incomplete in determination of satisfactory academic progress.

**Repeated Course (R)**

Only 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. UMUC Europe's policy only allows students to receive aid for one repeat of a course.

**Financial Aid Probation**

Students who fail to meet the minimum 3.0 cumulative GPA 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 satisfactory academic progress. Financial aid can be received during the semester 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 semesters 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 GPA or course completion standards in any previous semester of enrollment.
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 66 percent and/or fail to maintain a minimum cumulative GPA of 3.0 or better will be placed on Financial Aid Denied status for subsequent semesters of enrollment. No financial aid will be disbursed during subsequent semesters until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150 percent requirement will also be placed on Financial Aid Denied status. No aid will be disbursed during subsequent semesters 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 percent standard.

Reinstatement of Aid after Financial Aid Denied Status

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

- 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 semester rather than on Financial Aid Denied status.
- The student attends UMUC, 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 on Financial Aid Denied status for failure to meet the 150 percent requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150 percent of their program cannot regain financial aid eligibility except on a semester-by-semester basis through the appeal 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.
The VA will not pay for audited enrollments or for courses not applicable to the degree program. The amount of assistance a student may receive is based on the student’s enrollment status/training time and the type of VA benefits for which the student is eligible.

Students are responsible for notifying the UMUC Europe VA Office of any changes affecting their training times. This includes all course additions, withdrawals, and change in degree objective. VA students who withdraw are subject to having the amount of their award recalculated by the VA 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. VA payments are made by the DVA in Buffalo, New York, after student monthly verifications. Chapter 30 students must verify their training times with the VA through the Web Automated Verification of Enrollment (WAVE).

Post 9/11 Chapter 33 VA recipients are required to provide UMUC Europe a copy of their certificate of eligibility from DVA.

VA payments are then disbursed within five to six days of verification for students with direct deposit. Payments may take longer for students receiving a check from the VA. WAVE can also be found on the GI Bill Web site at www.gibill.va.gov.

### Graduate Training Timetable for VA Benefits

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

- 3 credits (8 weeks) = 3/4 time
- 6 credits (8 weeks) = full time
- 3 credits (10 weeks) = 1/2 time
- 6 credits (10 weeks) = full time

For additional information, please contact:

University of Maryland University College
VA Office
Unit 29216
APO AE 09004

DSN 370-6762
CIV 314-06221-378149 (in Germany)
CIV+49-6221-378149 (from outside Germany)
E-mail: va@europe.umuc.edu
**RESIDENT CREDIT**

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

**GRADING SYSTEM**

Thirty-six to 48 credits 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 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 credit.
- **C** Denotes the minimal acceptable academic performance. The grade of C will be assigned 2 quality points per credit.
- **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 (academic). A student who drops out of a course without officially withdrawing receives an FN (non-attendance). The grade of F will be assigned 0 quality points.
- **P** Letter grades are not assigned to students in COUN 836, COUN 837, COUN 861, INSS 880, INSS 890, PSYC 836, PSYC 858, PSYC 861, and PUAD 704. 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. To be eligible for an incomplete, the student must have completed at least 60 percent of the work in the course with a grade of B or better. The faculty member makes the final decision concerning the granting of the incomplete.

The faculty member sets a date for completion of the remaining requirements of the course — not to exceed four months for the MSIT program or twelve months for any of the BSU programs. If a mark of I is not changed after one year (BSU) or four months (UMUC), it converts to an F.

It is the responsibility of the student, not of the education center or the Office of Graduate Programs, to develop a contract with the faculty member establishing the assignments necessary, and the deadline, for the subsequent removal of the 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 faculty member who assigned the I should contact the director, Graduate Programs. An I cannot be removed by a W (withdrawal). 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, the mark of W is assigned. The W can be posted only when the student withdraws (drops) from the class through MyUMUC. (See the Withdrawal section of this Catalog.)

**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.)

**Repeating a Course**

If a student repeats a course in which a passing grade already has been earned, the subsequent attempt will not increase the total credits earned toward a degree. The higher grade will count for credit.
In addition, students using tuition assistance must contact the education counselor at the education center that issued the tuition assistance to discuss the reason(s) for withdrawing from the class and possible repayment of funds.

GoArmyEd GoArmyEd students must follow the procedures and withdraw through the GoArmyEd portal.

Each campus has its own withdrawal policy and dates and deadlines vary from campus to campus. Students who take a course from another UMUC campus (Asia or Adelphi) are responsible to be aware of the appropriate withdrawal deadlines.

Students who officially withdraw from a course on or after the start date of the class will receive a mark of W. In Europe,

- Students who register for on-site classes must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday before the final week of the course.
- Students enrolling in hybrid classes should note that the official start date is the first day of the WebTycho part of the class, which may be earlier than the first on-site meeting date.

Additional information for students receiving Veterans Affairs education benefits and financial aid can be found in the VA and Financial Aid sections of this Catalog.
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 a completed Notification of Student Name Change form available online or from a UMUC 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 09004

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

Requests for transcripts from current students should be submitted through MyUMUC. Students may also request transcripts using the form available from the UMUC Europe Web site. Rush transcripts are available for $25.

Transcripts for BSU Students
Prior to graduation and until an official diploma is received from BSU, transcript requests should be submitted through MyUMUC. All transcript requests after receipt of the official BSU diploma must be sent directly to BSU at the following address:

Bowie State University
Office of the Registrar
Overseas Programs
14000 Jericho Park Road
Bowie, Maryland 20715-9465
Fax: +1-301-860-3438

Forms for requesting transcripts from BSU are available online at www.bowiestate.edu.

Transcripts for UMUC Students (MSIT program)
Transcript requests should be requested through MyUMUC.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and seek correction to their educational records. Requests for such inspections and corrections of student records may be made to:

University of Maryland University College
Attn: Registrar
Unit 29216
APO AE 09004
or
University of Maryland University College
Attn: Registrar
Im Bosseldorn 30
69126 Heidelberg
Germany

In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves. The only student information that may be released without prior consent is directory information: the student’s name, major field of study, dates of attendance, degrees/awards received, the previous educational institution most recently attended, and birth date. This information is disclosed even in the absence of consent unless the student provides written notice within three weeks of the first enrollment of each school year. To prevent automatic disclosure of directory information, this notice must be provided annually with the registrar within the time allotted above. Students may select which information they wish to release without consent through MyUMUC.

A record of all disclosures of a student’s educational record is maintained, except for those made to the student or made at the written request of the student; made to USM instructional or administrative officials; or directory information disclosures.

See Appendix E of the UMUC Europe Undergraduate Catalog for additional information about FERPA.
POLICY STATEMENTS

ACADEMIC INTEGRITY

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

At UMUC 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 UMUC 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.

The policy on Academic Dishonesty and Plagiarism can be found in Appendix H of the UMUC Europe Undergraduate Catalog and is also available at www.umuc.edu/policy/aa15025.shtml.

COURSE LOAD

One course, or 3 credits, is considered a normal course load for a graduate 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 6-12 hours per week of additional out-of-class study time. Students who have demonstrated their ability with the university may wish to enroll in more than one course during a session. These students, however, must expect heavy academic work loads.

Students may enroll themselves in up to 12 credits per term (fall: August-December; spring: January-May; summer: June-July). Students wishing to take more must have a grade point average of 3.0 or better and must request special permission from the director, Graduate Programs.

CERTIFICATE OF ENROLLMENT

Letters certifying official enrollment are available upon request from the Office of the Registrar in Heidelberg or may be generated from your MyUMUC student portal. Enrollment can be certified only for the current term and for previous terms.

EXCEPTION TO POLICY

Requests for an exception to policy must be submitted in writing to the director, Graduate Programs. The student is responsible for presenting a strong case for the request for exception to policy. Requests are carefully reviewed before approval can be granted.
GRADE APPEAL PROCESS

College and university students inevitably encounter faculty members who vary widely in teaching philosophy and demeanor and who use many different teaching styles. Not only is teaching influenced by course content, there are also many ways of conveying the same material. It is only natural that students will like the style and personality of some faculty members more than others. Disagreement with a faculty member 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 UMUC Europe course.

Regardless of teaching style, it may happen that a student believes a faculty member’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 faculty member’s previously articulated grading 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 faculty member of the course. Students who want to appeal a grade must initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the faculty member after a reasonable effort, or if the student and faculty member cannot, after consultation, reach a satisfactory resolution, the student must consult with the director, Graduate Programs. If the student, the faculty member, and the director are unable to reach a mutually agreeable solution, the student may file a formal grade appeal to the director. On behalf of the student, the director will work in conjunction with the associate dean for resolution.

For a formal grade appeal, the student must submit a written statement, explaining in detail the allegation that the grade was the result of arbitrary and capricious grading and presenting relevant evidence. The appeal will be reviewed for the following:

- The student first conferred with the faculty member.
- The allegation constituted arbitrary and capricious grading.
- The appeal was filed in a timely manner.
- The student did not submit the same, or substantially the same, complaint to any other formal grievance procedure.

If it is determined the appeal meets the above criteria, a committee must be formed and a copy of the student’s written statement forwarded to the faculty member with a request for a written reply within 30 days. If a mutually agreeable solution is not achieved, the committee must hold an informal, nonadversarial fact-finding investigation. If a majority of the committee finds the allegations supported by clear and convincing evidence, the committee must take appropriate action to resolve the matter.

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

Procedures for appealing a grade are detailed in UMUC Policy 130.80, “Procedures for Review of Alleged Arbitrary and Capricious Grading.” This can be found in Appendix F of the UMUC Europe Undergraduate Catalog and at www.ed.umuc.edu/policy/aa13080.shtml.

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 the students had no control. Make-up examinations, when permitted, are given at the faculty member’s convenience and should not interfere with regularly scheduled classes. A student who must be absent from a course excessively should confer with the faculty member; if it is necessary to withdraw from the course, this can be accomplished through MyUMUC.
**NONDISCRIMINATION**

The University System of Maryland, in all of its divisions, units, and offices, subscribes to a policy of equal educational and employment opportunity and does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status. Any questions or complaints relating to the nondiscrimination policy within UMUC Europe should be addressed to: Director, Human Resources, University of Maryland University College Europe, Unit 29216, APO AE 09004. For the complete statement on nondiscrimination, see Appendix C of the UMUC Europe Undergraduate Catalog. UMUC’s revised Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment is also available online at www.umuc.edu/policy/admin04030.shtml.

**STUDENTS WITH DISABILITIES**

UMUC Europe is committed to assisting students with disabilities or medical conditions to the extent possible so that they are able to pursue their educational goals while overseas. UMUC 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 and on the comprehensive examination. 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 of each session and with the application to the comprehensive examination. Students who want more information or who wish to file a petition relating to their disability should contact the director, Student Affairs.

**CODE OF CIVILITY**

To promote a positive, collegial atmosphere among students, faculty, and staff, UMUC 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 one's 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.
Degrees earned in graduate programs available through UMUC Europe are awarded in summer, fall, and spring 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 online graduation application and the $50 graduation (diploma) fee in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Graduation Term</th>
<th>Application Deadline</th>
<th>Graduation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1 October</td>
<td>30 December</td>
</tr>
<tr>
<td>Spring</td>
<td>15 February</td>
<td>30 May</td>
</tr>
<tr>
<td>Summer</td>
<td>15 June</td>
<td>30 August</td>
</tr>
</tbody>
</table>

Once the application deadline has passed, students may only apply for the next scheduled graduation. Students may view their graduation application status in the MyUMUC student portal.

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 Europe, Office of Graduate Programs, Unit 29216, APO AE 09004-9216, no later than the first day of the month in which the degree is to be awarded.

COMMENCEMENT

Master’s candidates who have earned their degrees in any of the three degree periods (summer, fall, or spring of that academic year) are eligible to march at the May commencement ceremonies. All candidates will receive commencement information from the registrar in late February. To be eligible to march, spring master’s candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremony and pay the required fees.

ISSUANCE OF DIPLOMAS

All graduates can expect to receive their diplomas by mail within three months after the graduation date if all financial obligations with UMUC Europe have been satisfied. If students need special verification of meeting master’s degree requirements prior to receiving the diploma, they may request a Letter of Completion from the Office of Graduate Programs.

NONCOMPLETION OF DEGREE REQUIREMENTS

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

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Co-Director, Information Technology

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Web

www.ed.umuc.edu/graduate
UMUC EUROPE LOCATIONS

At these locations there may be one or more education centers sponsoring UMUC Europe and BSU classes.

**Afghanistan**
- Bagram
- Fenty (Jalalabad)
- Kabul
- Kandahar
- Salerno
- Sharana

**Bahrain**
- Manama

**Belgium**
- Brussels
- Kleine Brogel
- SHAPE

**Djibouti**
- Camp Lemonnier

**Egypt**
- Sinai North Camp
- Sinai South Camp

**Germany**
- Ansbach
- Bamberg
- Baumholder
- Buccheil
- Garmisch
- Geilenkirchen
- Grafenwoehr
- Heidelberg
- Hohenfels
- Illesheim
- Kaiserslautern
- Landstuhl
- Mannheim
- Miesau
- Ramstein
- Schweinfurt
- Sembach
- Spangdahlem
- Stuttgart
- Vilseck
- Wiesbaden

**Greece**
- Souda Bay

**Iraq**
- Basrah
- Camp Adder
- Camp Victory
- Joint Base Balad

**Italy**
- Aviano
- Gaeta
- Ghedi
- Livorno
- Naples
- Sigonella
- Vicenza

**Kosovo**
- Camp Bondsteel

**Kuwait**
- Ali Al Salem Air Base
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- Camp Buehring
- Camp Virginia
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**Netherlands**
- AFNORTH
- Volkel

**Portugal**
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- Lisbon

**Qatar**
- Al Udeid
- Camp As Sayliyah

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- Rota

**Turkey**
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Stateside locations outside Maryland and the metropolitan Washington, D.C., area provide services only.

California
Coronado Naval Base
Point Loma Naval Base
San Diego Naval Base
Travis Air Force Base

District of Columbia
Bolling/Anacostia
Walter Reed Army Medical Center

Florida
Jacksonville Naval Air Station
Mayport Naval Station

Georgia
Fort Gordon
Fort Stewart
Kings Bay Naval Submarine Base

Hawaii
Camp Smith
Honolulu (Coast Guard Integrated Support Command)
Kaneohe Bay Marine Corps Base
Pearl Harbor Naval Station
Schofield Barracks
Tripler Army Medical Center

Maryland
Aberdeen Proving Ground
Adelphi (UMUC headquarters)*
 Allegany College of Maryland
Andrews Air Force Base
Anne Arundel Community College
Arundel Mills (Anne Arundel Community College Center)
Baltimore City Community College
Bethesda National Naval Medical Center
Carroll Community College
Cecil College
Chesapeake College
College of Southern Maryland (La Plata, Leonardtown, Prince Frederick)
Community College of Baltimore County
Curtis Bay Coast Guard Yard
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Eastern Shore Higher Education Center
Fort Detrick
Fort Meade
Frederick Community College
Garrett College
Hagerstown (University System of Maryland)
Hagerstown Community College
Harford Community College
Howard Community College
Largo (UMUC Academic Center)*
Laurel College Center
Montgomery College
NCI - Frederick at Fort Detrick
Patuxent River Naval Air Station
Prince George's Community College
Shady Grove*
Southern Maryland Higher Education Center
University of Maryland, College Park
Waldorf Center for Higher Education*
Wor-Wic Community College

South Carolina
Fort Jackson

Texas
Fort Hood
Fort Sam Houston
Lackland Air Force Base

Virginia
Fort Belvoir
Fort Myer
Henderson Hall, Navy Annex
Langley Air Force Base
Little Creek Naval Air Base
Norfolk Naval Station
Oceana Naval Air Station
Portsmouth Naval Medical Center
Quantico (Marine Corps Base)

Washington
Bremerton Naval Station
Everett Naval Station
Fort Lewis
Kitsap at Bangor Naval Base
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Whidbey Island Naval Air Station

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Camp Fuji
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Iwakuni
Misawa
Sasebo
Yokohama/Negishi
Yokosuka
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Camp Foster
Camp Hansen
Camp Kinser
Camp Schwab
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Futenma
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U.S. Navy Region Singapore (NRS)

South Korea
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Camp Henry
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Partnership Program in Rockville  
USM Shady Grove Center  
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For a complete listing of all appendices pertaining to UMUC programs in Europe, please refer to the University of Maryland University College Europe 2010-2011 Undergraduate Catalog. The 2010-2011 Undergraduate Catalog includes the following appendices:

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**APPENDIX C**
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Policy on Disclosure of Student Records (UMUC Policy 210.14)

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POLICY STATEMENT
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ON-SITE

**FALL 2010**
- **Session 1**
  - Registration: 9 Aug - 22 Aug 2010
  - Session Start/End: 23 Aug - 17 Oct 2010
- **Session 2**
  - Registration: 11 Oct - 24 Oct 2010

**SPRING 2011**
- **Session 1**
  - Registration: 3 Jan - 16 Jan 2011
  - Session Start/End: 16 Jan - 13 Mar 2011
- **Session 2**
  - Registration: 7 Mar - 20 Mar 2011
  - Session Start/End: 21 Mar - 14 May 2011

**SUMMER 2011**
- **Session 1**
  - Registration: 23 May - 5 Jun 2011
  - Session Start/End: 6 Jun - 31 Jul 2011

OFFLINE

**FALL 2010**
- **Session 1**
  - Registration: 28 Jun - 29 Aug 2010
  - Session Start/End: 30 Aug - 7 Nov 2010
- **Session 2**
  - Registration: 22 Nov 2010 - 23 Jan 2011
  - Session Start/End: 24 Jan - 3 Apr 2011

**SPRING 2011**
- **Session 1**
  - Registration: 22 Nov 2010 - 3 Apr 2011
  - Session Start/End: 4 Apr - 12 Jun 2011
- **Session 2**
  - Registration: 11 Apr - 12 Jun 2011
  - Session Start/End: 13 Jun - 21 Aug 2011
The MyUMUC student portal gives you secure and convenient access to online applications, academic records, and key student services 24 hours a day from anywhere in the world. Access everything you need from one convenient URL: my.umuc.edu

MyUMUC Student Portal Guide

How do I apply to UMUC Europe?
1. Go to my.umuc.edu
2. Click the Apply Online button on the left menu
3. Click Begin New Application and follow the steps

What is an EmplID?
When you are admitted, you will receive an EmplID (student ID). Be sure to record your EmplID in a safe, secure place, as you will need it to access the various services available to you.

GoArmyEd Students: Please note that your UMUC EmplID will be different than your GoArmyEd EmplID. GoArmyEd students should register for classes through www.GoArmyEd.com.

How do I log in?
1. Go to my.umuc.edu
2. Enter your UserID and password
3. Click the “Go” button

How do I reset my password?
1. Go to my.umuc.edu
2. Click Login Assistant/Password Help
3. Enter your last name, e-mail address, and birth date
4. Check what you need: UserID and EmplID and/or Password and EmplID
5. Click Submit

The information you requested will be sent to the e-mail address in your records. Make sure “@ed.umuc.edu,” “@umuc.edu,” and “@europe.umuc.edu” are in your safe list to assure receipt.

How do I change my password?
1. Log in to MyUMUC
2. Click Change Password on the left menu
3. Enter your current password
4. Enter your new password twice
5. Click Change Password

How do I find the schedule of classes?
From within MyUMUC
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Schedule of Classes

From outside MyUMUC
1. Go to www.ed.umuc.edu/schedule
2. Click undergraduate or graduate
3. Click the location abbreviation link on the left
4. Locate your class on the right
5. Find class availability, location, and required books

How do I register for a class?
1. Find the five-digit class number from the Schedule of Classes
2. Log in to MyUMUC and click on Student Portal on the left menu
3. Click MyAcademics and then Registration/Enrollment
4. Click the term for which you are registering and Add Classes
5. Select and enter your registration center code
6. Enter class number(s) and choose grading option
7. Click Submit

How do I pay my bill?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyFinances
4. Click Finances
5. Click Make a Payment
6. Choose a payment type
7. Fill in your payment information
8. Click Next
9. Click Submit to finalize payment process

How do I find my advisor and degree progress report?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAdvising
4. Click View My Assigned Advisor
5. Click View My Degree Progress Report

How do I order books and course materials?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Registration/Enrollment
5. Click Order Europe Class Materials

How do I view/request my transcript?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click View My Unofficial Transcript or click Request My Official Transcript

How do I access my Veterans Benefits information?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Veterans Benefits
5. Click one of the following links:
   - Apply for Veterans Benefits
   - Adjust Veterans Benefits
   - View My Veterans Benefits

How do I get help using the portal?
While logged into MyUMUC
Click the Help tab under the portal header
Visit UMUC 360 Support
Go to http://support.umuc.edu
Help by e-mail helpdesk@europe.umuc.edu
Help by phone CIV +49-(0)6221-378277
DSN 314-370-6762
Or ask your local field representative
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Session 2 25 October - 18 December 2010

Spring Session 1
Registration 3 January - 16 January 2011
Session 1 16 January - 13 March 2011

Spring Session 2
Registration 7 March - 20 March 2011
Session 2 21 March - 14 May 2011

Summer Session 1
Registration 23 May - 5 June 2011
Session 1 6 June - 31 July 2011

ONLINE

Fall Session 1
Registration 28 June - 29 August 2010
Session 1 30 August - 7 November 2010

Fall Session 2
Registration 28 June - 7 November 2010
Session 2 8 November 2010 - 23 January 2011

Spring Session 1
Registration 22 November 2010 - 23 January 2011
Session 1 24 January - 3 April 2011

Spring Session 2
Registration 22 November 2010 - 3 April 2011
Session 2 4 April - 12 June 2011

Summer Session 1
Registration 11 April - 12 June 2011
Session 1 13 June - 21 August 2011

www.ed.umuc.edu