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 55,000 military servicemembers, reservists, veterans, and their families. 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.

**UMUC AND BSU IN MARYLAND AND AROUND THE WORLD**

**CONTACT US**

UMUC Europe is ready to assist current and prospective students with their questions and inquiries.

<table>
<thead>
<tr>
<th>Military DSN</th>
<th>314-370-6762</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian (Germany)</td>
<td>06221-378313</td>
</tr>
<tr>
<td>International</td>
<td>+49-6221-378313/3780</td>
</tr>
<tr>
<td>Fax</td>
<td>+49-(0)6221-378384</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:graduateprograms-europe@umuc.edu">graduateprograms-europe@umuc.edu</a></td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://www.ed.umuc.edu/graduate">www.ed.umuc.edu/graduate</a></td>
</tr>
</tbody>
</table>
FROM THE SENIOR 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 16 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 war zones 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
Senior Vice President, Overseas Operations
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, D.C., 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 the university’s learning management system and MyUMUC, its 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 2011, 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 2011 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.

**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.

**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.
CONTENTS

II  WELCOME TO UMUC AND BSU

1  BOWIE STATE UNIVERSITY
   Eligibility
   Admission Information
   Admission Categories
   Application Procedures
   Transfer Credit
   Academic Advisement
   Degree Progress Report
   Academic Standards
   Time Limitation
   Academic Hold
   Information and Library Services
   Program Progression
   Writing Resources

6  COUNSELING
   Academic and Professional Preparation
   Degree Plans
   Program Sequence
   Advancement to Candidacy
   Capstone Course
   Practicum and Internship
   Graduation
   Policies and Procedures

10  MANAGEMENT INFORMATION SYSTEMS
    Academic and Professional Preparation
    Degree Plan
    Program Sequence
    Advancement to Candidacy
    Capstone Course
    Graduation
    Policies and Procedures

12  PUBLIC ADMINISTRATION
    Academic and Professional Preparation
    Degree Plan
    Program Sequence
    Advancement to Candidacy
    Capstone Course
    Graduation
    Policies and Procedures

14  BOWIE STATE UNIVERSITY COURSES
    Counseling
    Management Information Systems
    Public Administration

20  UMUC–INFORMATION TECHNOLOGY
    Eligibility
    Admission Requirements
    Application Procedures
    Transfer Credit
    Academic Advisement
    Academic Progress Report
    Academic Standards
    Graduation
    Time Limitation
    Program Description
    Specializations

28  UMUC GRADUATE CERTIFICATES

30  UMUC COURSES

35  COURSE FORMATS
    On-Site Courses
    Distance Education (DE)
    Conference Courses
COUNSELING
MANAGEMENT INFORMATION SYSTEMS
PUBLIC ADMINISTRATION

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 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.

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 toward 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. 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/admission.html
   a. Three letters of recommendation using the recommendation form provided. 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.

GoArmyEd

GoArmyEd 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, e.g., to fulfill prerequisites.

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 enrollment manager.

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](http://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. approved institution.

   or

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

   Approved institutions include those accredited by the following regional associations:

   - Middle States Association of Colleges and Schools, Commission on Higher Education
   - Northwest Commission of Colleges and Universities
   - North Central Association of Colleges and Schools, The Higher Learning Commission
   - New England Association of Schools and Colleges, Commission on Institutions of Higher Education
   - New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
   - Southern Association of Colleges and Schools, Commission on Colleges
   - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
   - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

   Other institutions may be approved based on agreements and/or joint programs with UMUC.

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 fulfill degree requirements as reflected on the academic 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 toward 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 toward the master's degree at BSU must submit to the Office of 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.

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. Graduate Programs staff will assist students with identifying the best program of study and charting their course for academic success.

ACADEMIC PROGRESS REPORT

Upon official admission, degree-seeking students will be able to view their academic 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 academic 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 a 3.0. 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 submit a petition to the Office of Graduate Programs. 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), may not reapply.

Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the director of Graduate Programs 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. For exceptions to this policy, students must submit a petition to the Graduate Programs office.

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](http://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.

**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](http://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](http://www.umuc.edu/ewc).

---

### PROGRAM PROGRESSION

<table>
<thead>
<tr>
<th>ADMISSION PROCESS</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 credits</td>
<td></td>
<td>Submit application and request transcripts</td>
</tr>
<tr>
<td>0-9 credits</td>
<td></td>
<td>Complete the application process</td>
</tr>
<tr>
<td>0-9 credits</td>
<td></td>
<td>Complete all undergraduate prerequisites</td>
</tr>
<tr>
<td>3-9 credits</td>
<td></td>
<td>Earn full admission status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADVANCEMENT TO CANDIDACY</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-18 credits</td>
<td></td>
<td>Meet requirements for advancement to candidacy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRACTICUM/INTERNSHIP: COUNSELING</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>18+ credits</td>
<td></td>
<td>May apply for counseling practicum/internship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPREHENSIVE EXAMINATION AND RESEARCH/PROFESSIONAL PAPER</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30 credits</td>
<td>Enroll in the program capstone course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATION</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>36 credits</td>
<td></td>
<td>Complete requirements for MPA or MS degree</td>
</tr>
<tr>
<td>48 credits</td>
<td></td>
<td>Complete requirements for MA or MEd degree</td>
</tr>
</tbody>
</table>
COUNSELING

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).

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.

Students close to graduating are eligible to take the National Counselor Exam (NCE), which is offered in Heidelberg, Germany, during the spring term.

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. Other related courses may be approved 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 DSST.

Students are encouraged to contact the Graduate Programs administrative staff by e-mail at graduatecounseling-europe@umuc.edu, by 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. PSYC 836 is offered only in the fall term. PSYC 858 is only offered in the spring term.
*NNote 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. COUN 836 is offered only in the fall term. COUN 837 is only offered in the spring term.
*NNote that these three courses are only offered 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.

<table>
<thead>
<tr>
<th>Level One</th>
<th>Level Two</th>
<th>Level Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 502</td>
<td>COUN 731</td>
<td>COUN 836</td>
</tr>
<tr>
<td>PSYC 780</td>
<td>COUN 732</td>
<td>COUN 837</td>
</tr>
<tr>
<td>EDUC 507</td>
<td>COUN 762</td>
<td>COUN 861</td>
</tr>
<tr>
<td>EDUC 706</td>
<td>COUN 840</td>
<td></td>
</tr>
<tr>
<td>COUN 608</td>
<td>PSYC 710</td>
<td>PSYC 836</td>
</tr>
<tr>
<td>COUN 610</td>
<td>PSYC 714</td>
<td>PSYC 858</td>
</tr>
<tr>
<td>COUN 633</td>
<td>PSYC 734</td>
<td>PSYC 861</td>
</tr>
<tr>
<td>SPED 511</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, students may take COUN 837 or PSYC 858.

Capstone Course
COUN 861 or PSYC 861
This is a level three course and should be taken toward 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. Students' records will be reviewed to determine eligibility for advancement to candidacy. Students must:

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, and 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:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>PAPER</th>
<th>COURSE PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>Pass</td>
<td>Fail</td>
<td>Fail (retake paper)</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>Incomplete (retake exam)</td>
</tr>
<tr>
<td>Fail</td>
<td>Drop</td>
<td>Withdrawal (retake class)</td>
</tr>
</tbody>
</table>
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). The placement process begins in February prior to the fall term practicum. It is the student’s responsibility to submit the application by the deadline.

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, the following classes are also required: COUN 608, COUN 762, and PSYC 710. These classes must be completed by the end of Spring Session 1 for a placement in the following fall: PSYC 502, COUN 608, COUN 610, COUN 762, COUN 840, and 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 practicum orientation session four months prior to enrolling in either COUN 836 or PSYC 836.
7. Obtain liability insurance.

*Note:* Practicum is offered only in the fall term. Internship is offered only in the spring term. 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 Standards
- Academic Advisement
- Time Limitation
- Academic Progress Report
- Academic Hold

*Note: Practicum is offered only in the fall term. Internship is offered only in the spring term. Practicum/internship are open only to UMUC Europe degree-seeking students.*
MANAGEMENT INFORMATION SYSTEMS

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.

ACADEMIC AND PROFESSIONAL PREPARATION

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 DSST.

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

DEGREE PLAN

Required (27 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSS 510</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>INSS 620</td>
<td>Software Structures</td>
</tr>
<tr>
<td>INSS 630</td>
<td>Information Systems in Organizations</td>
</tr>
<tr>
<td>INSS 638</td>
<td>Data Communication Systems Networks</td>
</tr>
<tr>
<td>INSS 640</td>
<td>Information Systems Analysis and Design</td>
</tr>
<tr>
<td>INSS 650</td>
<td>Database Management and Decision Systems</td>
</tr>
<tr>
<td>INSS 720</td>
<td>Information Systems Policy</td>
</tr>
<tr>
<td>INSS 880</td>
<td>Information Systems Practicum</td>
</tr>
<tr>
<td>INSS 890</td>
<td>Professional Seminar (Capstone)</td>
</tr>
</tbody>
</table>

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. Students' records will be reviewed to determine eligibility for advancement to candidacy. Students must:

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:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>PAPER</th>
<th>COURSE PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>Pass</td>
<td>Fail</td>
<td>Fail (retake paper)</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>Incomplete (retake exam)</td>
</tr>
<tr>
<td>Fail</td>
<td>Drop</td>
<td>Withdrawal (retake class)</td>
</tr>
</tbody>
</table>

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
- Academic 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. The concentration courses focus on public policy and management or other approved areas of study. MPA students learn about the broad scope of public administration in a challenging, international, and interdisciplinary environment. 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 DSST.

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

**DEGREE PLAN**

**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)**

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

One Elective*

**TOTAL CREDITS**

36

*Contact Graduate Programs for guidance with elective options.
PROGRAM SEQUENCE

All MPA students are required to follow the following sequence:

1. All undergraduate prerequisites must be taken within the first 9 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. Students’ records will be reviewed to determine eligibility for advancement to candidacy. Students must:

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. Students may be permitted to retake a class to achieve the required GPA.
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.
4. Maintained a minimum GPA of 3.0.
5. 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:

<table>
<thead>
<tr>
<th>EXAM</th>
<th>PAPER</th>
<th>COURSE PASS/FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
<tr>
<td>Pass</td>
<td>Fail</td>
<td>Fail (retake paper)</td>
</tr>
<tr>
<td>Fail</td>
<td>Pass</td>
<td>Incomplete (retake exam)</td>
</tr>
<tr>
<td>Fail</td>
<td>Drop</td>
<td>Withdrawal (retake class)</td>
</tr>
</tbody>
</table>

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
- Academic Progress Report
- 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 612 Counseling for Optimal Health Throughout the Life Span (3)
This course surveys research focusing on the relationships between activities and health. Specific topics will be: changing longevity patterns, the changing nature of disease in Western society, the allocation of health resources, the psychological correlates of healthy adult life, the role of stress in current patterns of illness, the relationship of diet and exercise to optimal adult health, and the implementation of active preventive measures.

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, including EDUC 706. 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 Advanced Internship (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, including EDUC 706. 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 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 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.
UMUC—INFORMATION TECHNOLOGY

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.

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.

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.
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.

GoArmyEd

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

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/members.htm. Applicants may access AACRAO request forms online at www.aacrao.org/international or may contact the organization by phone at 202-355-1041 or by e-mail at ies@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/admission/international.) These applicants may submit:

- A minimum TOEFL (Test of English as a Foreign Language) score of 550 on the written version, 213 on the computer version, or 79 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 6.5 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.

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

Up to 6 credits of graduate coursework may be considered for transfer to the MSIT program. Up to 3 graduate transfer credits may be accepted for a certificate program.

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

1. The credits must have been completed at the graduate level or recommended for graduate-level credit by the American Council on Education (ACE).
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 transfer courses must be determined as relevant to the student’s program of study.
6. The credits must have been earned at a U.S. approved institution. Approved institutions include those approved by the following regional associations:
   - Middle States Association of Colleges and Schools, Commission on Higher Education
   - Northwest Commission of Colleges and Universities
   - North Central Association of Colleges and Schools, The Higher Learning Commission
   - New England Association of Schools and Colleges, Commission on Institutions of Higher Education
   - New England Association of Schools and Colleges, Inc., Commission on Technical and Career Institutions
   - Southern Association of Colleges and Schools, Commission on Colleges
   - Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
   - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

Other institutions may be approved based on agreements and/or joint programs with UMUC.

A student requesting transfer credit must provide a course description, a course syllabus, and an official transcript. Please contact the Office of Graduate Programs for further details.

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 Graduate Programs staff assist students to identify the best program of study and to chart their course for academic success.

ACADEMIC PROGRESS REPORT

Upon official admission, degree-seeking students will be able to view their academic 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 academic 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. 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 officer
- Security professional
- 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

<table>
<thead>
<tr>
<th>Initial Requirement</th>
<th>UCSP 611</th>
<th>Introduction to Graduate Library Research Skills (0)</th>
</tr>
</thead>
</table>

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

INFORMATION ASSURANCE

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

HOMELAND SECURITY MANAGEMENT

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>HSMN 610</th>
<th>Concepts in Homeland Security (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HSMN 620</td>
<td>Physical Security (3)</td>
</tr>
<tr>
<td></td>
<td>HSMN 630</td>
<td>Business Continuity: Disaster Recovery, Planning, and Response (3)</td>
</tr>
<tr>
<td></td>
<td>INFA 660</td>
<td>Security Policy, Ethics, and the Legal Environment (3)</td>
</tr>
<tr>
<td></td>
<td>BSBD 641</td>
<td>Biosecurity and Bioterrorism (3)</td>
</tr>
<tr>
<td></td>
<td>HSMN 640</td>
<td>Energy Infrastructure Management and Security (3)</td>
</tr>
<tr>
<td></td>
<td>HSMN 670</td>
<td>Seminar in Homeland Security (3)</td>
</tr>
</tbody>
</table>

PROJECT MANAGEMENT

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

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

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

### INFORMATICS

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SWEN 603</td>
<td>Systems Engineering (3)</td>
</tr>
<tr>
<td></td>
<td>DBST 651</td>
<td>Relational Database Systems (3)</td>
</tr>
<tr>
<td></td>
<td>SWEN 645</td>
<td>System and Software Standards and Requirements (3)</td>
</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>
</tr>
<tr>
<td></td>
<td>IMAT 639</td>
<td>Internet Multimedia Applications (3)</td>
</tr>
<tr>
<td></td>
<td>IMAT 670</td>
<td>Contemporary Topics in Informatics (3)</td>
</tr>
</tbody>
</table>

### SOFTWARE ENGINEERING

<table>
<thead>
<tr>
<th>Specialization Courses</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SWEN 603</td>
<td>Systems Engineering (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 651</td>
<td>Usability Engineering (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>
<tr>
<td></td>
<td>SWEN 648</td>
<td>Software Maintenance (3)</td>
</tr>
<tr>
<td></td>
<td>SWEN 670</td>
<td>Software Engineering Project (3)</td>
</tr>
</tbody>
</table>

* Capstone classes (670) must be taken toward the end of the student’s coursework.
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 their current knowledge and skills, enhancing existing credentials, or working toward a master’s degree. Each five-course certificate can typically be completed in one year.

### CERTIFICATE PROGRAMS

**Initial Requirement**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCSP 611</td>
<td>Introduction to Graduate Library Research Skills (0)</td>
</tr>
</tbody>
</table>

**Foundation of Information Technology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<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>
</tbody>
</table>

**Information Assurance**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<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**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alternate Course Choice</th>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>*PMAN 600</td>
<td></td>
<td>Project Management: Foundations and Advanced Methods (6)</td>
</tr>
</tbody>
</table>

*May be taken instead of PMAN 634 and 670.

**Telecommunications Management**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>
# DATABASE SYSTEMS TECHNOLOGY

**Required Courses**
- DBST 651 Relational Database Systems (3)
- DBST 652 Advanced Relational/Object-Relational Database Systems (3)
- DBST 663 Distributed Database Management Systems (3)
- DBST 665 Data Warehouse Technologies (3)
- DBST 670 Database Systems Administration (3)

# INFORMATICS

**Required Courses**
- ITEC 610 Information Technology Foundations (3)
- ITEC 620 Information Technology Infrastructure (3)
- DBST 651 Relational Database Systems (3)
- INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
- IMAT 637 IT Acquisitions Management (3)

# SOFTWARE ENGINEERING

**Required Courses**
- SWEN 603 Systems Engineering (3)
- SWEN 645 System and Software Standards and Requirements (3)
- SWEN 651 Usability Engineering (3)
- SWEN 646 Software Design and Implementation (3)
- SWEN 647 Software Verification and Validation (3)
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 post-event 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.
Graduate courses offered in Europe normally carry 3 graduate credits. 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**

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 (ONLINE)**

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 graduate enrollment manager 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 submit the request to the Office of Graduate Programs. The request will be reviewed to determine if all the above criteria have been met. The student will be notified of the decision.
Fees charged to UMUC Europe students are listed below.

Payment may be made by credit card (Discover, MasterCard, or Visa) or e-check directly through the MyUMUC portal. Additionally, credit card, check, or money order payments may be made at the field site. Check or money order payments can also be 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**
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 (Discover, MasterCard, or Visa) or e-check. Payment made via check or money order should be presented to the field representative at the education center or mailed 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 and active duty Air Force 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, 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/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.

**Official 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 Official Transcript** $25
A special handling fee is charged for a 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. Information about withdrawal refunds is found at [www.ed.umuc.edu/refund](http://www.ed.umuc.edu/refund).

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

Students using tuition assistance (TA), need to contact a military education counselor or education services officer (ESO) for guidance on withdrawals related to emergencies or official duty.

Students using financial aid are strongly encouraged to contact the Financial Aid Office before withdrawing to fully understand the impact on their current and future financial aid.

**GoArmyEd**

GoArmyEd students must initiate withdrawals through the GoArmyEd portal. The last date to withdraw and receive a full refund 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.
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.

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

Active duty Air Force students do not need to submit TA forms; however, Air Force students must verify that their TA is digitally signed and approved within the AI portal for UMUC Europe to retrieve electronically.

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 an authorized tuition assistance form is 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. 302 (TA)
CIV: +49-(0)6221-378258/302
Fax: +49-(0)6221-315871
E-mail: studentaccounts-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 by phone at +1-800-705-3493 or +1-410-767-1220 or online at 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, and TA students.

A separate scholarship application must be completed online via MyUMUC my.umuc.edu for consideration. UMUC scholarships may require a minimum 3.0 GPA for consideration. Typical awards are $1200 per academic year. The majority of UMUC scholarships cover tuition and fee charges that may 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/scholarship or through the Financial Aid Office. Students may receive only one UMUC scholarship or 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. Two federal financial aid programs are available to graduate students: the William D. Ford Federal Direct Unsubsidized Stafford Loan and Graduate Plus Loans. 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. As of 1 July 2012 Federal subsidized loans are no longer 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: financialaid-europe@umuc.edu
Web: www.ed.umuc.edu/financialaid

APPLYING FOR FINANCIAL AID

The 2012-2013 Free Application for Federal Student Aid (FAFSA) and FAFSA on the Web Worksheet are available online at www.ed.umuc.edu/financialaid or through your student center. Students may complete the online FAFSA form and submit it electronically at www.fafsa.ed.gov.

It may take several weeks to process an application for any type of financial aid, so students should take note of the priority processing deadlines and other important dates listed on the UMUC Europe Web site.

Financial aid is awarded by academic year, and students must reapply each year. Students may apply until 30 June 2013 for the 2012-2013 academic year. Financial aid may be used concurrently with scholarships, military tuition assistance, and military spouse tuition assistance. It is the student’s responsibility to inform the Financial Aid Office when outside resources such as these will be used. Student loans are processed and approved for current or upcoming enrollments during the academic year. All student loan recipients must be enrolled at least half-time each semester during the loan period to remain eligible for their loan. The results of the Free Application for Federal Student Aid (FAFSA) are contained in the Student Aid Report (SAR) or Institutional Student Information Report (ISIR), which will be secured electronically from the federal processors in Illinois by the Financial Aid Office for all students who submit a FAFSA application with the UMUC school code of 011644.

The Financial Aid Office must review and approve the completed file before the student enrolls as a financial aid recipient. All graduate financial aid recipients must be fully admitted to their degree program, before any funds may be disbursed. An initial financial aid award will be made based on anticipated enrollment in classes offered during the semester. 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 Financial Aid Office.

Students receiving financial aid must make satisfactory academic progress. They must maintain a cumulative grade point average (GPA) that meets the academic standards as set forth in this Catalog and must maintain a cumulative completion rate of at least 67 percent of the credits attempted. Students who fail to meet the minimum requirements are not eligible to receive financial aid unless a satisfactory academic progress appeal has been submitted and approved by the Financial Aid Office.
Priority Deadlines for Financial Aid

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>1 June</td>
</tr>
<tr>
<td>Spring</td>
<td>1 November</td>
</tr>
<tr>
<td>Summer</td>
<td>1 April</td>
</tr>
</tbody>
</table>

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 Unsubsidized Stafford Loan Program. Graduate and professional students are eligible to borrow up to the cost of attendance minus other estimated financial assistance.

Students interested in a Graduate PLUS loan should contact the Financial Aid Office. 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 Direct Student Loan Programs

William D. Ford Federal Direct Unsubsidized Stafford Loan Program

This federally unsubsidized 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 $20,500 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 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. Students must remain enrolled on at least a half-time basis during the loan period. (See Graduate Enrollment Levels.)

Federal Return of Funds Policy

Federal student financial aid, including grants and loans, is awarded to students under the assumption that they will be enrolled for a specified period of time, such as a semester. When students receiving these funds do not enroll as expected, the Financial Aid Office is required to determine if they have been enrolled long enough to keep all of the financial aid received. Therefore, the UMUC Financial Aid Office must calculate Return of Title IV Funds each time a student stops enrollment (withdraws, drops, or stops participating in classes) before the end of the semester. Students who stop enrollment before completing 60 percent of their registered class(es) will be required to repay a portion of any federal financial aid received.

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>Term</th>
<th>Full-time</th>
<th>Half-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/Spring/Summer</td>
<td>9 credits</td>
<td>6 credits</td>
</tr>
</tbody>
</table>
DISBURSEMENT OF FUNDS
The UMUC Europe Business Office disburses (applies) funds to the student’s account based on federal and UMUC guidelines. Financial aid is released to the student account 10 days prior to the course start date. If a student is enrolled in courses with multiple start dates, the disbursement is released when the student is actively enrolled in 6 credits. Awards applied to the student’s account in excess of tuition and fee charges are refunded to the student within UMUC Europe and federally mandated time frames. The Business Office prepares refund checks and mails them directly to the student. In general, this refund process requires 7 to 14 days from the date the credit balance is created on the student’s account at UMUC Europe. Students may also choose the direct deposit option by enrolling in direct deposit through their student center in MyUMUC.

UMUC FINANCIAL AID STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS
Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet the minimum academic standard are denied aid following the period of review and financial aid is not disbursed. For details on the appeal process and the complete Satisfactory Academic Progress (SAP) policy, graduate students should refer to the Web site at www.umuc.edu/policy.
VETERANS EDUCATION BENEFITS

University of Maryland University College acts on behalf of Bowie State University and itself as a certifying agent for the Department of Veterans Affairs (DVA) and certifies graduate students’ enrollments to the Regional Office in Buffalo, New York, on a term-by-term basis.

Graduate students applying for VA education benefits should seek assistance and VA counseling available at education centers. The counselors can assist in determining which VA application form the student should complete to start his or her education benefits in the graduate program. The VA application form and any required substantiating documents can be found on the GI Bill Web site (www.gibill.va.gov). Students are encouraged to complete all forms through the Veterans On-Line Application (VONAPP) www.gibill.va.gov/apply-for-benefits.

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

Graduate students using VA benefits for the first time must submit VA Form 22-1990. Veterans must also provide a photocopy of DD Form 214 for each period of prior service. Graduate students who have used VA benefits for their undergraduate degree must submit VA Form 22-1995.

All students requesting VA benefits must use MyUMUC each term or session they request benefits. The MyUMUC student center allows students to:
- apply for their VA educational benefits each term with the university.
- adjust their VA benefits each session if they enroll in additional courses.
- view the processing status of their requests for VA certification.

For more detailed information on requesting or adjusting VA benefits, or viewing certification status, through the MyUMUC student center, go to www.ed.umuc.edu/vabenefits.

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).

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.

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

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 314-370-6762
CIV 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 AU (Audit)

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

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 student must request the incomplete before the end of the course. 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 the incomplete work is not made up by the agreed-upon deadline (which is not to exceed the maximum time allowed by UMUC or BSU), the I is changed to an F.

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.
Students receiving financial aid are strongly encouraged to contact the Financial Aid Office before withdrawing, to fully understand the impact on their current and future financial aid. Students are responsible for withdrawing themselves.

**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. Students who take a course from UMUC (Adelphi) should ensure they confirm the last date for withdrawal.

Students who officially withdraw from a course 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 and hybrid 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 online part of the class, which is usually 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.

For additional information, please contact:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09004

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

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.

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.
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.

COURSE LOAD

One course, or 3 credits, is considered a normal course load for a graduate student who is fully employed. A graduate course requires a significant investment of time and effort. 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 graduate enrollment manager.

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 graduate enrollment manager. 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.

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.

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](http://www.ed.umuc.edu/policy).

**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](http://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.

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**

Allan J. Berg, PhD, JD  
*Senior Vice President, Overseas Operations*

Douglas A. Franklin, PhD  
*Associate Dean, and Interim Deputy Director*

Larry Arnoldy, MS  
*Co-Director, Information Technology*

James W. Cobb, Jr., MBA  
*Director, Finance*

Scott Culton, BA  
*Co-Director, Information Technology*

Monika E. Denburg, MA  
*Director, Distance Education Programs*

Gregory P. Emerson, EdM  
*Manager, Textbooks*

Lisa M. Henkel, BA  
*Director, Enrollment Operations*

Patricia A. Jameson, MA  
*Sr. Executive Assistant, Director, Special Projects and EOO*

Janice A. Keller, EdM  
*Director, Student Affairs*

Edna D. Roy  
*Associate Director, Financial Aid*

Gina M. Schmidt-Phillips, EdM  
*Director, Institutional Research*

Conrad A. Terry, MS  
*Registrar*

Jennifer J. Williams, MA  
*Director, Human Resources*

**Graduate Programs**

Jeff D. Newbern, MA, MS  
*Director, Graduate Programs*

Patricia Sanchez  
*Graduate Enrollment and Records, Public Administration*

Angela C. Messing  
*Graduate Enrollment and Records, Counseling*

Natalie E. Weaver  
*Graduate Enrollment and Records, Information Technology*

Stefanie E. Coward  
*Graduate Enrollment and Records, Admissions*

**Addresses**

University of Maryland University College  
Office of Graduate Programs  
Unit 29216  
APO AE 09004  
(from the U.S. and overseas commands)

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

**TelephoneNumber numbers**

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

**Fax**

Civilian: +49-(0)6221-378384

**E-mail**

UMUC Europe Graduate Programs  
graduateprograms-europe@umuc.edu

Counseling  
graduatecounseling-europe@umuc.edu

Management Information Systems/Information Technology  
graduatemsit-europe@umuc.edu

Public Administration  
graduatempa-europe@umuc.edu

**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.

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Egypt</th>
<th>Greece</th>
<th>Southwest Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagram</td>
<td>Sinai North Camp</td>
<td>Souda Bay</td>
<td>Al Udeid</td>
</tr>
<tr>
<td>Fenty</td>
<td>Sinai South Camp</td>
<td></td>
<td>Camp As Sayliyah</td>
</tr>
<tr>
<td>Kabul</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kandahar</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leatherneck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marmal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pasab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salerno</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shank</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharana</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shindand</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bahrain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manama</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belgium</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brussels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kleine Brogel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SHAPE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Djibouti</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Lemonnier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Germany</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ansbach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bamberg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baumholder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buechel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garmisch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geilenkirchen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grafenwoehr</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heidelberg</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hohenfels</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Illesheim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kaiserslautern</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landstuhl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miesau</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ramstein</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schweinfurt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sembach</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spangdahlem</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stuttgart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vilseck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wiesbaden</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kuwait</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ali Al Salem Air Base</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Arifjan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Buehring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Virginia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Netherlands</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Afnorth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volkel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portugal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lajes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisbon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rota</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turkey</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adana (Incirlik)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Izmir</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jebel Ali</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United Kingdom</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alconbury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Croughton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakenheath</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menwith Hill (Harrogate)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mildenhall</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UMUC Locations

Major administrative centers are indicated by an asterisk (*).
Stateside locations outside Maryland and the metropolitan Washington, D.C., area provide services only.

**Arizona**
- Central Arizona College
- Davis-Monthan Air Force Base
- Fort Huachuca
- Maricopa County Community Colleges
- Mohave Community College
- Pima Community College

**California**
- Balboa Naval Hospital
- Beale Air Force Base
- Camp Pendleton
- Coastline Community College
- Coronado Naval Base
- Fort Irwin
- Miramar (Marine Corps Air Station)
- North Island Naval Air Station
- Palomar College
- Point Loma Naval Base
- Point Mugu Naval Air Station
- San Diego
- Coast Guard Air Station
- Marine Corps Recruit Base
- Naval Base
- Travis Air Force Base
- Twentynine Palms (Marine Corps Air Ground Combat Center)

**Colorado**
- Air Force Academy
- Buckley Air Force Base
- Fort Carson
- Peterson Air Force Base
- Pikes Peak Community College
- Schriever Air Force Base
- Warren Air Force Base

**Delaware**
- Dover Air Force Base

**District of Columbia**
- Anacostia-Bolling (Joint Base)
### Florida
- Corry Station Naval Technical Training Center
- Eglin Air Force Base
- Florida State College at Jacksonville
- Hurlburt Air Force Base
- Jacksonville Naval Air Station
- Mayport Naval Station
- Miami Dade College
- Pensacola Naval Air Station
- Valencia College
- Whiting Field Naval Air Station

### Georgia
- Fort Benning
- Fort Gordon
- Fort Stewart
- Hunter Army Air Field
- Kings Bay Naval Submarine Base
- Moody Air Force Base

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

### Kentucky
- Fort Campbell
- Radcliffe (serving Fort Knox)

### Louisiana
- Bossier Parish Community College

### Maryland
- Aberdeen Proving Ground
- Adelphi (UMUC headquarters)*
- Allegany College of Maryland
- Andrews (Joint Base Andrews Naval Air Facility Washington)
- Anne Arundel Community College
- Arundel Mills (Anne Arundel Community College Center)
- Baltimore City 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
- Dorsey Station*
- 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
- Higher Education and Applied Technology (HEAT) Center
- Howard Community College
- Largo (UMUC Academic Center)*
- Laurel College Center
- Montgomery College
- 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*
- Walter Reed National Military Medical Center (Bethesda)
- Wor-Wic Community College

### Missouri
- Ozarks Technical Community College

### New Jersey
- Camden County College
- Cumberland County College
- Fort Dix
- Gloucester County College
- McGuire Air Force Base

### New Mexico
- Holloman Air Force Base
- White Sands Missile Range

### North Carolina
- Fayetteville
  (serving Fort Bragg, Camp Lejeune, Cherry Point Marine Corps Air Station, New River Marine Corps Air Station, and Pope Air Force Base)

### Oklahoma
- Oklahoma City Community College

### Pennsylvania
- Harrisburg Area Community College
- Pennsylvania Highlands Community College

### South Carolina
- Fort Jackson
- Shaw Air Force Base

### Texas
- Central Texas College
- Dallas County Community Colleges
- Fort Bliss
- Fort Hood
- Fort Sam Houston
- Houston Community Colleges
- Lackland Air Force Base
- Lone Star Colleges
- Randolph Air Force Base

### Virginia
- Dam Neck Naval Station
- Fort Belvoir
- Fort Eustis
- Langley Air Force Base
- Little Creek Naval Air Base
- Myer-Henderson Hall (Joint Base)
- Norfolk Naval Station
- Northern Virginia Community College
- Oceana Naval Air Station
- Portsmouth Naval Medical Center
- Quantico (Marine Corps Base)
- Thomas Nelson Community College
- Tidewater Community College
- Yorktown (Coast Guard Training Center)

### Washington
- Bremerton Naval Station
- Edmonds Community College
- Everett Community College
- Everett Naval Station
- Lewis McChord (Joint Base)
- Kitsap at Bangor Naval Base
- Seattle Coast Guard Base
- Whidbey Island Naval Air Station
UMUC ASIA

Allan J. Berg, PhD, JD
Senior Vice President, Overseas Operations
Andrew D. Boone, PhD
Associate Dean
Emi Ikeda, BA
Associate Director, Human Resources
Christopher L. Kelly, BA
Director, Student Affairs
Susano “Ted” Loya, Jr., MBA, MIM
Director, Enrollment Operations
Lisa Marrin, BA
Associate Director, Financial Aid

Stephanie L. Martin, MDE
Registrar
Melvin E. Medeiros, MA
Director, Logistics
Carmen Tassone, BA
Director, Information Technology
Scott Wiley, MS
Director, Instructional Resources
Timothy J. Young, BA
Coordinator, Marketing and Communications

Yokota Addresses
University of Maryland University College
Unit 5060, Box 0100
APO AP 96328-0100
(from the U.S. and overseas commands)

University of Maryland University College
Building 445
Yokota Air Base
Fussa, Fussa-shi
Tokyo (197-0001) Japan
(for non-U.S. post)

Telephone numbers
Military: 315-225-3680
Civilian (within the United States): +81-3117-55-3680
Civilian (from elsewhere): +81-42-552-2510, ext. 5-3680
Fax
Civilian (international): +81-42-551-8305
E-mail
services-asia@umuc.edu (for Student Services)
Web
www.asia.umuc.edu

UMUC ASIA LOCATIONS

Australia
Alice Springs

British Indian Ocean Territory
Naval Support Facility Diego Garcia

Central Japan
Atsugi
Camp Fuji
Camp Zama

Iwakuni
Misawa
Sasebo
Yokohama/Negishi
Yokosuka
Yokota

Guam
Andersen
Guam Army National Guard
Naval Base Guam

Marshall Islands
Kwajalein

Okinawa
Camp Courtney
Camp Foster
Camp Hansen
Camp Kinser
Camp Schwab
Camp Shields
Futenma
Kadena
Torii Station

Singapore
U.S. Navy Region Singapore (NRS)

South Korea
Camp Carroll
Camp Casey
Camp Henry
Camp Hovey
Camp Humphreys
Camp Red Cloud
Camp Stanley

Chinhae
K-16
Kunsan
Osan
Suwon
Yongsan

Thailand
JUSMAG-THAI/ U.S. Embassy
BOWIE STATE UNIVERSITY

Mickey L. Burnim, PhD  
President

Weldon Jackson, PhD  
Provost and Vice President for Academic Affairs

Patricia V. Mitchell, MA  
University Registrar

Cosmas U. Nwokeasfor, PhD  
Dean, Graduate School

Darren Swain, MA  
Assistant Vice President for Alumni Relations

Traki Taylor-Webb, PhD  
Dean, School of Education

Mathias A. Mbah, PhD  
Assistant Dean, Graduate School

Rhonda Jeter Twilley, PhD  
Chair, Department of Counseling

David Anyiwo, PhD  
Chair, Department of Management Information Systems

Marion H. Harris, DPA  
Chair, Department of Management, Marketing, and Public Administration

Address
Bowie State University  
14000 Jericho Park Road  
Bowie, Maryland 20715-9465

Telephone numbers
301-860-4000  
1-877-77-BOWIE

Web
www.bowiestate.edu

STATESIDE REGIONAL LOCATIONS

Montgomery County Public Schools  
Partnership Program in Rockville  
USM Shady Grove Center  
Southern Maryland/Thomas Stone Center
UNIVERSITY SYSTEM OF MARYLAND

Board of Regents

Orlan M. Johnson  
*Chairman*

Patricia S. Florestano  
*Vice Chairman*

Gary L. Attman  
*Treasurer*

John L. Young  
*Assistant Treasurer*

C. Thomas McMillen  
*Secretary*

Thomas G. Slater  
*Assistant Secretary*

Norman R. Augustine

Linda R. Gooden

Barry P. Gossett

Earl F. Hance  
*Ex Officio*

Francis X. Kelly Jr.

David Kinkopf

Frank M. Reid III

James L. Shea

Paul L. Vance

Collin Wojciechowski  
*Student Regent*

Officers of the University System

William E. Kirwan  
*Chancellor*

Irwin Goldstein  
*Senior Vice Chancellor for Academic Affairs*

Leonard Raley  
*Vice Chancellor for Advancement*

Joseph F. Vivona  
*Chief Operating Officer and Vice Chancellor for Administration and Finance*

Ann Moultrie

*Associate Vice Chancellor for Communications*

Donald F. Boesch  
*Vice Chancellor for Environmental Sustainability*

Patrick J. Hogan  
*Associate Vice Chancellor for Government Relations*

David Mosca  
*Director of Auditing*

Web

www.usmd.edu
Berg, Allan J., Collegiate Professor, Counseling; BA, Augsburg College; MS, University of Georgia; JD, Southern Illinois University; PhD, University of Georgia

Calvin, James B., Adjunct Professor, Counseling; BA, University of Maryland University College; MA, Kent State University; PhD, Kent State University

Dean, Susan T., Collegiate Professor, Management Information Systems, Information Technology; BA, Vanderbilt University; MS, University of Alabama, Birmingham; PhD, University of Alabama, Birmingham

Deeter, Fred R., Adjunct Associate Professor, Management Information Systems, Information Technology; BA, Wichita State University; MS, Boston University

Delunas, Eve E., Collegiate Professor, Counseling; BA, California State University, Fullerton; MS, California State University, Fullerton; PhD, Alliant International University

Fernandez, Luis, Adjunct Professor, Counseling; BA, Florida International University; PhD, University of Tennessee

French, Frank D., Adjunct Assistant Professor, Information Technology; BA, Florida Atlantic University; MS, Johns Hopkins University

Hayes, William M., Adjunct Associate Professor, Information Technology, BA, Northwestern University; MA, Pennsylvania State University; MIM, American Graduate School of International Management

Hinz, Yurek K., Adjunct Assistant Professor, Management Information Systems; MS, Bowie State University; PhD, Northcentral University

Johnson, Donita L., Adjunct Assistant Professor, Counseling; BEd, Heidelberg College; MA, Heidelberg College; PhD, Walden University

Jorgensen-Wagers, Kendra L., Adjunct Assistant Professor, Counseling; BA, University of California, Santa Barbara; MEd, California State University Polytechnic; PhD, University of Texas at Austin

Keller, William S., Collegiate Associate Professor, Public Administration; BBA, University of Massachusetts; MBA, University of Maine

Keohane, John J., Collegiate Professor, Management Information Systems, Information Technology; BA, Bowdoin College; MS, State University of New York, Stony Brook; PhD, State University of New York, Stony Brook

Kieta, Sharon R., Adjunct Associate Professor, Counseling; BA, DePauw University; MA, Western Kentucky University; MEd, University of Maryland, College Park; DEd., University of Maryland, College Park
Kovach, Kenneth J., Adjunct Professor, Counseling, Public Administration; BS, University of Tennessee, Knoxville; MA, Wayne State University; EdD, Nova University

Lenz, Sylvia, Adjunct Associate Professor, Public Administration; BA, University of Chicago; MS, Rosevelt University; PhD, Universität Mannheim

Mann, Robert E., Collegiate Professor, Public Administration; BS, Montana State University; MEd, Boston University; MS, Boston University; EdD, University of Southern California

Marcantonio, Clement, Collegiate Professor, Counseling; MA, Long Island University; EdD, University of Northern Colorado

Meinke, John G., Collegiate Associate Professor, Management Information Systems, Information Technology; BA, State University of New York, Buffalo; EdM, State University of New York, Buffalo; MAT, University of Montana; MS, Illinois Institute of Technology

Mentzer, Michelle D., Adjunct Assistant Professor, Counseling; MA, Regent University; EdD, Argosy University

Painter, Kerry C., Collegiate Associate Professor, Management Information Systems, Information Technology; BA, University of Hawaii; MS, Drexel University

Rankin, Elizabeth, Adjunct Instructor, Public Administration; BA, Furman University; MPA, University of Dayton

Riggs, John, Collegiate Professor, Public Administration; BA, University of Cincinnati; MA, University of Cincinnati; PhD, University of Cincinnati

Smith, Judy L., Adjunct Assistant Professor, Public Administration; BA, University of Missouri; MA, Webster University; DBA, University of Sarasota

Sommerfield, Thomas J., Adjunct Assistant Professor, Counseling; BS, University of Maryland University College; MEd, University of Maryland, College Park; PhD, Capella University

Stilgenbauer, Roger P., Adjunct Professor, Counseling; BA, University of the State of New York; MA, Chapman University; PhD, Capella University

Trostmann, Manfred, Adjunct Associate Professor, Management Information Systems, Information Technology; Diplom, Rhenish-Westphalian Technical University; Staatsexamen, State Engineering School, Cologne

Wazlavek, Bernard E., Adjunct Associate Professor, Counseling; BA, Western Maryland College; MA, Towson University; PhD, Utah State University
For a complete listing of all appendices pertaining to UMUC programs in Europe, please refer to the University of Maryland University College Europe 2012-2013 Undergraduate Catalog. The 2012-2013 Undergraduate Catalog includes the following appendices:

**APPENDIX A**
Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland (Code of Maryland Regulations Title 13B, Subtitle 06, Chapter 01)

**APPENDIX B**
Statement on Transferring Undergraduate College-Level Credits to UMUC

**APPENDIX C**
Policy on Nondiscrimination (UMUC Policy 40.3)

**APPENDIX D**
Policy on Religious Observances (UMUC Policy 51.00)

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

**APPENDIX F**
Procedures for Review of Alleged Arbitrary and Capricious Grading (UMUC Policy 130.80)

**APPENDIX G**
Code of Student Conduct (UMUC Policy 151.00)

**APPENDIX H**
Academic Dishonesty and Plagiarism (UMUC Policy 150.25)

**APPENDIX I**
Annual Information Report

**APPENDIX J**
Policy on Shared Governance
INDEX

A
Academic Advisement 4, 22
Average 44
Credit 43
Dishonesty 4, 46
Dismissal 4 (BSU), 23 (UMUC)
Grades 43, 46
Hold 4
Integrity 46
Preparation 6, 10, 12
Probation 4 (BSU), 23 (UMUC)
Progress MSIT 22
Financial Aid 41
Records 44
Standards 4 (BSU), 23 (UMUC)
Academic Progress Report 4, 22
Accreditation i
Address 50
Administrative Staff 56
Admission (BSU) 1
Application Procedures 2, 3
Courses 14-19
Degree Programs 6-13
Capstone Course 8, 11, 13
Certificates 28-29
  Database Systems Technology 28
  Foundations of Information Technology 28
Homeland Security Management 28
Informatics 29
Information Assurance 28
Project Management 28
Software Engineering 29
Telecommunications Management 28
Certificate of Enrollment 46
Change of Grade 43
Name 45
Civility, Code of 48
Commencement 49
Conditional Admission (BSU) 1
Conference Courses 35
Counseling Courses 14-16
Programs 6-9
Course Formats 35
Course Listings/Descriptions
  BSU 14-19
  UMUC 30-34
Course Load 46
Course Requirements (See Specific Programs)
Credit Academic 43
Transfer 3, 22
D
DE (See Distance Education)
Deadlines
  Application for Commencement 49
  Application for Graduation 49
  Application for Financial Aid 40, 41
Debt 38
Degree Counseling Psychology 1, 7
Information Technology 24
Management Information Systems 1, 10
Public Administration 1, 12
School Counseling 1, 7
Department of Veterans Affairs 42
Diploma Fee 36
Issuance of 49
Directory 50-55
Disabilities, Students with 47
Disbursement of Funds 41
Dishonesty 4, 46
Dismissal 4, 23
Distance Education (DE) iv, 35, 37
E
Education Center Locations (Europe) 51
Education Benefits, VA 42
Eligibility for Enrollment 1, 20
English, Proof of Proficiency
  BSU 3
  UMUC 21
Enrollment Levels, Financial Aid 41
Entrance Requirements
  BSU 1
  UMUC 20
Exception to Policy 46
F
Faculty 57-58
Federal Financial Aid (see Financial Aid)
Fees 36
FERPA (Family Educational Rights and Privacy Act) 45
Financial Aid 39-41
  Academic Progress 41
  Application Process 39
  Deadlines 40
  Disbursement of Funds 41
  Graduate Enrollment Levels 41
  Loans 40
  Financial Aid Office 39
Foundation Courses 6
  From the Vice President i
G
GoArmyEd 2, 44
Grades Change of 43
Appeal Process 46
Grade Point Average 1, 4, 8, 11, 44
Computation of 44
Grading System 43
Graduate Programs, Office of 50
Graduation Application Deadline 49
Fee 36, 38
Issuance of Diplomas 49
Review 49
Guide to Writing and Research 5
H
Heidelberg Office (UMUC Europe) 50
I
Incomplete, Mark of 43
Indebtedness 38
Information and Library Services 5
Information Technology Certificates (UMUC)
  28-29
Information Technology (MS) 20-27
  Admission Requirements (UMUC) 20
  Courses 30-34
  Program Completion Requirements 22
  Specializations 24-27
International Applicants
  BSU 3
  UMUC 21
Internship 9, 15, 16
L
Library Services 5
Loan Programs 40
Locations in Asia 54
Locations in Europe 51
Locations Stateside 52-53

M
Make-up Examinations 47
Management Information Systems
Courses 17-18
Program 10-11
Master of Arts in Counseling Psychology (MA)
1, 6, 7
Master of Education in School Counseling
(MEd) 1, 6, 7
Master of Public Administration
(MPA) 1, 12, 13
Master of Science in
Information Technology 20-27
Master of Science in Management
Information Systems (MS) 1, 10, 11
MyUMUC Student Portal Guide
Inside Back Cover

N
Name Change 45
Non-Degree Admission (BSU) 1
Nondiscrimination 48, 61
Non-U.S. Degrees
BSU 3
UMUC 21

O
Office of Graduate Programs 50
Online Courses (see Distance Education)
On-site Courses 35, 37
Overload 46

P
Personal Statement (BSU) 2
Plagiarism 46
Policy Statements 46-48
Practicum 9, 14, 16
Prerequisites 6, 10, 12
Probation
BSU 4
UMUC 23
Professional Preparation 6, 10, 12
Program Completion Requirements
(UMUC) 22
Program Progression (BSU) 5
Program Sequence
Counseling 7
Management Information Systems 11
Public Administration 13
Proof of English Proficiency
BSU 3
UMUC 21
Public Administration
Courses 18-19
Program 12-13
Readmission
BSU 3
UMUC 21
Recommendation Letters 2
Refunds 37
Registration
Inside Back Cover
Repeating a Course 43
Research/Professional Paper 5, 8, 11, 13
Resident Credit 43
Restrictions 2, 21
Returned Check Fee 36
Return of Funds Policy (Financial Aid) 40
Scholarships 39
Seniors, Graduate Work 2
Sexual Harassment 47
Specializations (UMUC) 24-27
Stafford Loans 40
Stateside Regional Locations
UMUC 53

BSU 55
Student Indebtedness 38
Students with Disabilities 47

T
Telephone Numbers
Inside Front Cover, 50
Time Limitation
BSU 4
UMUC 23
TOEFL
BSU 3
UMUC 21
Training Timetable, VA 42
Transcripts 45
Fee 36
Requests 45
Transfer Credit
BSU 3
UMUC 22
Tuition and Fees 36
Fees 36
Refunds 37
Tuition Assistance 37

U
University System of Maryland i-iii, 56
University, Bowie State (BSU)
(See Bowie State University)
University of Maryland University College
ii, iii
UMUC Asia Locations 54
UMUC Europe Locations 51
UMUC Stateside Locations 52-53

V
Veterans Affairs, Department of 42
Veterans Education Benefits 42

W
Welcome to UMUC and BSU i, ii
Withdrawal 43, 44
Refund 37
Writing Resources 5

POLICY STATEMENT
This publication and its provisions do not constitute a contract between University of Maryland University College and Bowie State University, and any party or parties. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, and academic requirements applicable to UMUC, BSU, their students, or programs. In addition, changes or additions may be made from time to time to the policies, procedures, rules, regulations, academic requirements, tuition, and fees set out in this publication. UMUC and BSU reserve the right to make these changes and additions to the information in this publication without prior notice. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student’s advantage and can be accommodated within the span of years normally required for graduation.

NONDISCRIMINATION
University of Maryland University College and Bowie State University welcome applications from prospective students and employees regardless of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, veteran status, mental or physical disability, or sexual orientation.

www.ed.umuc.edu/graduate
ON-SITE

**FALL 2012**
- **Session 1**
  - Session Start/End Registration: 20 Aug - 14 Oct 2012
  - Session Start/End Registration: 6 Aug - 19 Aug 2012
- **Session 2**
  - Session Start/End Registration: 22 Oct - 16 Dec 2012
  - Session Start/End Registration: 9 Oct - 21 Oct 2012

**SPRING 2013**
- **Session 1**
  - Session Start/End Registration: 14 Jan - 10 Mar 2013
  - Session Start/End Registration: 31 Dec 2012 - 13 Jan 2013
- **Session 2**
  - Session Start/End Registration: 18 Mar - 12 May 2013
  - Session Start/End Registration: 4 Mar - 17 Mar 2013

**SUMMER 2013**
- **Session 1**
  - Session Start/End Registration: 3 Jun - 28 Jul 2013
  - Session Start/End Registration: 20 May - 2 Jun 2013

ONLINE

**FALL 2012**
- **Session 1**
  - Session Start/End Registration: 20 Aug - 28 Oct 2012
  - Session Start/End Registration: 25 Jun - 19 Aug 2012
- **Session 2**
  - Session Start/End Registration: 8 Oct - 16 Dec 2012
  - Session Start/End Registration: 25 Jun - 7 Oct 2012

**SPRING 2013**
- **Session 1**
  - Session Start/End Registration: 14 Jan - 24 Mar 2013
  - Session Start/End Registration: 12 Nov 2012 - 9 Jan 2013
- **Session 2**
  - Session Start/End Registration: 4 Mar - 12 May 2013
  - Session Start/End Registration: 12 Nov 2012 - 27 Feb 2013

**SUMMER 2013**
- **Session 1**
  - Session Start/End Registration: 3 Jun - 11 Aug 2013
  - Session Start/End Registration: 8 Apr - 29 May 2013

[www.ed.umuc.edu/calendars](http://www.ed.umuc.edu/calendars)
How do I apply for admission to UMUC?
Go to my.umuc.edu, click Apply Online, then complete the form. Your UserID and password will be e-mailed to you shortly.

GoArmyEd Students: To apply or register, please log in to www.GoArmyEd.com. Choose Univ Md Univ Coll-Europe.

How do I log in to MyUMUC?
Go to my.umuc.edu, enter your UserID and password, then click the MyUMUC button.

How do I change my password?
Log in to MyUMUC > Change My Password (on the left menu)

How do I search for a class?
1. Find the five-digit class number from the Schedule of Classes
2. Log in to MyUMUC > Student Center > Academics > Enroll >
   • Enter class number > press Enter
   • OR Click Search > Find your preferred class > Click Select Class
3. Click Next to add class to your Shopping Cart >
   Click on Proceed to Step 2 of 3 > Click Finish Enrolling (if there is a green check mark under Status, you are successfully enrolled)


How do I order books and materials for UMUC Europe courses?
Student Center > Current Schedule & Books
Europe Schedule of Classes

How do I view my class schedule?
Student Center > Academics > Class Schedule

How do I drop a class?
Student Center > Academics > Enrollment: Drop > Select classes and click Drop Selected Classes > Finish Dropping

GoArmyEd Students: Drop a class through www.GoArmyEd.com.

How do I check my grades?
Student Center > Grades > Select a term > Continue

How do I find my library card?
Student Center > Print/View My Library Barcode and ID Card (last link on bottom left)

How do I view my EmplID?
Log in to MyUMUC > Student Center > PERSONAL INFORMATION
Click Demographics Data OR Military Data

GoArmyEd Students: Please note that your UMUC EmplID will be different than your GoArmyEd EmplID.

How do I get assistance with my EmplID or password?
my.umuc.edu > Recover Password > MyUMUC Login Assistant (under UMUC Europe)

How do I view/request my transcript?
Student Center > PERSONAL INFORMATION
Transcript: View Unofficial (free) OR
Transcript: Request Official (payment needed)

How do I find my advisor?
Student Center > ADVISOR (on right side)

How do I request my UMUC Academic Advisement Report?
Student Center > ACADEMICS > Academic Requirements
(An official evaluation must be completed to see this report; check with your academic advisor.)

How do I update my contact information?
Student Center > PERSONAL INFORMATION

How do I pay my bill?
Student Center > FINANCES > Make a Payment > Enter payment amount and click Next > Select payment method and click Next > Continue to Make Payment > Fill in fields and click Continue > Submit

How do I check my financial aid?
Student Center > FINANCES > View Financial Aid > Choose year

How do I access my Veterans Benefits information?
Student Center > ACADEMICS > My Academics > See links located next to Veterans Benefits

How do I apply for graduation?
Student Center > ACADEMICS > Apply for Graduation > Select Academic Program > Select Expected Graduation Term > Select Continue > Submit Application

How do I change my campus to Asia or Adelphi?
Student Center > ACADEMICS > Divisional Transfer
(Request during your final session in Europe or the Middle East prior to relocating.)

How do I get help using MyUMUC?
View the MyUMUC Online Guide
www.ed.umuc.edu/myguide

Visit UMUC 360 Support or the Virtual Help Center
support.umuc.edu

Or ask your local field representative
<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ON-SITE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Session 1</td>
<td>20 August - 14 October 2012</td>
<td>6 August - 19 August 2012</td>
</tr>
<tr>
<td>Fall Session 2</td>
<td>22 October - 16 December 2012</td>
<td>8 October - 21 October 2012</td>
</tr>
<tr>
<td>Spring Session 1</td>
<td>14 January - 10 March 2013</td>
<td>31 December 2012 - 13 January 2013</td>
</tr>
<tr>
<td>Spring Session 2</td>
<td>18 March - 12 May 2013</td>
<td>4 March - 17 March 2013</td>
</tr>
<tr>
<td>Summer Session 1</td>
<td>3 June - 28 July 2013</td>
<td>20 May - 2 June 2013</td>
</tr>
<tr>
<td><strong>ONLINE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Session 1</td>
<td>20 August - 28 October 2012</td>
<td>25 June - 19 August 2012</td>
</tr>
<tr>
<td>Fall Session 2</td>
<td>8 October - 16 December 2012</td>
<td>25 June - 7 October 2012</td>
</tr>
<tr>
<td>Spring Session 1</td>
<td>14 January - 24 March 2013</td>
<td>12 November 2012 - 9 January 2013</td>
</tr>
<tr>
<td>Spring Session 2</td>
<td>4 March - 12 May 2013</td>
<td>12 November 2012 - 27 February 2013</td>
</tr>
<tr>
<td>Summer Session 1</td>
<td>3 June - 11 August 2013</td>
<td>8 April - 29 May 2013</td>
</tr>
</tbody>
</table>

DSN 314-370-6762 ⊕ CIV +49-(0)6221-3780 ⊕ www.ed.umuc.edu