## Academic Calendar 2007-2008

### On-Site

<table>
<thead>
<tr>
<th>Registration</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>6 August - 17 August 2007</td>
</tr>
<tr>
<td></td>
<td>20 August - 13 October 2007</td>
</tr>
<tr>
<td>Term 2</td>
<td>15 October - 26 October 2007</td>
</tr>
<tr>
<td></td>
<td>29 October - 22 December 2007</td>
</tr>
<tr>
<td>Term 3</td>
<td>7 January - 18 January 2008</td>
</tr>
<tr>
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<td>21 January - 15 March 2008</td>
</tr>
<tr>
<td>Term 4</td>
<td>17 March - 28 March 2008</td>
</tr>
<tr>
<td></td>
<td>31 March - 24 May 2008</td>
</tr>
<tr>
<td>Term 5</td>
<td>26 May - 6 June 2008</td>
</tr>
<tr>
<td></td>
<td>9 June - 19 July 2008</td>
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### Distance Education

<table>
<thead>
<tr>
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<tr>
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<td>9 June - 17 August 2008</td>
</tr>
</tbody>
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### Commencement

- **25 May 2008**

### Contact Us!

CIV +49-(0)6221-3780, DSN 314-370-6762

www.ed.umuc.edu
At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC is dedicated to offering on-site and online courses and resources to students in Maryland and around the world. The leading education provider for the U.S. military, UMUC serves more than 41,000 active duty servicemembers. Enrolling more than 90,000 students worldwide, UMUC’s commitment to students around the globe extends far beyond providing access to excellent degree programs. Students can access academic and career advising, financial aid counseling, library services, and much more by phone, e-mail, or online. All around the world, UMUC gives its students more of what they need to succeed, putting goals within their reach.

**CONTACT US**

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

Military DSN 314-370-6762/7157  
Civilian (Germany) 06221-3780  
International +49-06221-3780  
Fax 49-(0)6221-378300  
E-mail edstudent_svc@ed.umuc.edu  
Web www.ed.umuc.edu
Welcome to UMUC Europe!

University of Maryland University College (UMUC) is the Open University of the state of Maryland and of the United States.

The University in its entirety has but one focus—the educational needs of the adult student. The goal of UMUC Europe is to extend the resources of UMUC to members of the American military community in Europe, Central Asia, and the Middle East. When you leave Europe, you can continue your education with UMUC in on-site classes in the state of Maryland and in the Baltimore-Washington metropolitan area, at U.S. military bases in Asia, or in distance education classes accessible worldwide.

We have written this Catalog to help you select the courses and programs that will enable you to achieve your educational goals. We invite your comments on your experience at UMUC and look forward to sharing your educational journey with you. Best wishes for your success.

ACCREDITATION

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215-662-5606). UMUC is governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia. UMUC is a constituent institution of the University System of Maryland.

See the policy statement and additional policies on the inside back cover.
60 YEARS
ONE MISSION
1947-2007

University of Maryland University College was established in 1947 to help meet the educational needs of adult students returning to civilian life—and a competitive job market—in the aftermath of World War II. Those men and women turned to higher education as a stepping-stone on the path to brighter futures and broader horizons for themselves and their loved ones. And UMUC delivered.

Today, that focus remains unchanged. UMUC stands alone as both a pioneer and leader in the field of higher education for students whose busy lives dictate that they fit their studies around the competing demands of work, family, and military or community service. The university’s ongoing commitment to quality, coupled with its convenient course-delivery formats and practical, cost-effective undergraduate and graduate degree and certificate programs, uniquely position UMUC to serve men and women today who dream of success in the increasingly competitive, global, and technical workplace of the 21st century.

INTRODUCTION
TO UMUC
MILITARY PARTNERSHIPS

For nearly 60 years, UMUC has proudly served the U.S. military through its educational partnership in Europe, Stateside, and Asia. More than a million servicemembers have taken UMUC courses.

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. In 2002, UMUC was awarded a contract to continue offering programs at its military sites across Europe and the Middle East. In 2003, the U.S. Department of Defense announced that it had extended UMUC’s privilege to serve the members of the U.S. military community in Asia for another six years.

By proving that traditional standards of academic excellence can be maintained in nontraditional settings, UMUC has won the respect of the military community and established itself as an integral part of military life.

Today, UMUC provides courses at more than 120 military installations throughout Europe, the Middle East, Central Asia, and Asia.

GOARMYED

GoArmyEd is a comprehensive, student-centered, online system developed to help Army students move forward academically. It is centered on the online GoArmyEd portal. Army students (including active duty Army, enlisted soldiers of the Army National Guard, and Army Reserve on active duty) will be able to accomplish many tasks in the GoArmyEd portal such as: applying to a university (by completing a Common Application), enrolling in courses, handling tuition assistance (TA) issues, and monitoring their progress towards a degree.

UMUC Europe presents an introduction to the GoArmyEd portal on its Web site. Prospective and current students can go to www.ed.umuc.edu and click on “Getting Started with GoArmyEd.” Army students may also visit the GoArmyEd portal directly at www.GoArmyEd.com, or may contact their education services officer (ESO) or counselor to learn more about GoArmyEd.
SERVING ADULT STUDENTS

UMUC welcomes all students and helps them achieve their educational goals, but its special focus is on the needs of adult students in the workforce. The great majority of UMUC students work full time and shoulder a full range of other responsibilities.

In recognition of the diverse educational goals and aspirations of its students, the university uses a variety of strategies to ensure access and facilitate degree completion. Knowing that adult students bring experience as well as a willingness to learn, UMUC acknowledges the value of that experience by incorporating the assessment of nontraditional learning in the evaluation of students. Since adult students may have gained college-level learning from multiple sources, UMUC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options include Cooperative Education, which offers credit for new learning in the workplace, and Prior Learning, which offers credit for college-level learning acquired through previous life or work experience. UMUC also accepts credit from community college coursework and a variety of other sources, including military service credit and credit by examination. These innovative credit options are described later in this Catalog.

UMUC understands the demands of balancing work, family, and study and responds by offering classes at convenient locations and times, including evenings and weekends. Courses are also provided in innovative formats, including online delivery.

STUDENT LEARNING ASSESSMENT

UMUC places a high priority on student learning and embraces the concept of learning assessment within instructional delivery and teaching practices. To provide evidence of student learning, the university adheres to a comprehensive process that assesses student learning in specific core learning areas. Embedded within the curriculum of each degree program, these core learning areas represent the knowledge, skills, and dispositions expected of all UMUC graduates: effective communication, technology fluency, information literacy/research competence, quantitative literacy, critical thinking, scientific literacy, historical perspective, civic responsibility, globalization/diversity, and specialized knowledge. Assessment data for these core learning areas are used to continuously improve the quality of UMUC’s academic programs.

ACADEMIC QUALITY

UMUC’s commitment to academic quality is evident in the university’s assessment of student learning, faculty, and scholarly activities, as well as in its programs. The university works closely with its faculty and with business and other organizations to develop and maintain the relevance of its curricula. It also ensures that its academic programs have the same structure, requirements, and outcomes whether they are offered in classrooms in Maryland, at overseas locations, or through online courses.

UMUC is one of 11 degree-granting institutions within the University System of Maryland and is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (3624 Market Street, Philadelphia, PA 19104; tel. 215-662-5606).
PREPARING CITIZENS FOR THE 21ST CENTURY

UMUC prepares graduates to be effective professionals and citizens in their organizations, communities, and families. The university values the contributions of both a liberal education and diverse disciplines to the undergraduate experience, and thus incorporates the fundamentals of liberal learning in all programs to complement practice.

Instruction and curricula at UMUC are based on the belief that central to all learning is the ability to participate in an increasingly global and diverse society and to interact in civil and humane ways. UMUC also recognizes the value of historical insight while ensuring that its programs are contemporary in approach. Understanding the importance of contemporary skills in information acquisition and evaluation, effective writing, and technological fluency, the university expects students to master and practice those skills as part of their study toward their undergraduate degree. In fulfillment of these principles, UMUC provides undergraduate students with a broad foundation in general education and cross-curricular skills and knowledge.

The majors and minors provide focused courses of study that are developed and kept current through consultation with faculty, employers, professional and educational organizations, and other experts in the field. These academic programs prepare students for the modern workplace and also help working students put their current knowledge into a broader context.

GRADUATE PROGRAMS IN EUROPE

Since August 1993, UMUC Europe has administered graduate degree programs from University System of Maryland institutions. Currently, UMUC Europe offers graduate degrees from Bowie State University (BSU) and UMUC, as well as graduate-level certificates.

Graduate courses and programs enable students in Europe to expand their knowledge, enhance their skills, and develop their professional competencies. Students can choose from these programs:

- Master of Arts in Counseling Psychology (BSU)
- Master of Education in Guidance and Counseling (BSU)
- Master of Public Administration (BSU)
- Master of Science in Management Information Systems (BSU)
- Master of Science in Information Technology (UMUC)

Individuals interested in learning more about these graduate programs can contact the Office of Graduate Programs in Heidelberg or visit UMUC Europe’s Web site at www.ed.umuc.edu/graduate.
## INTRODUCTION TO UMUC

### Program Choices

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>MAJOR</th>
<th>FOCUS</th>
<th>MINOR</th>
<th>ASSOCIATE’S</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>p. 66</td>
<td></td>
<td>p. 68</td>
<td>pg. 42</td>
<td>p. 36</td>
</tr>
<tr>
<td>Anthropology *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art history and appreciation *</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 73</td>
</tr>
<tr>
<td>Business administration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 44</td>
</tr>
<tr>
<td>Business law and public policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 78</td>
</tr>
<tr>
<td>Communication studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 79</td>
</tr>
<tr>
<td>Computer and information science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 81</td>
</tr>
<tr>
<td>Computer studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 84</td>
</tr>
<tr>
<td>Computing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 86</td>
</tr>
<tr>
<td>Criminal justice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 87</td>
</tr>
<tr>
<td>Economics *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 89</td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 92</td>
</tr>
<tr>
<td>Foreign language area studies - German *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 95</td>
</tr>
<tr>
<td>Foreign language area studies - Italian *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 97</td>
</tr>
<tr>
<td>Foreign language area studies - Spanish *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 99</td>
</tr>
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</table>

* Focus within the general studies major
### Program Choices

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>MAJOR</th>
<th>FOCUS</th>
<th>MINOR</th>
<th>ASSOCIATE’S</th>
<th>CERTIFICATE</th>
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<tbody>
<tr>
<td>General studies</td>
<td>p. 101</td>
<td></td>
<td></td>
<td>p. 40</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>p. 103</td>
<td></td>
<td>p. 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human resource management</td>
<td>p. 108</td>
<td></td>
<td>p. 111</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>p. 106</td>
<td></td>
<td>p. 108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information systems management</td>
<td>p. 112</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International business management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 114</td>
</tr>
<tr>
<td>Management studies</td>
<td>p. 115</td>
<td></td>
<td></td>
<td>p. 54</td>
<td>p. 37</td>
</tr>
<tr>
<td>Marketing</td>
<td>p. 118</td>
<td></td>
<td></td>
<td>p. 121</td>
<td></td>
</tr>
<tr>
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<td></td>
<td>p. 122</td>
<td></td>
<td>p. 56</td>
<td>p. 37</td>
</tr>
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<td>Philosophy *</td>
<td></td>
<td></td>
<td></td>
<td>p. 126</td>
<td></td>
</tr>
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<td>p. 127</td>
<td></td>
<td></td>
<td>p. 129</td>
<td></td>
</tr>
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<td>p. 129</td>
<td></td>
<td></td>
<td>p. 132</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 133</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 135</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>p. 137</td>
<td>p. 58</td>
</tr>
</tbody>
</table>

* Focus within the general studies major
ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. Government, and their family members may enroll in undergraduate classes through University of Maryland University College Europe, in accordance with the terms of the Department of Defense contract which requires that the university “shall only enroll those academically qualified individuals who have a valid Identification Privilege Card issued by the military services.”

Questions about eligibility should be addressed to the director, Student Affairs, UMUC Europe, in Heidelberg.

ADMISSION REQUIREMENTS

The admission procedures of UMUC were designed to meet the needs of adult, part-time students. Most applicants who have a high school diploma or the equivalent can be admitted and register for an undergraduate class simultaneously. In most cases, neither transcripts nor test scores are required the first time a person enrolls with UMUC Europe.

Active duty Army students must complete the Common Application online in the GoArmyEd portal.

All other students can pick up an Application for Admission at their education center.

Students who plan to earn a certificate or degree at UMUC must ensure that official transcripts and documents relating to their educational background (including military documents) are on file with UMUC Europe in Heidelberg by the end of their second term of attendance or by the time they complete six credits with the university, whichever comes first.
Student Status

Upon being admitted to UMUC, students are assigned to regular, provisional, or consortium status. Admission of foreign-educated applicants is governed by requirements listed in the Foreign-Educated Students section which follows in this Catalog.

Regular

A qualified applicant who wants to audit or receive credit for courses (whether he or she intends to earn a degree or not) is admitted as a regular student. For financial aid purposes, a regular student must be seeking a degree or certificate at UMUC. Admission as a regular student is granted to applicants who submit a completed, signed application; pay the non-refundable admission fee ($30); and fulfill the following academic requirements that apply to their educational level:

- Graduation from a regionally accredited or state-approved United States high school
- Successful completion of the General Education Development (GED) examination with a total score of 225 and no individual test score below 40 (for tests completed before January 2002) or a total score of 2250 and no individual test score below 410 (for tests completed after January 2002)

To be granted regular admission status, students should have maintained a cumulative grade point average (GPA) of at least 2.0 (on a 4.0 scale) in all college-level work attempted at other regionally accredited colleges and universities, including other University System of Maryland institutions. However, an academic probation or dismissal that occurred at least two years before the date when the student applies for admission has no bearing on the student's admission status.

Provisional

Students requesting provisional admission should first contact the director, Student Affairs in Heidelberg, who will explain, in detail, what needs to happen and how they can move from provisional to regular status.

Two categories of students may be admitted in provisional status:

- Applicants otherwise eligible for admission who, during the last two years, earned a cumulative grade point average of less than 2.0 (on a 4.0 scale) at another college or university and/or were academically dismissed from another college or university (regardless of their cumulative grade point average)
- Foreign-educated students, otherwise eligible for admission, who have not completed at least 24 credits of transferable college coursework

All provisional students may enroll for a maximum of 7 credits over two terms. During their first term of enrollment at UMUC, provisional students in the first category must submit transcripts from all colleges and universities they have attended. The student's status is automatically changed to regular after the student has successfully completed 7 credits of graded coursework with a cumulative grade point average of 2.0 or higher, and all admission requirements have been fulfilled. Foreign-educated students must submit official transcripts verifying completion of the equivalent of a U.S. secondary education. They are eligible for regular admission status once UMUC has determined that they have completed the equivalent of a U.S. high school education and all admission requirements have been fulfilled.

Consortium

Colleges and universities serving the military in Europe work together as a consortium. Students seeking a certificate or degree with a consortium institution can enroll in a limited number of courses with other consortium institutions without paying an additional application fee. These courses must be (a) needed by the student to complete certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree. Note: UMUC Europe extends consortium status to Community College of the Air Force (CCAF) students and to students with a Servicemembers Opportunity Colleges Student Agreement from a SOC college or university.

SOC students must submit a copy of their SOC Student Agreement to the UMUC Europe field representative when registering.

Active duty Army SOC students must follow the instructions in the GoArmyEd portal.

A consortium student who requests an official evaluation from UMUC thereby indicates interest in earning a certificate or degree with UMUC and will be required to pay the UMUC application fee. The student's category will then be changed from consortium to regular.
High School Students — Concurrent Secondary Enrollment

With the written recommendation of a high school guidance counselor, an academically gifted high school senior may enroll in a maximum of one three-credit, freshman-level course per term while finishing work toward a high school diploma. Such a student is required to demonstrate a cumulative grade point average of at least 3.5 (B+) in high school academic subjects. The director, Student Affairs may give permission for a high school student to enroll after the director has received both the high school transcripts and written permission from the appropriate officials at the high school and has talked with the student. The student may continue to register as a "concurrent secondary" student until graduation from high school. For purposes of categorization, the student is treated as having provisional status. For additional information, students should contact the director, Student Affairs, in Heidelberg.

Transfer from UMUC Stateside or UMUC Asia

Transfers within global UMUC are simple and free! Students who previously attended classes with UMUC Stateside or UMUC Asia may request that their student records be sent to UMUC Europe. For assistance, students may e-mail the Office of Student Affairs at edstudent_svc@ed.umuc.edu.

Foreign-Educated Students

A student enrolling for the first time with UMUC whose native language is not English must demonstrate English proficiency by providing one of the following documents to the UMUC Europe field representative at the time of registration for courses:

- An official copy of the results of the Test of English as a Foreign Language (TOEFL) indicating a score of at least 550 on a written version, 213 on the computer-based version, or 79 on the Internet-based version. UMUC does not administer this test. It is the student’s responsibility to arrange for testing and to see that an official copy of the test results reaches UMUC Europe in Heidelberg. The TOEFL school code for UMUC Europe is 0715. Information about the exam and administration of it is found at: www.toefl.com.

- Evidence of attendance and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance in such a secondary school for a minimum of three years in addition to having graduated from the school.

- An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course.

In addition to providing proof of English proficiency, the applicant must meet the Admission Requirements noted previously. Students should contact the director, Student Affairs, in Heidelberg, if they have questions about their eligibility.

GoArmyEd GoArmyEd students must provide the same documentation but should send it to the Office of Evaluations in Heidelberg (edevals@ed.umuc.edu) before registering.
UMUC Europe conducts five terms each academic year, which begins in August and ends in July. Face-to-face (on-site) classes are generally eight weeks long. Term dates for on-site classes for the current academic year are listed on the outside back cover of this Catalog. There may be variations in term dates to accommodate military exercises or deployments. Distance education (online) classes are generally 10 weeks long and have different term dates. On-site classes are usually held on or near military installations and registration is held at education centers, although parts of the process may now be accomplished online.

Army students must register for all classes through the GoArmyEd portal. Further information about on-site and online schedules, term dates, and registration can be found at UMUC Europe’s Web site at www.ed.umuc.edu.

OFFICIAL REGISTRATION

GoArmyEd GoArmyEd students (this includes all active duty Army, enlisted soldiers of the Army National Guard, and Army Reserve on active duty) register through the GoArmyEd portal. The GoArmyEd procedure and the procedure for all other students are summarized here.

GoArmyEd students must:
- Access the online GoArmyEd portal at www.GoArmyEd.com
- Complete the Common Application in the portal
- Register for UMUC courses in the portal
- Follow instructions, in the portal, to receive TA
- Pay all fees in full prior to the first class meeting

All other students must:
- Complete an Application for Admission and a Registration Form and pay the nonrefundable application fee when registering for the first time
- Complete a Registration Form each term
- Complete and process the appropriate forms if receiving government tuition assistance (TA) or VA education benefits
- Pay all fees in full prior to the first class meeting
COURSE LOAD

One course, or three credits, is considered a normal course load for a student who is fully employed. This course load will require at least six hours of class time per week and approximately 12 hours per week of additional out-of-class study time. Students should carefully and realistically assess other commitments before registering for more than 3 credits a term.

In no case may a student register for more than 9 credits a term without prior permission from the UMUC Europe registrar in Heidelberg. Courses that last for two terms are calculated at half the course credit for each term. Permission to register for more than 9 credits is based on demonstrated academic excellence at UMUC with a minimum grade point average (GPA) of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC.

CERTIFICATE OF ENROLLMENT

Letters certifying official enrollment are available upon request from the Office of the Registrar in Heidelberg. Enrollment can be certified only for the current term and for previous terms.

WITHDRAWAL

Students who must withdraw from a course are responsible for completing an Application for Withdrawal. However, GoArmyEd students must withdraw through the GoArmyEd portal. Stopping payment on checks for registration fees or not paying at the time of registration does not constitute an official withdrawal or relieve the student of his or her financial obligation to UMUC. Never attending or ceasing to attend class does not constitute an official withdrawal. UMUC cannot accept withdrawals verbally.

Students must include a reason for their withdrawal on the Application for Withdrawal, obtain all necessary signatures, and submit the form at the education center where they registered.

GoArmyEd GoArmyEd students must follow the procedures explained in the GoArmyEd portal. Students who do not formally withdraw will automatically receive a failing grade and forfeit any refund.

A withdrawal cannot be initiated after the beginning of the final exam or the last class meeting, whichever comes first. For one-credit weekend seminars that meet for one weekend, students may initiate an official withdrawal within five working days of the final seminar meeting if they have not taken the final exam for that seminar. For one-credit weekend seminars that meet for more than one weekend, students may initiate an official withdrawal prior to the final class if they have not taken the final exam for the seminar. Students in online classes cannot withdraw after the Friday before the final examination week for these classes. Additional information for students receiving Veterans Affairs (VA) education benefits and financial aid can be found in the VA and Financial Aid sections of this Catalog.
LIST OF FEES

Fees charged to UMUC Europe students are listed below. Payment may be made by check, money order, or credit card (Discover, MasterCard, or Visa). Checks should be made payable to University of Maryland University College.

Application for Admission $30
Non-refundable fee for establishing the student’s permanent record, the official university document from which transcripts are issued. Payable at the time of first registration with University of Maryland University College Europe.

GoArmyEd GoArmyEd students, who complete a Common Application in the GoArmyEd portal, will be sent an e-mail message instructing them to pay the $30 application fee at the nearest UMUC field representative office before the course begins.

This fee is not required of consortium students unless they declare their intent to pursue a certificate or degree through UMUC Europe.

Tuition
Payable at the time of registration. A member of the Armed Forces may be entitled to tuition assistance (TA) from the United States Government. Students may 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.

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

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

Returned Check $30
Charged when a check is 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.

Declined Credit Card $30
UMUC Europe’s processing fee for any credit card charge that is declined by the student’s bank. A student who initiates a charge back on a credit card payment is neither disenrolled nor relieved of responsibility for paying tuition and fees.

Examination to Establish Credit – Current Tuition Rate per Credit
Charged for each credit that the student seeks to establish through UMUC’s course-challenge examinations and UMUC Europe’s foreign language examinations. This fee should accompany the application for examination.

Transcript $5
Charged for each academic transcript issued by UMUC Europe except those sent to another Maryland public two- or four-year institution.

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

Certificate/ Diploma $50
Charged for each certificate and diploma application filed.
REFUNDS

The refund policy applies to tuition only. Other fees are not refundable. A student who withdraws from a face-to-face (on-site) course before the first class session will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal. All refunds will be computed from the date the Application for Withdrawal is formally initiated at an education center according to the following schedule:

- If no more than one-eighth of the class meetings have been held at the time the withdrawal is initiated, the university will refund 75 percent of the tuition.
- If more than one-eighth, but not more than one-fourth, of the class meetings have been held at the time the withdrawal is initiated, the university will refund 25 percent of the tuition.
- If more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, no tuition will be refunded.

For one-credit weekend seminars, no tuition will be refunded if the withdrawal is initiated after the seminar has begun.

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

A student who withdraws from a distance education course (online or IL) before the start date of the course will receive a full refund. A student who withdraws after the start date may be refunded a portion of the tuition as determined by the date of withdrawal. All refunds will be computed from the date the Application for Withdrawal is formally initiated at an education center (not from the date of the last class attended) according to the following schedule:

- If no more than one-eighth of the number of weeks for which the course is scheduled have elapsed at the time the withdrawal is initiated, the university will refund 75 percent of the tuition.
- If more than one-eighth, but not more than one-fourth, of the number of weeks for which the course is scheduled have elapsed at the time the withdrawal is initiated, the university will refund 25 percent of the tuition.
- If more than one-fourth of the number of weeks for which the course is scheduled have elapsed at the time the withdrawal is initiated, no tuition will be refunded.

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

INDEBTEDNESS TO THE UNIVERSITY

Students who incur debts to UMUC during a particular term must clear them to be permitted to register for the next term. Requests for services including transcripts, evaluations, and diplomas are denied until all debts have been paid. Outstanding debts are collected against any refunds due the student. After 120 days, uncollected debts are forwarded to the State Central Collection Unit (SCCU) of the State Attorney General Office (of the State of Maryland) which may report the debt to major credit reporting entities.
FINANCIAL AID

SCHOLARSHIPS

UMUC awards scholarships to eligible undergraduate students. There are scholarships available in a wide range of categories for which students can qualify, including military members, family members, civilians, VA students, TA students, associate-level students, and baccalaureate students. Scholarships are awarded on the basis of students’ academic records and potential in accordance with the specific requirements for a given category. Students can contact the Financial Aid Office for further information about scholarships or visit UMUC Europe’s Web site at www.ed.umuc.edu/fso.

FORMS OF FINANCIAL AID

UMUC participates in the administration of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Academic Competitiveness Grant (ACG), the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), the William D. Ford Federal Direct Loan, Federal Direct Plus Loan, and the Federal Perkins Student Loan programs. All financial aid is administered and awarded in accordance with the federal rules and regulations that govern the Title IV Student Financial Assistance Programs.

Applying for Financial Aid

The 2007-2008 Free Application for Federal Student Aid (FAFSA) Web worksheet, UMUC Europe Guide to Financial Aid, and UMUC Europe Untaxed Income Worksheet are available at all education centers or online at www.ed.umuc.edu/fso. The Guide is designed to help students complete the federal application. It is critical that students use the Guide and Untaxed Income Worksheet before attempting to complete the FAFSA. Students can complete the FAFSA and mail it to the federal processing center in Mt. Vernon, Illinois or complete the online form and submit it electronically at www.fafsa.ed.gov.

The Untaxed Income Worksheet is sent to the UMUC Europe Financial Aid Office in Heidelberg to initiate the student’s financial aid file. It can take two to four weeks to process an application for any type of financial aid. Students should note the priority processing deadlines and other important dates outlined in the Guide.

Financial aid is awarded by academic year, and students must reapply each year. Students may apply until 1 June 2008 for the 2007-2008 academic year. Financial aid can be used concurrently with VA education benefits, 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. Federal Pell Grants may be awarded retroactively. Student loans are processed and approved for current or upcoming enrollments during the academic year.

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 mailed their FAFSA to the processing center or who completed and submitted the FAFSA on the Web. The SAR/ISIR will indicate whether the student may be eligible for a Federal Pell Grant.

The Financial Aid Office must review and approve the completed file before the student enrolls as a financial aid recipient. Students receiving financial aid must be degree seeking. Students who already have baccalaureate degrees are not eligible for Federal Pell Grants, but they may be eligible for Federal Direct Student Loans. 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) which 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. A student whose academic work falls below acceptable levels of performance is placed on Financial Aid Denied status and will lose financial aid eligibility.

Non UMUC Europe Enrollment

Students’ financial aid awards are determined based on enrollment with UMUC Europe. If students wish to take a course with another school, they must contact the Financial Aid Office prior to enrolling with the other school. Enrollment in courses offered by UMUC Asia or UMUC Stateside may be used in calculating financial aid eligibility; however, students must notify the UMUC Europe Financial Aid Office of their intention of enrolling in UMUC Asia or UMUC Stateside courses to ensure timely and accurate processing of their financial aid.
Federal Pell Grants

Federal Pell Grants range from $100 to $4,310 and need not be repaid. Students eligible for a Federal Pell Grant who have submitted their completed FAFSA (or Data Release Number or SAR) and all required documentation to the Financial Aid Office will receive an Award and Acceptance Letter. Students need to sign the letter, retain a copy, and return the letter to the Financial Aid Office.

Eligible Federal Pell Grant students will be considered for the entire academic year. Students are responsible for tracking the use of their grant. The amount of the grant, based upon the Expected Family Contribution Number and the cost of education, may vary each semester depending on the enrollment level and whether it is for a course offered in on-site or online format.

For the summer semester, students must telephone the Financial Aid Office to determine the amount of their available Pell funds.

The Pell Grant is adjusted for students’ actual enrollment on the first day of Term 2 DE (Fall), Term 4 DE (Spring) and Term 5 DE (Summer) and this is referred to as the Pell census date. Any courses for which students are registered or which students withdraw from before the Pell census date are taken into consideration in the finalization of their Pell award. If students withdraw from a course before the Pell census date, that class will not be counted as enrolled and will not be eligible for Pell or FSEOG grants. Any courses students register for AFTER the Pell census date will NOT result in an increase of their Pell Grant award.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants, which do not have to be repaid, provide up to $300 per term to eligible students with the greatest financial need. Students must be eligible for and already have been awarded a Federal Pell Grant. Eligibility for the FSEOG is determined by the Financial Aid Office in compliance with strict federal requirements. Funding for the FSEOG program is very limited.

Academic Competitiveness Grant

An Academic Competitiveness Grant will provide up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and who have successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. The program was available for the first time for the 2006-07 school year for first year students who graduated from high school after January 1, 2006 and for second year students who graduated from high school after January 1, 2005. The Academic Competitiveness Grant award is in addition to the student’s Pell Grant award.

National Science and Mathematics Access to Retain Talent Grant or National SMART Grant

A National SMART Grant will provide up to $4,000 for each of the third and fourth years of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences; mathematics, technology, or engineering; or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. The National SMART Grant award is in addition to the student’s Pell Grant award.

The William D. Ford Federal Direct Subsidized Loan Program

This subsidized loan program allows eligible students to borrow directly from the Department of Education. Interest does not begin to accrue on this loan until the repayment period begins. Freshmen may borrow up to $3,500; sophomores, $4,500; and juniors and seniors up to $5,500 per academic year. Aggregate loan limits may also apply. Transfer students must have an official evaluation before sophomore-, junior-, or senior-year grade levels can be confirmed.

Students seeking a Direct Loan must complete the Free Application for Federal Student Aid (FAFSA), and take all steps necessary to apply for financial aid through UMUC Europe. First-time borrowers must also complete entrance loan counseling.

Following federal guidelines, the Financial Aid Office determines eligibility for a Direct Loan. Students will be awarded maximum eligibility based upon grade level, loan period, and need. Students can accept all or part of their awards.

Students select their own loan period within the 2007-2008 academic year and must successfully complete a minimum of half-time enrollment each semester during the loan period. Students must be continuously enrolled at least half time during the designated loan period or the loan will be cancelled, either in part or in full. Loan periods are calculated based on enrollment in either 8-week terms (for on-site
FINANCIAL AID

courses) or the longer distance education terms. Enrollment in both types of terms can be combined for the purpose of the half-time enrollment necessary for a student loan within a semester. For financial aid purposes, 6 credits in a semester is considered half-time enrollment and 11 or more credits is full-time.

The annual interest accrued is assumed by the federal government while the student is enrolled at least half time and until the repayment period begins. The interest rate is fixed at 6.8%. There is a 2.5 percent origination fee that is subject to reduction by the Department of Education.

Deadlines for a student loan require that it be initiated with the federal processor, via the Financial Aid Office, no later than the last day of the eligible enrollment period. Please see the Guide for additional application deadlines.

The William D. Ford Federal Direct Unsubsidized Loan Program

This student loan program has the same terms, conditions, deadlines, and interest rates as the subsidized Direct Loan except the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The unsubsidized program is available to students who do not qualify, or qualify only in part, for the subsidized loan. It is also aimed at students whose financial need exceeds the subsidized loan limits. For dependent students supported by their parents, the combined total of subsidized and unsubsidized loans may not exceed the loan limits noted previously. Independent adult students are eligible for amounts equal to the Direct Loan limits plus $4,000 per academic year as freshmen and sophomores and $5,000 per academic year as juniors and seniors.

Federal Direct PLUS Loan Program

This loan program enables parents of undergraduate dependent students to borrow directly from the Department of Education at a fixed rate of 7.9 percent. Loan amounts may cover the cost of attendance, less any other financial aid, per academic year and grade level. Parents must undergo a credit check. Repayment begins 60 days after disbursement; deferments (granted by the Department of Education) may allow for a delay in payment until after the period of enrollment, although interest will continue to accrue.

Federal regulations require dependent students to be considered for all types of federal financial aid before a Federal Direct PLUS loan may be processed. UMUC requires students and their parents to complete the Free Application for Federal Student Aid (FAFSA) and take all necessary steps to apply for financial aid through UMUC Europe. Parent borrowers must request the additional federally required Federal Direct PLUS Loan Data Sheet available from the Financial Aid Office.

Federal Perkins Loan Program

The Federal Perkins Loan program provides long-term federal loans for undergraduate students with the greatest financial need. Students may borrow up to $4,000 per academic year at a 5 percent annual interest rate with UMUC acting as the lender.

Students wishing to apply for a Federal Perkins Loan must complete the Free Application for Federal Student Aid (FAFSA). Because of federal budgetary constraints, funding for the Federal Perkins Loan program is very limited. Repayment of the loan begins nine months after the student ceases to be enrolled on at least a half-time basis. Perkins recipients must also complete entrance and exit counseling.

Disbursement of Funds

Each term, the UMUC Europe Business Office disburses (applies) funds to the student's account based on Federal and UMUC guidelines. In general, funds (loans, Pell, ACG, FSEOG, and SMART) are authorized by the Financial Aid Office to the Business Office after the Pell census date, once confirmation of enrollment has taken place.

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.

Satisfactory Academic Progress

Financial aid is intended to meet the financial needs of students who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need but must also make satisfactory progress as determined by UMUC Europe in accordance with federal regulations.

Financial aid recipients are required to be in good academic standing and to maintain satisfactory academic progress toward their degree requirements each term they are enrolled. Academic progress is evaluated three times each year, in January, June, and September. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards and the student may have to repay funds already received.
Due to the short duration of the 8-week term, satisfactory academic progress cannot be determined until enrollment and grades have been submitted. Because of the possibility of overlapping enrollment periods with distance education terms, late grade reporting, and seminars, students may be notified of their probationary or denied status after the next term has begun. Failure to receive written notification does not mitigate the probationary or denied status. Students receive a copy of the Satisfactory Academic Progress Standards with their award letter. Students are responsible for knowing these requirements and requesting clarification when necessary.

Basic Standards for Undergraduate Students

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

- **Minimum cumulative grade point average.** The student must maintain a minimum cumulative GPA of 2.0
- **Minimum completion rate.** A minimum cumulative completion rate of 67 percent of credits attempted must be met
- **Federally mandated maximum time frame to complete the program/degree.** The student must complete his or her educational program within a time frame no longer than 150 percent of the published length of the educational program (for example, complete his or her program after attempting a maximum of 180 credits for a 120-credit program)

Federal regulations require UMUC Europe to track the academic progress of financial aid recipients from the first date of enrollment at UMUC Europe whether or not financial aid was received at that time.

Credits transferred from another institution will be considered as attempted and completed credits in the evaluation of the 150 percent program completion standard and the cumulative completion rate.

Students who exceed the 150 percent time frame for any reason will be placed on Financial Aid Denied, not Financial Aid Probation, status. No financial aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid Denied status and the appeal is granted.

### Treatment of AU, W, F/FN, G, I, S, and Repeated Coursework

**Audit (AU)**

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

**Course Withdrawals (W)**

Course withdrawals are not included in the GPA calculation but are considered noncompletion of attempted coursework.

**F/FN**

F/FN grades will be treated as attempted credits that were not earned, and will therefore be included both in the GPA calculation and minimum completion rate. This is true for both F grades (failed academic) and for FN grades (failed due to non-attendance).

**G (grade pending)**

The mark of G (grade pending) will not be included in the GPA calculation and will be considered noncompletion of attempted coursework until a grade is assigned and academic progress can be re-evaluated.

**Incomplete (I)**

Incomplete marks are not included in the GPA calculation but are considered noncompletion of attempted coursework until the Incomplete mark is replaced with a permanent grade and academic progress can be re-evaluated.

**Satisfactory (S)**

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

### Repeated Courses

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

### Financial Aid Probation Status

Students who fail to meet the minimum 2.0 cumulative grade point average standard or fail to meet the minimum 67 percent completion rate will be placed on Financial Aid Probation status. They will remain on probation for subsequent terms of enrollment until the next Satisfactory Academic Progress evaluation in January, June, and
September of each year. Financial aid can be received during the term of probation. Financial aid disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the term of Financial Aid Probation.

Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum grade point average or minimum completion rate for any prior enrollment at UMUC.

**Financial Aid Denied Status**

Students on Financial Aid Probation or Financial Aid Denied status who fail to maintain the minimum completion rate and/or who fail to maintain a cumulative GPA of 2.0 or better will be placed on Financial Aid Denied status for the following period of enrollment. No financial aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150 percent requirement will also be placed on Financial Aid Denied status. No aid will be disbursed during subsequent terms unless the student has made an appeal and the appeal is granted for that term. There are no exceptions to this requirement. Students, for example, in a 120-credit bachelor’s degree program who have attempted in excess of 180 credits, including transfer credits, are no longer eligible for financial aid. There is no probationary period.

**Reinstatement of Aid after Financial Aid Denied Status**

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

- The student submits a written letter of appeal in accordance with the appeal process, and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term rather than on Financial Aid Denied status.
- The student attends UMUC Europe, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to meet the Satisfactory Academic Progress standards. The student regains financial aid eligibility and is placed on Financial Aid Probation status. Students who are on Financial Aid Denied status for failure to meet the 150 percent requirement cannot regain eligibility this way. They cannot regain financial aid eligibility except on a term-by-term basis through the appeal process.

**Apartment Process**

The student must submit an appeal of Financial Aid Denied status in writing to the associate director, Financial Aid, UMUC Europe Financial Aid Office. Appeals should contain an explanation of what contributed to the Denied status and should address how satisfactory academic progress will be maintained in the future. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of its decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.

**Federal Return of Funds Policy**

Students are responsible for following the university’s withdrawal procedures as outlined in this Catalog. The 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of Title IV funds (loans and grants) on all federal financial aid students who withdraw (officially or unofficially) from all classes for the term on or before the 60 percent attendance point in the term.

If students withdraw from classes, they may not receive further financial aid disbursements, they may lose some or all of the aid that has already been disbursed to their account, and they may be personally responsible for payment of any charges for tuition and fees that are due. Students must notify the Financial Aid Office when they will not complete courses for which financial aid was received. For a complete description of the Federal Return of Funds Policy, please refer to the UMUC Europe Guide to Financial Aid.
UMUC students who are active duty or veterans may be eligible for veterans education benefits. Students can learn about eligibility requirements and pick up required forms at their education center. Students can visit the Department of Veterans Affairs (DVA) Web site (www.va.gov) for information or to print out the required forms, or they can contact the UMUC Europe VA Office in Heidelberg.

BEFORE REGISTRATION - APPLYING FOR VA BENEFITS

If a student (active duty or a veteran) is applying for VA benefits for the first time, s/he must:

- Complete VA form 22-1990 (Application for VA Education Benefits). This form is available at education centers and at www.ed.umuc.edu/financial_aid/va/index. Active duty members need to have this form signed by their education services officer (ESO). Veterans also need to submit a photocopy of their DD214
- Mail the DVA 22-1990 (and, if a veteran, also the copy of the DD214) either to the VA Regional Office in Buffalo, NY, or to the UMUC Europe VA Office in Heidelberg

If a student (active duty or a veteran) has already used VA benefits either at another university or at another part of UMUC (UMUC Asia or UMUC Stateside) and has not yet changed status, s/he must:

- Complete VA form 22-1995 (Request for Change of Program or Place of Training). This form is available at education centers or at www.ed.umuc.edu/financial_aid/va/index. Active duty members must have this signed by their ESO
- Mail VA 22-1995 to the UMUC Europe VA Office in Heidelberg or to the VA Regional Office in Buffalo, NY

Please note: Submitting VONAPP electronically can delay processing of your benefits.

AT REGISTRATION - DECLARING AN INTENT TO USE VA BENEFITS

At registration, the student wishing to use VA benefits (whether active duty or a veteran), must:

- Tell the UMUC Europe field representative that s/he wishes to use VA benefits
- Give the UMUC Europe field representative a completed UMUC form UMAA-026 (Application for an Official Evaluation), with “VA” marked clearly at the top of the first page, along with all documents necessary for an official evaluation
- If s/he wishes to expedite the certification, immediately forward a copy of the student receipt s/he receives after registration is accomplished along with the dates, location, and number of credits of each course to the UMUC Europe VA Office in Heidelberg

THE CERTIFICATION PROCESS

Notification that a student wishes to use VA benefits will reach the UMUC Europe VA Office either in an expedited manner (i.e., the student forwards the student receipt to the VA Office) or at the end of registration. UMUC acts as a certifying agent for the Department of Veterans Affairs (DVA). Once the VA Office in Heidelberg receives confirmation of a VA-eligible student’s registration and course payment, the staff can forward VA form 22-1999, certifying enrollment, to the DVA Regional Office in Buffalo, NY.

The primary responsibility of the university is to verify active enrollment of VA students; it is not to make decisions on individual claims.

Please note: UMUC Europe is not eligible for the VA’s Advanced Payment program.

VA STUDENTS MUST HAVE AN EVALUATION

- VA regulations require that all VA students declare a major field of study and have an official evaluation of all prior academic coursework and military training.
- VA students must have an official evaluation completed within two terms of their first VA enrollment with UMUC Europe to continue receiving VA benefits.
- VA students may apply for an official evaluation when they register for their first course with UMUC.
- Official evaluations are described in the Academic Advisement section of this Catalog.
- The Department of Veterans Affairs (DVA) may seek reimbursement of benefits paid from a student who has received benefits for enrollments after two terms without having received an official evaluation.
- All courses certified to the VA must apply to the degree program on file.
VA Students from Other Institutions

Students who are not pursuing UMUC degrees but who wish to receive VA benefits for UMUC Europe courses must request written permission (a parent school letter) for each course from their degree-granting school before enrolling. The parent school letter must be submitted to the UMUC Europe VA Office in Heidelberg with the appropriate VA application and any necessary documentation.

PAYMENTS

VA payments are made by the Department of Veterans Affairs directly to students and are calculated in accordance with federal regulations. Education benefits are paid according to how the Department of Veterans Affairs views both the nature of the courses and the course load a student is taking. Students should check with the UMUC Europe VA Office in Heidelberg regarding how VA benefits are paid for special format classes such as distance education and seminars, as these payments may differ.

Students receiving education benefits under the G.I. Bill (Chapter 30) should be able to verify their monthly enrollments for payment online via the Web Automated Verification of Enrollment (WAVE) at www.gibill.va.gov within 6-8 weeks of certification.

VA students who withdraw from courses are subject to having the amount of their award recalculated by the VA and may be required to repay any unauthorized amounts received.

STUDENT RESPONSIBILITIES

Students receiving VA benefits are expected to follow all regulations and procedures of the Department of Veterans Affairs while attending UMUC Europe. At UMUC, all regulations of the U.S. Department of Veterans Affairs are enforced. Students should be aware of the following requirements:

- VA students are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC Europe
- VA students must report all changes in enrollment, including drops, adds, withdrawals, and changes to audit. Such actions may affect payments to the student or lead to a requirement that s/he pay VA back monies already received
- VA students must report all changes to their degree program or Official Evaluation by submitting VA form 22-1995 (Request for Change of Program or Place of Training) to the UMUC Europe VA Office in Heidelberg
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been rated or for which a grade that meets minimum requirements for the degree has been earned
- Payment of benefits will be disallowed for any course that is not a requirement in a student’s degree or certificate program
- Each student must keep in close contact with the Office of Evaluations in Heidelberg to ensure his or her official evaluation is completed within the VA’s mandated two-term period

POINTS OF CONTACT

The earlier the student fills out and submits the correct paperwork the better! Students with questions on how to proceed should write to, e-mail, or phone:

University of Maryland University College
Attn: VA Office
Unit 29216
APO AE 09102
E-mail: edva@ed.umuc.edu
Call: DSN 370-6762 ext. 390
or CIV +49-(0)6221-378-390/184
Fax: +49-(0)6221-378-399

For questions regarding WAVE or payment inquiries, students should contact the VA Regional Office in Buffalo, New York.

VA Regional Office
P.O. Box 4616
Buffalo, NY 14240-4616
Call: (716) 857-3196/3197
Fax: (716) 857-3192
E-mail: buffipo@vba.va.gov

VETERANS EDUCATION BENEFITS
WAYS OF EARNING CREDIT

UMUC is unlike any other institution of higher education in the world in its combination of access with academic quality. It opens doors to learning by taking education to students wherever they may be. Because UMUC understands the importance of life-long learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions. Recognizing that adult students bring to the university not only a willingness to learn but also an educational history informed by experiential learning, it incorporates the assessment of nontraditional learning (i.e., learning gained outside the classroom) into the evaluation of students.

CLASSROOM, ONLINE, AND INDIVIDUALIZED LEARNING

Students take UMUC Europe courses in classrooms at over 70 sites in Europe, Central Asia, and the Middle East. Students can also “attend class” worldwide in UMUC’s online courses or in Individualized Learning (IL) courses. In on-site classes, there are 16 contact hours for each unit of credit. Therefore a 3-credit course delivered in an on-site format meets for 48 contact hours, usually over an eight-week term. In online classes, students are linked to faculty and classmates via the Internet. In Individualized Learning (IL) classes, course material is presented on a CD; the student proceeds at his or her own pace over a period of 15 weeks. UMUC courses meet the same standards of quality regardless of delivery format. Any given course has the same objectives and requirements, awards the identical amount of academic credit, and may be applied toward the same undergraduate degrees whether it is delivered in a stateside classroom, overseas, or via the Internet or CD.

LEARNING GAINED THROUGH EXPERIENCE

Learning acquired outside the college classroom may be assessed for credit toward a degree with UMUC. There are two ways students can make use of life experience for possible college credit: Prior Learning and Cooperative Education. Details on each method follow. Academic advisors can help in determining the best routes to use in fulfilling any academic plan.

Prior Learning

Students may earn credit for college-level learning acquired outside the classroom through course-challenge examinations, EXCEL, and UMUC Europe foreign language examinations. Credit earned may be used toward either a first or second degree. However, no more than half the credits required for an undergraduate major or minor may be earned through Prior Learning.

Any excess credits awarded are applied where appropriate in the student’s program of study.

Course-Challenge Examinations

UMUC credit can be earned for any undergraduate course for which UMUC can prepare and administer a suitable examination (called a course-challenge examination). Academic advisors can inform students about courses that may not be challenged by examination. Degree students at UMUC who have received an official evaluation of transfer credit and have a cumulative grade point average (GPA) of at least 2.0 in UMUC coursework may contact a UMUC Europe academic advisor to begin the process and learn how to apply for these examinations.

Course-challenge exams are not intended as a substitute for independent study. Students may be required to show evidence of prior learning before being authorized to take a course-challenge exam. Credit may be applied toward a first or second bachelor’s degree. No exam may be taken more than twice, and course-challenge examinations may not be taken for courses for which the student has previously enrolled. Only one course in a sequence may be tested at one time and students may not take an exam for a course that is a prerequisite for a higher-level course they have already taken.

Credit earned by course-challenge examination earns a letter grade, according to the exam score, that is computed in the grade point average. However, this credit may not be applied to the requirement for graded coursework in the student’s major.
Exams may only be canceled before the student receives the exam. Refunds are given only if a suitable exam cannot be prepared. More information on course-challenge examinations is available by contacting the UMUC Europe Office of Student Affairs in Heidelberg.

EXCEL Through Experiential Learning

EXCEL Through Experiential Learning is a unique way for students to demonstrate and earn credit for college-level learning they have gained from work, community or political involvement, or other noncollegiate experiences. Students interested in learning more about EXCEL or wanting to apply should contact an academic advisor in Heidelberg.

To be eligible for EXCEL students must:

- Complete an EXCEL application
- Complete an orientation (available online)
- Meet basic standards in writing (either by having taken a college writing course or by qualifying for WRTG 101 on the writing placement test)
- Be in good academic standing at UMUC (not on academic warning or probation)
- Have submitted all transcripts, exam scores, and military occupational specialty (MOS) scores to the Office of Evaluations and requested an official evaluation

Enrollment in EXCL 301 Learning Analysis and Planning is required. In this 3-credit course, the student prepares a portfolio describing and documenting college-level learning gained from past experiences. Because EXCL 301 is a demanding and complex course, students should not register for other courses while they are enrolled in EXCL 301. After receiving credit once for EXCL 301, students may not enroll in the class again.

EXCL 301 is graded on an S/D/F basis. If the quality of work in the portfolio merits a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation. Faculty members from the appropriate disciplines assess the portfolio and recommend whether to award credit. Credit earned as a result of portfolio evaluation also earns a grade of S. The S grade is not computed in the grade point average and is not applicable toward honors.

Experiential-learning credits may be awarded at both the upper and lower levels. Although a maximum of 30 credits may be earned through EXCEL, the average award is between 15 and 18 credits. These credits are considered UMUC resident credit. However, they do not fulfill requirements for graded coursework and so may not exceed half the total credits for a major, minor, or certificate.

Credit for EXCL 301 is charged at the current tuition rate. Fees are also charged for enrollment in the program, portfolio evaluation, any additional evaluations, and credits awarded. Students receiving financial aid must pay all EXCEL fees.

Students should carefully review the requirements, rules, and procedures for EXCEL. More information may be obtained by contacting an academic advisor in Heidelberg.

UMUC Europe Foreign Language Examinations

UMUC Europe foreign language examinations are for students completing degree requirements, not those seeking to determine their level of foreign language mastery. To be eligible for a UMUC Europe foreign language examination, the student must have an official evaluation. A student who has attended elementary or secondary school where English was not the language of instruction can establish credit in that language only for certain courses. A native speaker of a foreign language may not earn credit for lower-level or conversation courses. To determine the courses in which he or she may be examined, the student must submit a Summary of Educational Experiences and translated transcripts from those schools. The Summary may be obtained by contacting an academic advisor. UMUC Europe reserves the right to determine the native language of a student and the level of exam to be taken.

The examination fee is the current cost of tuition for a 3-credit course with UMUC Europe. A check or money order for the correct amount should be mailed with an Application to Establish Credit by Examination in a Foreign Language (found at www.ed.umuc.edu/undergrad/services/credit) to:

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

Students can contact the Office of Evaluations for more information.
Cooperative Education

Cooperative Education (Co-op) extends education beyond the traditional classroom experience by taking "theory-to-practice" in the workplace. Co-op offers an opportunity for students to gain experience and develop new knowledge and skill in their chosen discipline, while earning upper-level college credit. Students may, therefore, accelerate achievement of their career goals while earning upper-level college credit to complete their bachelor's degree.

To be eligible for Co-op, students must:

- Be seeking a degree from UMUC
- Have completed 30 credits, including transfer credit, toward a degree
- Have completed at least 9 credits in the discipline in which they plan to do their Co-op project
- Have a GPA of 2.5 or better at UMUC
- Be working in a job or internship that provides an opportunity to apply classroom theory to practical projects incorporating significant analysis and problem solving directly related to the student's academic discipline. (The work experience may be paid or unpaid, part-time or full-time.)

Students interested in pursuing a Cooperative Education experience must first develop a learning proposal that identifies several project tasks representing the new learning to be acquired as a result of the work experience; a faculty member in the appropriate discipline must then approve the learning proposal to ensure that it constitutes upper-level college learning. Once the learning proposal is approved, the student is given permission to register for Co-op. The learning proposal is then developed into a three-way learning contract among the employer, the student, and the faculty mentor.

Throughout the Co-op experience, students work under the supervision of the employer on completion of several of the identified project tasks and the faculty mentor on the completion of academic assignments required to earn college credit for their work experience. The project tasks for the employer constitute the course content, which is augmented by the reflective academic assignments for review by the faculty mentor. Students are required to communicate regularly with their faculty mentor throughout the Co-op term, which typically lasts 15 weeks.

Students may earn either 3 or 6 credits during the Co-op term. To earn 3 credits, students must devote at least 12 hours per week to tasks providing new learning (for a total of 120 hours during the Co-op term) and complete a minimum of four project tasks identified in the learning contract. To earn 6 credits, students must devote at least 20 hours per week to project tasks (for a total of 300 hours during the Co-op term) and complete five to eight project tasks identified in the learning contract.

Co-op projects may be developed in all undergraduate disciplines. Courses are listed with the designator of the discipline and numbered 486A (for 3 credits) or 486B (for 6 credits). For example, a 3-credit Co-op in business and management would be listed as BMGT 486A, a 6-credit as BMGT 486B. Tuition for the Co-op course is charged at the current rate per credit, and an administrative fee is charged each time the student enrolls.

Students may apply up to 15 Co-op credits to their bachelor's degree. Co-op courses may not be used to satisfy general education requirements or required academic coursework in the major. However, Co-op credits may be applied to electives as well as to upper-level supplemental courses in the major or minor. A standard letter grade is awarded for successful completion of Co-op courses. It is strongly recommended that students consult with a UMUC Europe advisor to determine how Co-op credits may help them fulfill degree requirements.

For more information, students should review the information, policies, and procedures detailed online at www.umuc.edu/coop and/or contact an academic advisor in Heidelberg.

**EXTERNAL SOURCES OF COLLEGE CREDIT**

(Further details and regulations are given in Appendix A and Appendix B of this Catalog.)

UMUC will not award credit for courses that repeat work done elsewhere. Students who have earned credit at other colleges or universities are responsible for determining whether courses they plan to take at UMUC would duplicate any previously earned credit. Students who are in doubt should consult a UMUC Europe academic advisor before registering. For more information, students can consult the UMUC Europe online Articulation Guide at artguide.ed.umuc.edu, which lists articulations for many colleges and universities along with exams and scores that are accepted for credit with UMUC.)
One UMUC Europe, Stateside, and Asia

A student who has done satisfactory work in UMUC Europe is encouraged to enroll in any of the regularly scheduled terms elsewhere within UMUC without having to be readmitted.

Because faculty and courses in UMUC Europe and UMUC Asia meet the same academic standards as those for UMUC Stateside, courses offered overseas carry resident credit identical to that earned on the home campus.

A student may earn resident credit toward an associate’s or bachelor's degree entirely through study with UMUC Europe or in a combination of study with UMUC Asia and/or UMUC Stateside. When departing Europe, students may request to have their records transferred to UMUC Stateside by using the online Relocation Request form found at www.ed.umuc.edu/.

Credit by Transfer

Credit toward a UMUC degree may be assigned for work completed through the kinds of institutions described in the following sections. As many as 9 credits of transferable college coursework may be counted toward an 18-credit certificate; as many as 45 credits of transferable college coursework may be counted toward an associate's degree; and as many as 90 credits of transferable college coursework may be counted toward a bachelor's degree. UMUC does not accept credits for remedial or pre-college courses or sectarian religious courses in transfer. A student who wants to transfer credit from other institutions to UMUC should request an official evaluation/SOC Agreement to determine the applicability of those credits to a degree from UMUC. No transfer credit is accepted without official transcripts.

Credits earned at other institutions during a period of disciplinary suspension or dismissal from UMUC are not accepted in transfer.

<table>
<thead>
<tr>
<th>Credit Sources</th>
<th>18-credit Certificate</th>
<th>Associate’s</th>
<th>Bachelor’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Maximum number of credits transferred from regionally accredited institutions:</td>
<td>9</td>
<td>45</td>
<td>90</td>
</tr>
<tr>
<td>B. Maximum number of credits transferred from American Council on Education (ACE)-recommended military training and experience:</td>
<td>9</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>C. Maximum number of credits transferred through AP, DLPT, USAFI, DANTES, CLEP (General and Subject), and Excelsior College examinations:</td>
<td>9</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>D. Maximum number of vocational/technical credits transferred from accredited institutions and military sources:</td>
<td>3</td>
<td>12</td>
<td>21</td>
</tr>
<tr>
<td>E. Maximum number of transfer credits from a regionally accredited junior or community college:</td>
<td>9</td>
<td>45</td>
<td>70</td>
</tr>
<tr>
<td>F. Total non-instructional credits transferred from exam credit (CLEP, DANTES, etc. plus UMUC course-challenge and UMUC Europe foreign language exams), EXCEL, and ACE-recommended military/civilian credits:</td>
<td>9</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>G. Maximum number of credits for a combination of portfolio assessment (e.g., EXCEL), course challenge and UMUC Europe foreign language examinations, or military occupational specialities (e.g., MOS, NER):</td>
<td>6</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td>H. TOTAL credits transferred from any combination of the above sources not to exceed:</td>
<td>9</td>
<td>45</td>
<td>90</td>
</tr>
</tbody>
</table>
WAYS OF EARNING CREDIT

Credit from Other Colleges and Universities
When the grade of at least C has been earned, transfer credits from regionally accredited two- and four-year colleges and universities may be awarded for courses that apply to the student’s curriculum that do not duplicate other courses for which credit has been awarded. Transfer credit for another institution’s course-challenge examinations and prior learning may be accepted if it is listed on the transcript with a passing grade.

Credit from Junior Colleges or Community Colleges
A total of 70 credits from two-year institutions (junior colleges or community colleges) may be applied toward a bachelor's degree at UMUC. A student who has already completed 70 credits may not apply further credit from a junior college or a community college to a degree from UMUC.

A student who initially enrolled in any public community college of Maryland will be admitted to UMUC in conformance with the policy developed and approved by the Maryland Higher Education Commission. Additional information is presented in the section on transfer policies in Appendix A and Appendix B of this Catalog.

Credit through Correspondence Study
UMUC does not offer correspondence courses. However, UMUC will accept correspondence credit earned through regionally accredited colleges and universities, provided a grade of C or better has been earned and the course applies to the student’s curriculum. A student planning to enroll in correspondence study should consult a UMUC Europe academic advisor to determine if the course is appropriate.

Vocational and Technical Credit
Vocational and technical credit from regionally accredited institutions or American Council on Education (ACE)-approved organizations, when applicable, may be accepted as elective credit only. This credit may be applied toward a degree at UMUC, up to the following limits:
- 18-credit certificate: a maximum of 3 credits
- Associate’s degree: a maximum of 12 credits
- Bachelor’s degree: a maximum of 21 credits of coherently related work

Noncollegiate Courses
UMUC will accept for credit professional (not technical) noncollegiate courses applicable to the student’s curriculum that have been evaluated by either (1) ACE (if the courses are listed in the National Guide to Educational Credit for Training Programs) or (2) the University of the State of New York National Program on Non-Collegiate Sponsored Instruction (if listed in its College Credit Recommendations).

Transfer to Other Institutions
A UMUC student planning to transfer to another college or university should seek guidance directly from that institution. The institution receiving the credit will supply the most accurate information about its requirements and whether specific UMUC courses will fit its curricula.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES
UMUC grants credit for study completed in service schools and experience in Military Occupational Specialties (MOSs) and Navy Ratings (NERs) on the basis of the recommendations by the American Council on Education (ACE) in Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student’s chosen UMUC curriculum. UMUC generally accepts recommendations of ACE for lower-level and upper-level credit. Recommendations made by ACE for vocational or technical credit are considered on the same basis as, and with the same limitations as, those placed on nonmilitary sources of credit.

Servicemembers Opportunity College
As a designated four-year Servicemembers Opportunity College (SOC), UMUC provides opportunities for men and women in the military services to complete educational programs through various modes of instruction scheduled at times appropriate to their duty assignments. The SOC institutions have also developed a series of degree networks that correspond to Army, Navy, Marine, and Coast Guard career specialties and lead to associate’s degrees (SOCAD-2, SOCNV-2, SOCMAR-2, and SOCCOAST-2 programs) and bachelor’s degrees (SOCAD-4, SOCNV-4, SOCMAR-4, and SOCCOAST-4 programs). The SOC concept itself was developed jointly by educational representatives from each of the military services, from the U.S. Department of Defense, and from 13 of the nation’s leading associations of higher education.
Army, Navy, and Marine Training

When available, an Army/ACE Registry Transcript (AARTS) should be submitted for evaluation of Service Schools and Military Occupational Specialties for Army training or a Sailor-Marine ACE Registry Transcript (SMART) for Navy or Marine training and enlisted ratings. AARTS/SMART transcripts are the most effective means of documenting the learning servicemembers have acquired through their military experiences. Individuals who have been or are enlisted with the Regular Army are eligible for an AARTS transcript. Individuals with previous training in the U.S. Navy since 1975 or in the U.S. Marine Corps since 1990 are eligible to request an official SMART transcript.

Students who submit the AARTS/SMART transcript do not need to submit DD Form 2-1 or DD Form 295. UMUC recommends, however, that soldiers request a transcript copy for themselves to ensure that all of their military courses have been included. Students seeking credit for work not documented on the AARTS/SMART transcript should submit a DD Form 2-1, DD Form 295, or other documentation to verify their experiences. Students who submit an AARTS/SMART transcript do not need any other documentation to verify the following items listed on an AARTS/SMART transcript: SQT or SDT results, scores on CLEP and DANTES exams, and DLI coursework or proficiency tests (DLPT). For example, if all CLEP and DANTES tests are included on the AARTS/SMART transcript, students do not need to submit a DANTES transcript as well.

For work not covered by AARTS/SMART transcripts, other documentation must be submitted. For DLI, the National Cryptologic Institute, and ALMC, official transcripts must be requested directly from the issuing institution. If documentation originates from other sources, “true” copies (certified by the personnel officer, legal officer, or commander) must be submitted to UMUC Europe. The documents listed here, in conjunction with an ACE credit recommendation, can lead to the assignment of credit applicable to a student’s UMUC Europe degree program:

- Army and Navy Service Schools: DD Form 2-1 or DD Form 295 (retired and former military use DD Form 214) or NAVPERS 1070-604
- Army MOS Credit-Enlisted (E-6 to E-9): NCOER or Form 2166-5A (one or more) which covers no less than 12 consecutive months in a single MOS. To be considered for MOS credit before 1994, other ranks may submit documentation of SQT or SDT examinations
- Warrant Officers: OER covering a period of at least 12 consecutive months for MOS credit and an ORB for service school training

Retired and Former Army, Navy, Marine Corps, and Coast Guard

Former military who are unable to secure an AARTS/SMART transcript need to submit certified true copies of documents shown below. Those seeking VA benefits must submit appropriate documents. Students should begin the process as soon as possible.

Army

DD Form 214 or MOS documentation listed in the previous paragraphs. Microfiche records are available from the National Personnel Records Center (NPRC), 9700 Page Blvd., St. Louis, MO 63132. Web: www.archives.gov/facilities/missouli/military_personnel_records.html

Navy

DD Form 214 or NAVPERS 1070-604 for Enlisted or NAVPERS 601-4 and 1611/1 for Warrant Officers and LDOs

Marine Corps

DD Form 214

Marine Corps Institute Transcript (submit request at www.mci.usmc.mil/newmci/default.asp)

Coast Guard

DD Form 214

Coast Guard Institute Transcript

Web: www.uscg.mil/hq/cgi/military_experience.html

Community College of the Air Force (CCAF)

UMUC awards credit for study at service schools of the U.S. Air Force in accordance with recommendations from the Community College of the Air Force (CCAF). Credits must be applicable to the student’s chosen curriculum at UMUC, must meet other UMUC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit. In addition:

- All credit from the CCAF is lower-level credit and is applicable only to freshman and sophomore requirements
- Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or better, credit may be applied wherever appropriate in the UMUC curriculum. Courses that are vocational or technical may be used only as electives, up to a maximum of 21 credits
CREDIT BY EXAMINATION

UMUC may award as many as 30 credits by examination toward the associate’s degree and 60 credits by examination toward the bachelor’s degree, provided that:

(1) there is no duplication of other academic credit, and
(2) the scores presented meet UMUC’s standards.

Examinations may include the Advanced Placement examinations administered by the College Board; the College-Level Examination Program (CLEP); Defense Activity for Non-Traditional Education Support (DANTES) examinations; and Excelsior College Examinations (ECEP — formerly RCEP and ACT/PEP). UMUC also accepts credit for professional examinations listed in the ACE Guide to Educational Credit by Examination. As many as 30 credits by examination awarded by other regionally accredited institutions will be accepted for courses that appear on an official transcript with a grade of C or better. Students who have questions about credit by examination are encouraged to consult a UMUC Europe academic advisor.

Advanced Placement

Advanced placement and college credit may be granted to students on the basis of scores on a College Board Advanced Placement (AP) examination. These examinations are normally administered to eligible high school seniors during the May preceding matriculation in college.

A student intending to transfer AP credit that was awarded at another college or similar institution must have a transcript of those scores sent directly to UMUC Europe in Heidelberg from the College Board. When those scores have been received, an academic advisor will determine whether they meet the standards established at UMUC for granting AP credit and how much credit may be awarded.

Credit earned by advanced placement may be used to complete general education requirements, majors, minors, or electives.

<table>
<thead>
<tr>
<th>CLEP General Examination</th>
<th>Credit</th>
<th>ACE Recommended</th>
<th>Duplication of UMUC Courses</th>
<th>GER Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>6</td>
<td>50*</td>
<td>None</td>
<td>Communications</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>50*</td>
<td>None</td>
<td>Social Sciences</td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td>50*</td>
<td>None</td>
<td>Humanities</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6</td>
<td>50*</td>
<td>MATH 105</td>
<td>Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>50*</td>
<td></td>
<td>Mathematics**</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>50*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td></td>
<td></td>
<td>Arts and Humanities</td>
</tr>
</tbody>
</table>

* For exams taken prior to 31 March 2005, the minimum score for credit is 500. For CLEP English Composition examinations taken between August 1979 and May 1986 (ETS) or October 1986 (DANTES), the minimum passing score is 594. After these 1986 dates and continuing through 30 June 1993, the minimum passing score was 494. A maximum of 3 credits by examination can be awarded for English writing.

** CLEP General Mathematics examination must have been taken after 1 August 1985. No credit will be awarded for exams taken after credit has been assigned for MATH 107 or a higher-level math course.
College-Level Examination Program (CLEP)

Up to 30 credits may be awarded for general examinations in the College-Level Examination Program (CLEP). The scores must meet UMUC standards. UMUC may award 6 credits each for the English examination and the mathematics examination and 6 credits for the examinations in natural sciences, social sciences and history, and humanities.

Successful completion of certain subject-area examinations is another way of earning college credit. Generally, all CLEP subject examinations yield only lower-level credit. Academic advisors can furnish details.

DANTES Examinations

Credit may be awarded for successfully completing certain Subject Standardized Tests of DANTES (formerly known as USAFI). Academic advisors have information on which tests are acceptable.

Excelsior College Examinations (ECEP — Formerly RCEP and ACT/PEP)

Students may earn credit for successfully completing subject tests offered by Excelsior College. Tests are available in various areas of the arts and sciences, as well as in business. Scores must meet UMUC standards. Academic advisors can furnish details.

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 graduate-level courses with the Bowie State University graduate programs in Europe 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 grade point average is 3.0 or better
- Permission has been secured from the appropriate program director, Graduate Programs.
- The UMUC Europe Seniors’ Application for Graduate Admission has been filed

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. Students interested in taking graduate courses should contact the Office of Graduate Programs in Heidelberg by e-mailing edgradprog@ed.umuc.edu or by phone.
OFFICIAL EVALUATION

Academic advisors provide students the information needed to plan an academic program. The purpose of the official evaluation is to show students their certificate or degree progress and to help them select appropriate courses. Official evaluations are available to students who are enrolled in UMUC Europe courses and intend to complete a UMUC certificate or degree.

As they enroll in their first course, students should prepare for their official evaluation by requesting official transcripts and gathering other necessary documents.

An official evaluation:

- Includes all documented transfer credit earned up to the date of the evaluation that may be applied to a UMUC degree program
- Lists all courses completed at UMUC
- Incorporates other types of documented (non-traditional academic) credit
- Indicates the amount and type of coursework still required for the certificate or degree being sought

An official evaluation is based on the curriculum in effect when the student first registered with UMUC or any Maryland public two- or four-year school provided there has been no break in enrollment exceeding two years.

Documents Required for an Official Evaluation

With the exception of GoArmyEd students, all students must request an official evaluation by completing the Application for an Official Evaluation (UMAA-026). This form is available at education centers or online at www.ed.umuc.edu/undergrad/services/advise.

GoArmyEd By completing the Common Application in the GoArmyEd portal, UMUC is notified that an official evaluation is requested for a GoArmyEd student.

Documents required for an official evaluation include:

- CLEP, USAFI/DANTES, Excelsior College Exams (ECEP—formerly RCEP, ACT/PEP), or other test results, as appropriate
- Official transcripts from all colleges or universities attended—the form Transcript Request (UMAA-002) is available at education centers or online at www.ed.umuc.edu/undergrad/services/advise
- Appropriate military documents

An official evaluation cannot be started until an official transcript has been received directly from each institution attended, including other institutions of the University System of Maryland, even when credit from one institution is posted on the transcript of another institution. All transcripts and military documents become the property of UMUC Europe and cannot be returned to, copied for, or forwarded to a third party for the student. It is the responsibility of the student to ensure that all appropriate documents have been received by the Office of Evaluations.

All records of previous educational experiences must be sent directly from each issuing institution (or other source, in the case of military documents) to:

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

UMUC may deny transfer credit from any institution not listed on the Application for Admission or, for GoArmyEd students, on their Common Application. Sources of transfer credit not listed at the time of admission or approved by an advisor after admission cannot be applied toward UMUC certificates or degrees.

Students who attend a non-U.S. institution (e.g., German Gymnasium or Italian Liceo) or university for which transfer credit may be awarded should submit official documents, including secondary school documents, to the Office of Evaluations in Heidelberg. Official word-for-word translations of all non-English documents must be provided. These will be forwarded to an evaluation agency for review.

Students may request that their official evaluation be updated. Additional information on official evaluations may be found at www.ed.umuc.edu/undergrad/services/advise or be requested from the Office of Evaluations at edevals@ed.umuc.edu.
ACADEMIC ADVISEMENT

CURRICULUM PLANNING SHEETS

UMUC degree-seeking students receive their official evaluation in the form of the curriculum planning sheet that will:

- Indicate the requirements that have been completed both through UMUC courses and through transfer of other credit, if applicable
- Show remaining requirements in each part of the certificate/degree curriculum

Students can use their curriculum planning sheet to help them select suitable courses toward a UMUC certificate or degree. They should keep it up-to-date. Students should also refer to this Catalog to ensure their selections fulfill the certificate and degree requirements. Students receiving VA education benefits or federal financial aid must follow the curriculum planning sheet closely. No award can be made for any course that does not fit into the student's degree program. Course selection advice is also available upon request from UMUC Europe academic advisors.

SERVICEMEMBERS OPPORTUNITY COLLEGES

UMUC participates in the Servicemembers Opportunity Colleges' (SOC) Degree Programs, SOCED, and SOC Degree Builder programs.

For Army, Navy, Marine, and Coast Guard personnel at the certificate and associate's-degree level, they are SOCAD-2, SOCNAV-2, SOCMAR-2, and SOCCOAST-2.

For Army, Navy, Marine, and Coast Guard personnel at the baccalaureate level, they are SOCAD-4, SOCNAV-4, SOCMAR-4, and SOCCOAST-4.

SOC agreements are available to military students and their family members.

SOC agreements will be issued to students after:

- They have paid the application fee
- They have enrolled in UMUC courses
- UMUC Europe has been notified that an official evaluation is requested. With the exception of GoArmyEd students, all students must request an official evaluation by completing the Application for an Official Evaluation (UMAA-026).

GoArmyEd By completing the Common Application in the GoArmyEd portal, UMUC is notified that an official evaluation is requested for a GoArmyEd student.

- UMUC Europe has received all of the official transcripts and other documents required to complete the official evaluation
- The official evaluation has been completed

UMUC participates in the SOCED program, which is designed to help members of the military community prepare for eventual careers in secondary-level teaching, and in the SOC Degree Builder program, which helps servicemembers in various MOS/NER career paths plot their degree program.

FOR MORE INFORMATION

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

DSN: 370-6762
CIV: +49-(0)6221-378347
Fax: +49-(0)6221-302017
E-mail: edevals@ed.umuc.edu
**GRADES AND RECORDS**

**GRADING SYSTEM**

The following symbols are used by UMUC Europe:

<table>
<thead>
<tr>
<th>Grade/Mark</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding scholarship</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good scholarship</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory scholarship</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Marginal performance</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FN</td>
<td>Failure for nonattendance</td>
<td>0</td>
</tr>
<tr>
<td>G</td>
<td>Grade under review</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (C or higher)</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>R</td>
<td>Repeated course</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

**Satisfactory: The Grade of S**

The grade of S is used when a satisfactory (S)/marginal (D)/failure (F) grading system applies. The grade of S is equivalent to a grade of C or higher. This grade is used to denote satisfactory progress in an experiential setting or practicum, such as EXCL 301. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining grade point averages.

**Marginal Performance: The Grade of D**

The grade of D is the minimum passing grade and denotes borderline understanding of the subject. Only a limited amount of coursework in which the grade of D has been earned can be applied toward a degree. For additional information, students should refer to specific certificate and degree requirements in this Catalog. Most regionally accredited colleges and universities will not accept transfer courses in which a D has been earned.

**Failure: The Grade of F**

The grade of F means a failure to satisfy the minimum requirements of a course. Although it carries no credit, it is included in calculating the grade point average. A student assigned the grade of F must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade in order to receive credit for that course. The military services require that students receiving tuition assistance reimburse the government if they receive the grade of F.

**Failure for Nonattendance: The Grade of FN**

The grade of FN means a failure in the course because the student has not attended or participated in course assignments and activities. It is assigned when the student ceases to attend class but has not officially withdrawn. The military services require that students receiving tuition assistance reimburse the government if they receive the grade of FN.

**Grade under Review: The Mark of G**

The mark of G is an exceptional and temporary administrative mark given only when the final grade in the course is under review. It is not the same as a mark of Incomplete.

**Incomplete: The Mark of I**

The mark of I (Incomplete) is an exceptional mark given only to students whose work in a course has been satisfactory but who for reasons beyond their control have been unable to complete all the requirements of a course. The following criteria must be met:

- The student must have completed at least 60 percent of the work in the course with a grade of C or better
- The mark of I must be requested before the end of the course
- The procedure for awarding the mark of I is as follows:
  - The student must ask the faculty member for a mark of I (Faculty members cannot award a mark of I on their own initiative.)
  - The faculty member decides whether to grant the request
  - The faculty member sets a date (no more than four months after submitting the mark of I) for completion of the remaining requirements of the course
  - The faculty member and the student together agree on the remaining requirements of the course and the deadline for submitting the work
  - The student is responsible for completing the work
  - After the work is completed, the faculty member submits a grade change to replace the mark of I on the student’s record with the grade the student has earned

If the mark of I is not made up within four months or by the agreed-upon deadline, the I is changed to an F. Students should be aware that a mark of I in their final semester may delay graduation.
The mark of I cannot be removed by means of credit by examination, and it cannot be replaced by a mark of W (defined below). Students who elect to repeat an incomplete course must register again for the course, pay the full tuition and applicable fees, and repeat the course. For purposes of academic retention, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

Withdrawal: The Mark of W
Students may receive the mark of W by officially withdrawing from a course. For purposes of academic retention, the mark of W is counted as attempted hours. It is not used in determining grade point averages. The W can be posted only when it is documented by an Application for Withdrawal. (See the Enrollment section of this Catalog for filing instructions.) Students must follow the procedures presented in the GoArmyEd portal.

Audit: AU
When a student audits a course, an AU is assigned. Any course may be audited. Students seeking neither credit nor grades may register to audit a course provided they meet current admissions standards. Auditors pay the same fees as those taking the course(s) for credit. Once a class has begun, a student cannot change registration status from audit to credit or from credit to audit.

CHANGE OF GRADE
With the exception of the I (Incomplete) and G, all grades and marks are final and cannot be changed.

GRADING REPEATED COURSES
When a course is repeated, only the higher grade earned in the two attempts is included in the calculation of the grade point average. For purposes of academic retention, both attempts are counted. Both grades are entered on the permanent record, with a notation indicating that the course was repeated. Students cannot increase the total hours earned toward a degree by repeating a course for which a passing grade was conferred previously.

To establish credit in a course previously failed or withdrawn from, students must register, pay the full tuition and applicable fees, and repeat the entire course successfully.

Students may not register more than twice for the same course without the prior approval of the director, Student Affairs.

INSTITUTIONAL CREDIT
A course that may not be applied toward graduation may be assigned a credit value for purposes of course load per term and tuition. This institutional credit is included in the grade point average (GPA) and in determining eligibility for financial aid and veterans education benefits. However, students required to take these courses do so in addition to the 120 units of graduation credit required for the degree.

CALCULATION OF GRADE POINT AVERAGE (GPA)
The grade point average is calculated using the quality points assigned to each grade (see list below). First, the quality-point value of each grade is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C, D, or F/FN was received.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>F/FN</td>
<td>0</td>
</tr>
</tbody>
</table>

GRADES AND RECORDS
ACADEMIC WARNING AND DISMISSAL

At the end of fall, spring, and summer terms, the cumulative grade point average of each student who has attempted at least 15 credits at UMUC is computed based on all UMUC graded coursework. In January, June, and September, the registrar reviews each student's record and takes action, required by UMUC policy, according to the student's level of progress as described below.

There are four levels of academic progress: satisfactory, warning, probation, and dismissal.

Levels of Progress

Satisfactory
A student whose cumulative grade point average (GPA) is 2.0 or higher is considered to be making satisfactory progress.

Warning
A student whose cumulative GPA is less than 2.0 will be placed on academic warning. The student will remain on academic warning as long as the cumulative GPA is less than 2.0 but the reviewed GPA is 2.0 or better.

A student who attempts 15 credits or more in a period of at least four terms and earns no quality points will receive an academic warning regardless of the cumulative GPA.

A student on academic warning status whose reviewed GPA is 2.0 or better, but whose cumulative GPA is less than 2.0, will continue on warning status until he or she has completed courses at UMUC that raise the cumulative GPA to 2.0 or better.

A student on academic warning is limited to a maximum enrollment of four credits per term.

Probation
A student on academic warning or who was admitted on provisional status whose reviewed GPA is less than 2.0 will be put on probation.

A student on probation whose reviewed GPA is 2.0 or better, but whose cumulative GPA is less than 2.0, will return to academic warning or provisional status.

A student on academic probation is limited to a maximum enrollment of four credits per term.

Dismissal
A student on probation whose reviewed GPA is less than 2.0 will be dismissed.

Regardless of cumulative GPA, a student who has maintained an average of at least 2.0 during a reviewed period will not be dismissed at the end of that period. A student who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

Reinstatement After Dismissal
A student whose cumulative GPA falls within the academic dismissal range loses eligibility to re-register with UMUC. The student may petition for reinstatement by writing to University of Maryland University College Europe, Office of the Registrar, Unit 29216, APO AE 09102. The petition must contain an explanation of how the student will be able to improve academic performance. The student may re-enroll only after the request for reinstatement is approved and two academic terms have elapsed since the dismissal. Reinstated students will be placed on academic warning immediately or will retain provisional status, as appropriate. Credits earned at any other institutions during a period of dismissal from UMUC will not be accepted in transfer.

SCHOLASTIC RECOGNITION

Dean's List
Students who complete at least 12 credits (in courses graded A, B, C, D, or F) with a GPA of at least 3.5 in an academic year at UMUC are eligible for the Dean's List.

Students who fail to earn the required average by the end of the academic year must complete a minimum of 12 more credits during the next academic year to be considered for the Dean's List again. All courses taken during an academic year are used in computing the average, even though the total number of credits may exceed 12. An academic year is designated as fall through summer terms. Eligibility for the Dean's List is calculated once a year, after the summer term.

Academic Honors
Academic honors for excellence in scholarship are determined by the student's cumulative GPA calculation at UMUC. The distinction of summa cum laude is conferred on those students with a cumulative GPA of 4.000, magna cum laude on those students with a cumulative GPA of 3.901 up to 3.999, and cum laude on those students with a cumulative GPA of 3.800 up to 3.900. To be eligible for any of these categories of recognition, a student must have earned at least 45 credits at UMUC in courses for which a letter grade and quality points were assigned. For honors to be conferred with a second bachelor's degree, the student is required to have a total of 45 new UMUC credits and the requisite GPA.
Honor Societies

UMUC students with superior academic records have the opportunity to join several national honor societies. Students who believe they are eligible for any of the following societies can obtain more information and application forms at www.ed.umuc.edu/undergrad/services/Honor_societies/honorsocieties or write to:

University of Maryland University College
Office of Student Affairs
Attn: Honor Societies
Unit 29216
APO AE 09102

Alpha Sigma Lambda

UMUC students may qualify for membership in Alpha Sigma Lambda, the national honor society for students in continuing higher education. To qualify for membership, a student must be pursuing a first bachelor’s degree, have completed at least 30 credits at UMUC in courses graded A, B, C, D, or F, and maintained a GPA of 3.7 or higher in all UMUC courses. At least 15 credits, from UMUC or transferred, must be in courses outside the major. Students will be nominated twice each academic year in September for November initiation and February for April initiation.

Lambda Pi Eta

Membership in Lambda Pi Eta, the official communication studies honor society of the National Communication Association (NCA), is open to qualified UMUC students. To be eligible, students must have earned at least 60 credits toward the bachelor’s degree with an overall GPA of 3.5 or higher. At least 12 credits in communication studies coursework must have been completed and students must have earned at least a 3.5 GPA in the communication studies courses. Membership requests must be received in Heidelberg by 1 September for December initiation or by 1 February for the May initiation.

Phi Alpha Theta

UMUC students may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, students must attain a GPA of 3.5 or higher in at least 12 credits of UMUC upper-level history courses and have an overall UMUC GPA of 3.4. Membership requests must be received in Heidelberg by 1 September for December initiation or by 1 February for the May initiation.

Phi Kappa Phi

The honor society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership, candidates must have completed at least 90 credits toward the bachelor’s degree, at least 45 of which must have been for UMUC courses carrying letter grades of A, B, C, D, or F. The candidate’s GPA in UMUC courses must be in the top 10 percent of the previous UMUC Europe graduating class. Students will be nominated by UMUC for Phi Kappa Phi twice each academic year, in September for November initiation and in February for April initiation.

Phi Theta Kappa

Phi Theta Kappa is a national honor society for associate’s degree students. UMUC Europe’s chapter has been active since the 1998-1999 academic year. To be eligible for membership, students must have completed at least 45 credits toward their first associate of arts degree, including at least 30 credits with UMUC Europe with a cumulative GPA of 3.5. Students will be nominated by UMUC for Phi Theta Kappa twice each academic year, in September for November initiation and in February for May initiation.

Sigma Mu

Sigma Mu is the psychology honor society of UMUC. The society recognizes superior scholarship by degree-seeking psychology students and provides a venue for active participation and professional exposure in psychological practice, research, and education. To qualify for membership, a student must have declared a major in psychology, complete at least nine credits in psychology through UMUC, maintain an overall GPA of 3.4 or higher at UMUC, and provide a letter of recommendation from a member of the UMUC psychology faculty.

Sigma Tau Delta

Membership in Sigma Tau Delta, the international English language and literature honor society, is open to qualified UMUC students with a major in English. To be eligible, students must have earned at least 45 credits toward a bachelor’s degree with a GPA of 3.5 or higher. At least 30 credits must have been earned through UMUC and must include 12 credits of English beyond ENGL 101 and 6 upper-level credits. Students must also have earned a GPA of 3.6 in English coursework at UMUC. Membership requests must be received by the Office of Student Affairs in Heidelberg by 1 September for the December initiation or by 1 February for the May initiation.
TRANSCRIPTS

Transcript Requests

Transcript requests should be addressed to the Office of the Registrar of the University of Maryland University College unit (Europe, Asia, Stateside) where the student was most recently enrolled. Requests may be submitted by mail or fax. Permanent academic records of students who have left UMUC Europe and have not enrolled elsewhere within UMUC are maintained by UMUC Europe. Unless the student has subsequently enrolled in another unit of UMUC, all transcript requests should be sent to the Office of the Registrar in Heidelberg. Transcript requests must be signed by the student and should include the following information:

- Student’s full name
- Social Security number
- Names of all units of the University of Maryland University College attended

The first and last dates of attendance

Transcripts should be requested at least two weeks before they actually will be needed. Forms for requesting transcripts are available at education centers and at www.ed.umuc.edu/undergrad/services/transcripts/tranformfax. For additional information, e-mail edtranscripts@ed.umuc.edu.

Confidentiality

A transcript is an official record of a student’s work. All academic records are confidential. Therefore, UMUC Europe releases transcripts only upon receiving a signed request from the student.

Fees

A complimentary transcript is mailed with each diploma. All other transcript requests should be accompanied by payment of $5 for each transcript requested. There is no charge for sending a transcript to another institution in the University System of Maryland. Rush transcripts which are processed within 24 hours of receipt may be requested at a cost of $20 each. No transcript will be released until all financial obligations to UMUC have been satisfied.

CHANGE OF ADDRESS OR NAME

Students who move during the term should not only leave a forwarding address with the postal authorities but should also notify the UMUC Europe Office of the Registrar in Heidelberg as soon as possible.

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

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

The request, which can be made by letter or by a completed Notification of Student Name Change form (UMRS-046) which is available from the local field representative or online at www.ed.umuc.edu/undergrad/services/record.html, should be mailed with a copy of the appropriate document to the Office of the Registrar. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been forwarded and processed.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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 inspection and correction of student records may be made to:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102

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 which 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 files written notice within three weeks of the term in which the student begins each school year. To prevent automatic disclosure of directory information, this notice must be filed annually with the registrar within the time allotted above.

A record of all disclosures of a student’s educational record is maintained, unless made to the students themselves, made at the written request of students, made to USM instructional or administrative officials, or directory information disclosures.

See Appendix E of this Catalog for additional information about access to and disclosure of student records.
CERTIFICATES, DIPLOMAS, AND GRADUATION

UMUC awards certificates and degrees in December, May, and August of each academic year. Commencement ceremonies in May recognize AA, BA, and BS candidates who have earned their degrees in any of the three degree periods. To be eligible to march at Commencement, May degree candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremony.

CERTIFICATE/DIPLOMA APPLICATION DEADLINES

Students expecting to complete requirements for a certificate or degree must submit a Certificate/Diploma Application with the $50 fee to:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102

Certificate/Diploma Applications are available from UMUC Europe field representatives, by writing to the Office of the Registrar, or online at www.ed.umuc.edu/undergrad/services.

Certificate: A student within 6 credits of completing requirements for a certificate may file a Certificate Application.

Associate’s Degree: A student within 9 credits of completing requirements for the Associate of Arts degree may file a Diploma Application.

Bachelor’s Degree: A student within 15 credits of completing requirements for a Bachelor of Arts or Bachelor of Science degree may file a Diploma Application.

The completed Diploma Application should be returned in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Expected Graduation</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>1 October</td>
</tr>
<tr>
<td>May</td>
<td>15 February</td>
</tr>
<tr>
<td>August</td>
<td>15 May</td>
</tr>
</tbody>
</table>

Students whose applications are received after these deadlines will be considered for the next scheduled graduation. Students pursuing certificates must apply for them by the same deadlines.

GRADUATION REVIEW

A graduation review will be prepared for each associate’s and baccalaureate degree candidate. This review confirms remaining degree requirements. If the remaining requirements include marks of I (Incomplete) 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 University of Maryland University College Europe, Office of Graduation Services, Unit 29216, APO AE 09102, no later than the expected graduation date.

NONCOMPLETION OF DEGREE REQUIREMENTS

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

ISSUANCE OF DIPLOMAS, OFFICIAL TRANSCRIPTS, AND LETTERS OF COMPLETION

All AA, BA, and BS graduates can expect to receive their diplomas along with a complimentary transcript by mail from the Office of the Registrar approximately four weeks after the graduation date. Certificates will also be mailed to students three times per academic year.

Degrees and certificates are posted on transcripts only three times each academic year. The degree will not appear on any transcript issued prior to the degree date even if all requirements have been completed. Students requiring verification of their degree prior to the graduation date may request a letter of completion from the Office of Graduation Services in Heidelberg.

CONFERENCE COURSES

Conference courses are exceptional and can only be conducted for a UMUC degree candidate who is within 9 credits of completing bachelor’s degree requirements. All of the following criteria must be met:

- The student has filed a Diploma Application for the next graduation date (i.e., December, May, or August)
- The student has a valid reason for needing to complete the degree by that time (e.g., relocation, job offer)
- The specific course essential for graduation is not available to the student at any location within commuting distance or through any other viable source (i.e., distance education courses, individualized learning courses, or correspondence courses from another regionally accredited school) prior to the proposed graduation date

Permission from the director, Student Affairs must be requested in writing. Note: Mathematics, statistics, foreign language, and most computer, writing, accounting, and capstone courses will not be offered as conference courses.
ACADEMIC INTEGRITY

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity, as expressed in the University System of Maryland “Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity.” This policy may be found in Section III, Academic Affairs, of the USM policies and procedures at www.usmd.edu/regents/bylaws/SectionIII/III100.html

At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus (in UMUC Europe, faculty members make their syllabi available online by the first day of registration) describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including examinations monitored by faculty members in face-to-face (on-site) classes.

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

Students are responsible for understanding and avoiding academic dishonesty and plagiarism, whether intentional or unintentional. The definitions of academic dishonesty and the procedures for pursuing complaints of academic dishonesty are described in UMUC Policy 150.25, “Academic Dishonesty and Plagiarism,” which can be found at www.umuc.edu/policy/aa15025.shtml. It is also available in Appendix H of this Catalog.

APPEALING A GRADE

College and university students inevitably encounter faculty members who vary widely in teaching philosophy and demeanor and who use 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 complete 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” is defined in UMUC Policy 130.80 (in Appendix F) as:
- A final course grade assigned on some basis other than performance in the course; or
- A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
- A final course grade assigned by a substantial, unreasonable, or unannounced departure 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. There is a time limit on appealing a grade; 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 may file a written request with the appeal administrator (the associate dean, UMUC Europe) asking how the final grade was calculated. A student may also ask the UMUC service program or area director responsible for the location at which the course was offered for information on how to proceed. If the course was offered via distance education, the student may also ask the director, Distance Education for information.

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 this Catalog and at www.ed.umuc.edu/policy/aa13080.shtml.
ATTENDANCE
The student is responsible for attending all classes and any related activities regularly and punctually. In some courses, faculty may base part of the final grade on class participation. Absence from class does not excuse a student from missed coursework. The student is responsible for obtaining detailed information about missed class sessions, including their content, activities covered, and any announcements or assignments. Failure to complete any required coursework may adversely affect the student’s grade. Faculty are not expected to repeat material that a student has missed because of the student’s absence from class.

Students are expected to achieve the same learning objectives and do the same amount of work in an online course as they would in an on-site course. Active participation is required in all online courses, and students should expect to log in to their online courses several times a week.

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

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

Kindness
Refrain from using profanity, 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 the 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.

CODE OF STUDENT CONDUCT
Students are subject to the UMUC Policy 151.00, “Code of Student Conduct.” Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. The UMUC Code of Student Conduct can be found at www.umuc.edu/policy/stud15100.shtml and in Appendix G of this Catalog.

EXAMINATIONS
Students are responsible for obtaining information about quizzes and examination schedules and policies. Final examinations are usually given during the last scheduled class meeting for classes meeting on-site. For online classes, the final examination is usually given during the last week of the DE term.

Make-up examinations and tests may be given to students who for valid reasons are unable to take exams at the scheduled time. Faculty are not required to offer make-up examinations because of a student’s absence unless the student can present evidence that it was caused by unavoidable circumstances or occurred on a religious holiday. In such cases, an examination may be rescheduled for the mutual convenience of the student and faculty member and must cover only the material for which the student was originally responsible. Such a rescheduling must not cause a conflict with the student’s other 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, an Application for Withdrawal must be filed at the education center.

GoArmyEd students must follow the procedures for withdrawal described in the GoArmyEd portal.

UMUC Policy 51.00, “Religious Observances,” may be found at www.umuc.edu/policy/aa05100.shtml and in Appendix D of this Catalog.
NONDISCRIMINATION

UMUC 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, veteran status, mental or physical disability, or sexual orientation. All inquiries regarding UMUC Europe’s compliance with statutes and regulations should be addressed to the Equal Opportunity Officer via e-mail at eddiversity@ed.umuc.edu. Additional information may be found in Appendix C of this Catalog.

STUDENT GRIEVANCE PROCEDURES

The procedures necessary to file a formal complaint concerning the actions of members of the UMUC faculty or administrative staff are detailed in UMUC policy 130.70, “Student Grievance Procedures,” which is available at www.umuc.edu/policy/aa13070.shtml. Students who wish to seek redress for the acts or omissions of a faculty or staff member must first request a conference with that person and attempt to resolve the complaint informally within 14 days of the alleged act or omission.

TRANSFER OF CREDITS WITHIN UMUC

Transferring from one part of UMUC to another is simple and free. If a student wishes to transfer from UMUC Europe to UMUC Stateside, s/he need only visit UMUC Europe’s Web site, click on “Relocating Stateside” and complete the short Relocation Request form. The student’s records will then be automatically forwarded to UMUC Stateside within seven days.

If a student wishes to transfer from UMUC Asia or UMUC Stateside to UMUC Europe, s/he need only e-mail the Office of Student Affairs in Heidelberg at: edstudent_svc@ed.umuc.edu. The director, Student Affairs, can then facilitate the transfer of the student’s records to UMUC Europe.

TRANSFER OF UMUC CREDITS TO ANOTHER INSTITUTION

To have credits transferred which were earned through UMUC, each student must obtain authoritative guidance from the destination institution (including other institutions in the University System of Maryland). Only the destination institution can answer specific questions about its own residency and degree requirements or about the applicability of UMUC courses to its curricula. Specific policies dealing with transfer students may be found in Appendix A and in Appendix B of this Catalog.

WRITING STANDARDS

Students should understand that the quality of their writing will affect their grade point average. It is UMUC policy that all courses, with the possible exception of mathematics courses, should involve some form of written work.

Acceptable college-level writing expresses thoughts in a logical, well-organized form, using proper grammar, complete sentences, and correct punctuation and spelling. No student will be awarded an A (outstanding scholarship) on assignments when ineffective writing creates an obvious failure to communicate. For guidance, UMUC has an Effective Writing Center that may be accessed at www.umuc.edu/writingcenter.
SPECIAL SERVICES

ALUMNI ASSOCIATION

The UMUC Alumni Association, founded in 1990, fosters and perpetuates lifelong relationships between alumni and the university. Its mission is to support, enhance, and promote UMUC and its community of students, faculty, staff, and alumni worldwide.

Membership in the Alumni Association is free. The association invites graduates to stay connected with fellow alumni, students, and faculty through volunteer service, social events, and philanthropy.

Benefit programs and resources include career services, affinity partner discounts, special alumni events, on-site library access, and chapter activities. Membership in the UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks.

The UMUC Alumni Association currently has more than 125,000 members in 47 states and 24 countries. UMUC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

More information on the Alumni Association is available at [www.umucalumni.org](http://www.umucalumni.org). Alumni may complete the Stay Connected form to update their contact information and activate their membership.

CAREER SERVICES

Career Services provides personalized assistance with clarifying skills, interests, and work-related values; making career- or life-related decisions; researching career options; planning for graduate school; and searching for employment.

Online, students can access a variety of career and job fairs; employability skills workshops such as résumé writing; tutorials; and access to CareerQuest, UMUC’s online job and internship database. Complete information on the services of the Career Center can be found online at [www.umuc.edu/careercenter](http://www.umuc.edu/careercenter).

DISABLED STUDENT SERVICES

Reasonable accommodations are available for students who have disabilities and are enrolled in any program offered at UMUC. To allow for adequate planning, students who need accommodations should contact the director, Student Affairs at least four to six weeks before the beginning of the term.

Students must request accommodations each time they register. The first time a student requests accommodation, current (within three years) documentation of a disability must be submitted. Depending on the disability, documentation may include secondary school records; medical, psychiatric, or psychological reports and diagnoses; or a psychoeducational evaluation. The documentation must provide clear and specific evidence of a disability and recommended accommodations from a qualified licensed professional.

Note: All UMUC students are required to comply with university policies and procedures and meet the academic requirements of all undergraduate certificate and degree programs. Students with disabilities should review the requirements listed in this Catalog. Students should not apply to a UMUC certificate or degree program with the expectation that any academic requirement will be waived or that substitutions will be allowed.

For more information, students should contact the director, Student Affairs or e-mail the Office of Student Affairs at edstudent_svc@ed.umuc.edu.

INFORMATION AND LIBRARY SERVICES

UMUC promotes the use of library technology and resources, teaches a required library research course, provides assistance for library research, and provides access to a variety of online library resources via its Web page at [www.umuc.edu/library](http://www.umuc.edu/library).

Library Resources

Students may access an extensive array of online journal databases and national and international newspapers at [www.umuc.edu/library](http://www.umuc.edu/library) or through the library link in WebTycho, UMUC’s online course delivery system. Current students, faculty, and staff may access nearly 140 databases, most of which contain full-text articles, covering subjects including arts and humanities, business and management, computer and information systems, physical and life sciences, and the social sciences. If only an article citation is available, a link is provided to DocumentExpress, a document delivery service which enables authorized library users to request full-text research materials and have them delivered electronically as a portable document format (PDF) file.

UMUC’s online library book collection is available in the netLibrary database. See [Using netLibrary](http://www.umuc.edu/library) for more information at [www.umuc.edu/library](http://www.umuc.edu/library).

At most military installations where UMUC Europe offers courses, the Army, Air Force, or Navy maintains a library, usually staffed by professional librarians. The combined holdings of the libraries, including several million books and audio-visual materials, are available to all UMUC students.
Many libraries also have computers with Internet connections as well as computers which connect to a selection of research databases available from inside the library only.

The Faculty Loan Library is maintained in the Heidelberg administrative offices of UMUC Europe. It is maintained specifically to augment faculty members’ personal resources by providing background materials for use in preparing and conducting their classes.

**Library Instruction and Research Assistance**

UMUC offers LIBS 150 Information Literacy and Research Methods, a required 1-credit course, that focuses on developing information literacy skills and emphasizes proficiency in the research process, including selecting and evaluating research materials, performing effective searches, and correctly citing resources to avoid plagiarism.

Students may access the Peck Virtual Library Classroom, known as VLIB 101 in WebTycho, as a free resource to help them improve their research skills. All currently enrolled students may obtain reference assistance or information about the library resources available to them while they are studying with UMUC by going to www.umuc.edu/library.

**STUDENT ADVISORY COUNCIL**

The Student Advisory Council provides an avenue for students to express their concerns about UMUC or their academic career. The council consists of 12 members, who are elected by their fellow students and who act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students.

Students who would like to see certain issues addressed or who have questions should contact their council representative by e-mail at edstac@ed.umuc.edu.

More information on shared governance is available at www.ed.umuc.edu/undergrad/services/stc/index.html and in Appendix J of this Catalog.

**WRITING RESOURCES AND WRITING TUTORING**

UMUC’s Effective Writing Center provides a variety of services and resources for students, including individual tutors, self-study modules, and reference tools. The Writing Center may be accessed on the Web at www.umuc.edu/writingcenter.
UMUC Europe offers programs of study leading to University of Maryland University College lower-level certificates in specific academic areas including accounting foundations, computer studies, foreign language area studies (German, Italian, and Spanish), management, mathematics, and women's studies. When certificate requirements change, students already in progress toward a certificate must complete the requirements within two years or convert to the new requirements. All requirements involve lower-level courses, although appropriate upper-level courses may be substituted.

Accounting Foundations Certificate

(18 credits, of which at least 9 must be completed with UMUC)

Accounting Core Courses (9 credits)

(9 credits, of which at least 3 must be completed with UMUC)

- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ACCT Any accounting or accounting-related course (3)

Accounting-Related Courses (9 credits)

(9 credits, of which at least 6 must be completed with UMUC)

Choose from the following courses:

- BMGT 110 Introduction to Business and Management (3)
- STAT 200 Introduction to Statistics (3)
- or STAT 230 Business Statistics (3)
- CMIS 102A Fundamentals of Programming I (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- IFSM 201 Introduction to Computer-Based Systems (3)
- MGST 160 Principles of Supervision (3)
- MGST 161 Managerial Communications Skills (3)

These certificate programs are not terminal programs for students who wish to continue working toward associate's or bachelor's degrees. Certificates have two common requirements as highlighted in the following box.

**COMMON CERTIFICATE REQUIREMENTS**

1. A total of 18 credits, including at least 9 credits with UMUC.
2. A grade of C or better for all courses used toward a certificate.

Computer Studies Certificate

(18 credits, of which at least 9 must be completed with UMUC)

Computer Core Courses (6 credits)

- CMIS 102A Fundamentals of Programming I (3)
- IFSM 201 Introduction to Computer-Based Systems (3)

Computer Studies-Related Courses (12 credits)

Choose from the following courses:

- CMST 100 Introduction to Microcomputers: Various Topics (1 cr. each - max. of 6 credits)
- CMST 103 Introduction to Microcomputer Software (3) (duplicates CMST 100B, E, G)
- CMIS 141A Fundamentals of Programming II (3)
- CMIS 160 Discrete Mathematics for Computing (3)*
- or CMIS 170 Introduction to XML (3)
- CMIS 241 Data Structures and Abstraction (3)
- or CMIS 242 Intermediate Programming (3)

*It is recommended that students complete MATH 107 before taking CMIS 160.
Foreign Language Area Studies Certificates
(18 credits, of which at least 9 must be completed with UMUC)

German

Core Courses (12 credits)
GERM 111 Elementary German I (3)
GERM 112 Elementary German II (3)
GERM 211 Intermediate German I (3)  
or German Area Studies course
GERM 212 Intermediate German II (3)  
or German Area Studies course

Related Area Studies Courses (6 credits)
Choose from related courses in German culture, history, language, literature, or government and politics. (Contact an academic advisor for a list of approved courses.)

Italian

Core Courses (12 credits)
ITAL 111 Elementary Italian I (3)
ITAL 112 Elementary Italian II (3)
ITAL 211 Intermediate Italian I (3)  
or Italian Area Studies course
ITAL 212 Intermediate Italian II (3)  
or Italian Area Studies course

Related Area Studies Courses (6 credits)
Choose from related courses in Italian culture, history, language, literature, or government and politics. (Contact an academic advisor for a list of approved courses.)

Spanish

Core Courses (12 credits)
SPAN 111 Elementary Spanish I (3)
SPAN 112 Elementary Spanish II (3)
SPAN 211 Intermediate Spanish I (3)  
or Spanish Area Studies course
SPAN 212 Intermediate Spanish II (3)  
or Spanish Area Studies course

Related Area Studies Courses (6 credits)
Choose from related courses in Spanish culture, history, language, literature, or government and politics. (Contact an academic advisor for a list of approved courses.)

Certificate in Management
(18 credits, of which at least 9 must be completed with UMUC)

Management-Related Courses (18 credits)
Choose from the following courses:
ACCT 220 Principles of Accounting I (3)
ACCT 221 Principles of Accounting II (3)
BMGT 110 Introduction to Business and Management (3)
STAT 200 Introduction to Statistics (3)  
or STAT 230 Business Statistics (3)
CMST 100 Introduction to Microcomputers: Various Topics (1 cr. each – max. of 6 cr.)
CMIS 102A Fundamentals of Programming I (3)
CMIS 141A Fundamentals of Programming II (3)
CMIS 160 Discrete Mathematics for Computing (3)*
CMIS 170 Introduction to XML (3)
CMIS 241 Data Structures and Abstraction (3)
CMIS 242 Intermediate Programming (3)
ECON 201 Principles of Macroeconomics (3)
ECON 203 Principles of Microeconomics (3)
GVPT 210 Introduction to Public Admin. & Policy (3)
IFSM 201 Introduction to Computer-Based Systems (3)
MGST 140 Personal Financial Management (3)
MGST 160 Principles of Supervision (3)
MGST 161 Managerial Communications Skills (3)
MGST 162 Personnel Counseling (3)
*It is recommended that students complete MATH 107 before taking CMIS 160.

Certificate in Mathematics
(18-20 credits, of which at least 9 must be completed with UMUC)

Core Mathematics Courses (12 credits)
MATH 108 Trigonometry and Analytic Geometry (3)
MATH 130 Calculus A (3)
MATH 131 Calculus B (3)
MATH 132 Calculus C (3)

Additional Required Courses (6-8 credits)
Choose two courses from the following:
MATH 240 Introduction to Linear Algebra (4)
MATH 241 Calculus III (4)
MATH 246 Differential Equations (3)
STAT 200 Introduction to Statistics (3)

Women’s Studies Certificate
(18 credits, of which at least 9 must be completed with UMUC)

Women’s Studies Core Course (3 credits)
WMST 200 Introduction to Women's Studies: Women and Society (3)

Women’s Studies-Related Courses (15 credits)
Choose from related courses in social sciences and humanities and from special topic courses offered in various disciplines. (Contact an academic advisor for a list of approved courses.)
ASSOCIATE OF ARTS DEGREES

UMUC Europe offers programs of study leading to UMUC associate’s and bachelor’s degrees. Students should consult with a UMUC field representative at their local education center about programs offered in their community. All requirements noted for the AA degree involve lower-level courses, although appropriate upper-level courses may be substituted.

COMMON ASSOCIATE OF ARTS DEGREE REQUIREMENTS

1. The Associate of Arts degree (AA) requires the completion of a minimum of 60 credits, at least 15 of which must be taken through UMUC.
2. Of these 60 credits, 32 credits must be earned in courses that fulfill the general education requirements listed below.
3. The remaining 28 credits must satisfy the requirements of the curriculum the student has selected.
4. A grade point average of 2.0 or higher in all courses taken through UMUC is required. Students must earn a grade of C or higher in all core or core-related curriculum courses.
5. A student should complete one associate’s degree before applying for another one.

GENERAL EDUCATION REQUIREMENTS 32

A. Communications 9
WRTG 101/WRTG 101X (3 credits)
Must be completed within first 18 credits with UMUC. Placement test required. May not be earned through credit by examination.

B. Arts and Humanities 6
One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST course except ARTH 100).
One 3-credit course chosen from the following disciplines: ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.
The two courses must be in different disciplines.

C. Behavioral and Social Sciences 6
One course each in two of the following disciplines: AASP (AASP 201 only), ANTH, BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, SOCY, or WMST (WMST 200 only). Not all CCJS and GERO courses apply.

D. Biological and Physical Sciences 7
A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).
Any other science course (3 credits)
Courses from the following disciplines satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology.

E. Mathematics 3
MATH 103, MATH 105, MATH 106, MATH 107, or a course at or above the level of college algebra.

F. Library Research 1
LIBS 150 Information Literacy and Research Methods must be completed within the first 18 credits with UMUC. Placement test required.

ADDITIONAL CURRICULUM REQUIREMENTS 28

All associate’s degree curricula, except for the computer studies curriculum, require students to complete IFSM 201 (which will be applied to the general education requirement in interdisciplinary and emerging issues/computing for students who continue to the bachelor’s degree).

Students may choose a general curriculum or a specialized curriculum and must take 28 credits of coursework within their chosen curriculum. At least 9 credits in core or core-related coursework for the chosen curriculum must be earned through UMUC.

Students must earn a grade of C or higher in all core or core-related curriculum courses.

The general curriculum is described on page 40 and the specialized curricula are described on pages 41-59 of this Catalog.

The specialized curricula include:
- accounting
- business and management
- computer studies
- foreign language area studies (German, Italian, Spanish)
- management studies
- mathematics
- women's studies
PATH TO DEGREE COMPLETION–ASSOCIATE’S DEGREE

To assist students in both course selection and degree completion, all degree requirements are listed for each curriculum—courses in the student’s chosen field of study and courses to fulfill general education requirements. For example, the presentation of the associate’s degree in mathematics includes:

- required mathematics (and mathematics-related) courses
- recommended course choices for the general education requirements in:
  - Communications
  - Arts and Humanities
  - Behavioral and Social Sciences
  - Biological and Physical Sciences
  - Mathematics
- the required computing course-IFSM 201
- the required course for library research-LIBS 150

Further, the sequencing (sometimes required, sometimes recommended) of courses is presented.

With all degree requirements presented in this way, students can see clearly how to proceed toward degree completion.

SECOND ASSOCIATE’S DEGREE

It is not possible to earn two degrees concurrently at the same level (e.g., two associate’s degrees) using the same credit. However, students may wish to pursue a second AA degree after the award of the first AA degree.

A student who holds an associate’s degree from UMUC or another regionally accredited college or university can earn a second associate’s degree by meeting the following requirements:

- Request an official evaluation for the second degree before enrolling in applicable coursework, but after completing the requirements for the first AA degree. Official evaluations are discussed earlier in this Catalog.
- Complete at least 15 credits of new coursework with UMUC (including at least 9 credits in the core or core-related area, depending on the degree). The new 15 credits must be uniquely applicable to the second UMUC AA degree.
- If the second degree is in the same field as the first, the second degree must be in a more specialized subdiscipline of the field (e.g., it is permissible to earn a second AA in BMGT after earning the first AA in MGST, but not the reverse).

EARNING AN ASSOCIATE’S DEGREE AFTER EARNING A BACHELOR’S DEGREE

It is possible to earn an associate’s degree concurrently with a bachelor’s degree if all degree requirements have been met for both degrees and the student applies for both degrees. However, once the bachelor’s degree is conferred, the student will be held to second degree rules for associate’s degrees, which stipulate that 15 new credits must be earned.
General Curriculum

The Associate of Arts general curriculum is for adult students who wish to pursue their own educational goals.

Requirements for the General Curriculum

In addition to IFSM 201 (required), students may choose related courses from several disciplines, explore several interests at once, or choose a variety of courses from UMUC’s offerings. Students in this program accept responsibility for developing a curriculum that meets their specific objectives. They are encouraged to seek assistance from an academic advisor in arranging their curriculum as appropriate to their personal interests and future educational plans.

Recommended Sequence

The following course sequence will fulfill all the requirements for the AA in general studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and library research) may be found on p. 38.

General Curriculum Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

T otal credits for AA with general curriculum 60

Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (disciplinary must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Courses

(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (disciplinary must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or foreign language course or other course to fulfill the second general education requirement in arts and humanities (disciplinary must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Writing for the Mass Media or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
</tbody>
</table>

Curriculum course

(to be selected based on educational and career goals)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Curriculum course

(to be selected based on educational and career goals)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Curriculum course

(to be selected based on educational and career goals)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum course</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Courses

(chosen from any courses to complete the 60 credits for the degree)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Courses</td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

T otal credits for AA with general curriculum 60
Specialized Curricula
The Associate of Arts specialized curricula are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Each of the specialized curricula has its own requirements (indicated with ♦).

Students should take careful note of course prerequisites and recommended course sequences.

Recommended Sequence
The following course sequences outline all the requirements for the AA in each of the specialized curricula. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and library research) may be found on p. 38.
ASSOCIATE OF ARTS DEGREES

Accounting Curriculum

Requirements for the Accounting Curriculum

Coursework for the accounting curriculum includes the following (students should note prerequisites and other sequencing requirements):

- Required core courses (6 credits):
  - ACCT 220 and 221

- Additional core courses (9 credits): Chosen from:
  - any ACCT, BMGT, FINC, or MGST courses in accounting (except MGST 140)

- Required computing course (3 credits)
  - IFSM 201

- Accounting-related courses (9 credits): Chosen from any ACCT and FINC courses; BMGT 110, CMIS 102 or 102A, ECON 201 and 203, and STAT 200 (or 230) or contact an academic advisor for additional approved courses

- Elective (1 credit): Any course related to interests and goals
ASSOCIATE OF ARTS DEGREES

ACCOUNTING CURRICULUM COURSES

First Courses
(to be taken within the first 18 credits)

Note: Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra or a higher-level math course</td>
<td></td>
</tr>
<tr>
<td>BMGT 110‡</td>
<td>Introduction to Business and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(recommended accounting-related curriculum course for students with no prior business experience)</td>
<td></td>
</tr>
<tr>
<td>ACCT 220‡</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 221‡</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics (required for BS in accounting)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER, or WMS to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
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<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>WRTG 291‡</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201‡</td>
<td>Introduction to Computer-Based Systems (required computing course for the curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Courses
(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ART, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100‡</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td>NSCI 100‡</td>
<td>Introduction to Physical Science or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
<tr>
<td>Core Course ‡</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 142‡</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
<tr>
<td>SPCH 100‡</td>
<td>Foundations of Speech Communication or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Writing for the Mass Media</td>
<td></td>
</tr>
<tr>
<td>STAT 230‡</td>
<td>Business Statistics or other accounting-related course for the curriculum (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics or other accounting-related course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
</tr>
<tr>
<td>ECON 203‡</td>
<td>Principles of Microeconomics or other accounting-related curriculum course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Core Course ‡</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Core Course ‡</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

Elective Course
(chosen from any course to complete the 60 credits for the degree)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Total credits for AA with accounting specialization 60

‡ Required for the specialization
Requirements for the Business and Management Curriculum

Coursework for the business and management curriculum includes the following:

- Core courses (15 credits): Chosen from BMGT 110 (required for students with no previous business experience), ACCT 220 and 221, ECON 201 and 203, and STAT 230 (or 200)
- Required computing course (3 credits): IFSM 201
- Management-related courses (6 credits): Chosen from any ACCT, BMGT, CMIS, ECON, FINC, IFSM, and MGST courses; any 3-credit CMST courses; GVPT 210 or contact an academic advisor for additional approved courses
- Electives (4 credits): Any courses related to interests and goals
## BUSINESS AND MANAGEMENT CURRICULUM COURSES

### First Courses

(to be taken within the first 18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for math and writing courses.

### Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRGT 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or other computing course for the curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 220</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses

(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics or other core course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td>ACCT 221</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Writing for the Mass Media or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>Management-related curriculum course</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Management-related curriculum course</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Courses

(chosen from any courses to complete the 60 credits for the degree—courses applicable to the BS in business administration are recommended)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(see Requirements for the Curriculum)</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits for AA with business and management specialization:** 60

[Note: Required for the specialization]
Computer Studies Curriculum

Requirements for the Computer Studies Curriculum

Coursework for the computer studies curriculum includes the following:

- Required core courses (6 credits): CMIS 102 or 102A (or IFSM 201) and CMIS 141 or 141A (or other appropriate programming language course)
- Additional core courses (6 credits): Chosen from CMIS 241, any CMST courses (up to 3 credits), or contact an academic advisor for additional approved courses
- Computer studies-related course (3 credits): Chosen from: Any CMIS, CMST, CMIT, CMSC, or IFSM course
- Electives (13 credits): Any courses related to interests and goals
# COMPUTER STUDIES CURRICULUM COURSES

## First Courses
*(to be taken within the first 18 credits)*

Note: Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td></td>
</tr>
</tbody>
</table>

- **Information Literacy and Research Methods**
- **Introduction to Writing**
- **College Mathematics** or a higher-level math course

## Introductory Courses
*(to be taken within the first 30 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS 102A</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 102</td>
<td></td>
</tr>
<tr>
<td>CMIS 141A</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 141</td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td></td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>1</td>
</tr>
<tr>
<td>CMIS 241</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Fundamentals of Programming I**
- **Introduction to Problem Solving and Algorithm Design**
- **Fundamentals of Programming II**
- **Introductory Programming**
- **Concepts of Biology**
- **Laboratory in Biology** or a foreign language course to fulfill the first general education requirement in arts and humanities
- **Data Structures and Abstraction**
- **Expository and Research Writing**
- **American Government** or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or a foreign language course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)

## Additional Required Courses
*(to be taken after first and introductory courses)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td></td>
</tr>
<tr>
<td>Core course</td>
<td>3</td>
</tr>
</tbody>
</table>

- **Introduction to Computer-Based Systems** (required for BS in computer studies)
- **Introduction to Psychology**
- **Introduction to Sociology**
- **Introduction to Physical Science**
- **History of the United States Since 1865**
- **Writing for the Mass Media**
- **Western Civilization II**
- **Fundamentals of Speech Communication**
- **History of the United States Since 1865**
- **Writing for the Mass Media**

## Elective Courses
*(chosen from any courses to complete 60 credits for the degree—CMIS, CMST, or IFSM courses that may be applied to the BS are recommended)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits</td>
<td>60</td>
</tr>
</tbody>
</table>

**Total credits for AA with computer studies specialization:**

13

- **Required for the specialization**
Requirements for the Foreign Language Area Studies - German Curriculum

Coursework for the foreign language area studies - German curriculum includes the following:

- Required core courses (12 credits): GERM 111, 112, 211, and 212
- Related area studies courses (12 credits): Chosen from HIST 141, 142, 216H, 217I, 217J, or 218D, and any approved courses in the culture, history, language, literature, or government and politics of the area (contact an academic advisor for additional approved courses)
- Required computing course (3 credits): IFSM 201
- Elective (1 credit): Any course related to interests and goals
# FOREIGN LANGUAGE AREA STUDIES-GERMAN CURRICULUM COURSES

## ASSOCIATE OF ARTS DEGREES

<table>
<thead>
<tr>
<th>Credits</th>
<th>Additional Required Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(to be taken after first and introductory courses)</td>
</tr>
<tr>
<td></td>
<td>HIST 142♦ Western Civilization II 3</td>
</tr>
<tr>
<td></td>
<td>or other related German area studies course</td>
</tr>
<tr>
<td></td>
<td>(see Requirements for the Curriculum)</td>
</tr>
<tr>
<td></td>
<td>HIST 217J♦ Heidelberg through the Ages 3</td>
</tr>
<tr>
<td></td>
<td>or other related German area studies course</td>
</tr>
<tr>
<td></td>
<td>(see Requirements for the Curriculum)</td>
</tr>
<tr>
<td></td>
<td>GERM 212♦ Intermediate German II 3</td>
</tr>
<tr>
<td></td>
<td>NSCI 100 Introduction to Physical Science 3</td>
</tr>
<tr>
<td></td>
<td>or ASTR 100 Introduction to Astronomy</td>
</tr>
<tr>
<td></td>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td></td>
<td>ANTH 102 Introduction to Anthropology: Cultural Anthropology 3</td>
</tr>
<tr>
<td></td>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td></td>
<td>HIST 216H♦ Stuttgart and Baden-Wuerttemberg through the Ages 1</td>
</tr>
<tr>
<td></td>
<td>and HIST 217I History of Berlin Since 1800 1</td>
</tr>
<tr>
<td></td>
<td>and HIST 218D Battle for Berlin 1</td>
</tr>
<tr>
<td></td>
<td>or other related German area studies course(s)</td>
</tr>
<tr>
<td></td>
<td>(see Requirements for the Curriculum)</td>
</tr>
<tr>
<td></td>
<td>PHIL 140 Contemporary Moral Issues 3</td>
</tr>
<tr>
<td></td>
<td>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
</tr>
<tr>
<td></td>
<td>SPCH 100 Foundations of Speech Communication 3</td>
</tr>
<tr>
<td></td>
<td>or JOUR 201 Writing for the Mass Media</td>
</tr>
<tr>
<td></td>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td></td>
<td>IFSM 201♦ Introduction to Computer-Based Systems 3</td>
</tr>
<tr>
<td></td>
<td>(required computing course for the curriculum)</td>
</tr>
</tbody>
</table>

## Elective Course

<table>
<thead>
<tr>
<th>Credits</th>
<th>Elective Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

## Total credits for AA with foreign language area studies - German specialization

60

---

### First Courses

- **Credits**
- **First Courses**
- *(to be taken within the first 18 credits)*
- **Note**: Placement tests are required for math and writing courses.
- LIBS 150 Information Literacy and Research Methods 1
- WRTG 101/101X Introduction to Writing 3
- MATH 103 College Mathematics or a higher-level math course 3
- GERM 111♦ Elementary German I 3

### Introductory Courses

- **Credits**
- **Introductory Courses**
- *(to be taken within the first 30 credits)*
- BIOL 101 and BIOL 102 Concepts of Biology or Laboratory in Biology 3/1
- or BIOL 103 Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory 3
- WRTG 291 Expository and Research Writing or other course to fulfill the general education requirement in communications/writing 3
- HIST 156 History of the United States to 1865 or HIST 157 History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course) 3
- GERM 112♦ Elementary German II 3
- GERM 211♦ Intermediate German I 3
- GVPT 200 International Political Relations or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences 3
- HIST 141♦ Western Civilization I or other related German area studies course (see Requirements for the Curriculum) 3

---

♦ Required for the specialization
ASSOCIATE OF ARTS DEGREES

Foreign Language Area Studies - Italian Curriculum

Requirements for the Foreign Language Area Studies - Italian Curriculum

Coursework for the foreign language area studies - Italian curriculum includes the following:

- Required core courses (12 credits):
  ITAL 111, 112, 211, and 212
- Related area studies courses (12 credits):
  Chosen from ARTH 200, 201; HIST 141, and any approved courses in the culture, history, language, literature, or government and politics of the area (contact an academic advisor for additional approved courses)
- Required computing course (3 credits):
  IFSM 201
- Elective (1 credit): Any course related to interests and goals
## Foreign Language Area Studies - Italian Curriculum Courses

### First Courses
(to be taken within the first 18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITAL 111</td>
<td>Elementary Italian I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology</td>
<td>3</td>
</tr>
<tr>
<td>or course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 156</td>
<td>History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITAL 112</td>
<td>Elementary Italian II</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 211</td>
<td>Intermediate Italian I</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 200</td>
<td>International Political Relations</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 141</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or other related Italian area studies course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or other related Italian area studies course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 200</td>
<td>Art of the Western World to 1300</td>
<td>3</td>
</tr>
<tr>
<td>or other related Italian area studies course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITAL 212</td>
<td>Intermediate Italian II</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Anthropology: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 201</td>
<td>Art of the Western World from 1300</td>
<td>3</td>
</tr>
<tr>
<td>or other related Italian area studies course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Writing for the Mass Media</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>(required computing course for the curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Elective Course

- **Credits:** 1

### Total credits for AA with foreign language area studies - Italian specialization

- **Credits:** 60

*Required for the specialization*
ASSOCIATE OF ARTS DEGREES

Foreign Language Area Studies - Spanish Curriculum

Requirements for the Foreign Language Area Studies - Spanish Curriculum

Coursework for the foreign language area studies - Spanish curriculum includes the following:

- Required core courses (12 credits):
  SPAN 111, 112, 211, and 212

- Related area studies courses (12 credits):
  Chosen from ARTH 201; HIST 141, 142, 218H and any approved courses in the culture, history, language, literature, or government and politics of the area (contact an academic advisor for additional approved courses)

- Required computing course (3 credits):
  IFSM 201

- Elective (1 credit): Any course related to interests and goals
## First Courses
*(to be taken within the first 18 credits)*

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics or a higher-level math course</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 111</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
</tbody>
</table>

## Introductory Courses
*(to be taken within the first 30 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 156</td>
<td>History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 112</td>
<td>Elementary Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 211</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 200</td>
<td>International Political Relations or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERo, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Western Civilization I or other related Spanish area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

## Additional Required Courses
*(to be taken after first and introductory courses)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II or other related Spanish area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 218H</td>
<td>Spanish Civil War or other related Spanish area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 212</td>
<td>Intermediate Spanish II</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Anthropology: Cultural Anthropology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 201</td>
<td>Art of the Western World from 1300 or other related Spanish area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems (required computing course for the curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

## Elective Course
*Total credits for AA with foreign language area studies - Spanish specialization 60*
ASSOCIATE OF ARTS DEGREES

Management Studies Curriculum

Requirements for the Management Studies Curriculum

Coursework for the management studies curriculum includes the following:

- Management-related courses (15 credits): Chosen from any ACCT, BMGT, CMIS, CMST, ECON, FINC, IFSM, and MGST courses; GVPT 210; and STAT 230 (or 200) (contact an academic advisor for additional approved courses)

- Required computing course (3 credits): IFSM 201

- Electives (10 credits): Any courses related to interests and goals
# MANAGEMENT STUDIES CURRICULUM COURSES

## First Courses
(to be taken within the first 18 credits)

- **Note:** Placement tests are required for math and writing courses.
- **LIBS 150** Information Literacy and Research Methods 1
- **WRTG 101/101X** Introduction to Writing 3
- **MATH 103** College Mathematics 3
  or a higher-level math course
- **BMGT 110** Introduction to Business and Management 3
  (recommended management studies-related course for the curriculum for students with no prior business experience)

## Introductory Courses
(to be taken within the first 30 credits)

- **GVPT 170** American Government 3
  or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences
- **BIOL 101** Concepts of Biology 3
  or **BIOL 103** Introduction to Biology 3
  or course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory
- **ECON 201** Principles of Macroeconomics 3
  or **ECON 203** Principles of Microeconomics (sequence required for BS in management studies) 3
  or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)
- **WRTG 291** Expository and Research Writing 3
  or other course to fulfill the general education requirement in communications/writing
- **IFSM 201** Introduction to Computer-Based Systems 3
  (required computing course for the curriculum)
- **PHIL 140** Contemporary Moral Issues 3
  or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities

## Additional Required Courses
(to be taken after first and introductory courses)

- **STAT 230** Business Statistics 3
  or **STAT 200** Introduction to Statistics 3
  or other management studies core course (see Requirements for the Curriculum)
- **NSCI 100** Introduction to Physical Science 3
  or **ASTR 100** Introduction to Astronomy 3
  or other course to fulfill the general education requirement in biological and physical sciences
- **HIST 142** Western Civilization II 3
  or **HIST 157** History of the United States Since 1865 3
  or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)
- **SPCH 100** Foundations of Speech Communication 3
  or **JOUR 201** Writing for the Mass Media 3
  or other course to fulfill the general education requirement in communications/writing or speech
- **MGST 160** Principles of Supervision 3
  or other management studies core course (see Requirements for the Curriculum)
  or other course to fulfill the general education requirement in communications/writing or speech
  (a course that may be applied to BS in management studies is recommended)
- **Management studies core course** 3
  (a course that may be applied to BS in management studies is recommended)
  (see Requirements for the Curriculum)

## Elective Courses
(chosen from any courses to complete 60 credits for the degree—courses applicable to the BS in management studies are recommended)

- **Total credits for AA with management studies specialization** 60

### Required for the specialization

Requirements for the Mathematics Curriculum

Coursework for the mathematics curriculum includes the following:

- **Required mathematics core courses** (18–20 credits): MATH 130, 131, and 132 (or 140 and 141); 240 (or 246); 241; and STAT 230 (or 200)

- **Math-related course (3 credits):** Chosen from any ACCT courses; any FINC courses; CHEM 103 and 113; CMIS 102 or CMIS 102A, 141A, 160, and 241; ECON 201 and 203; and PHYS 111 or higher

- **Required computing course (3 credits):** IFSM 201

- **Electives (2–4 credits):** Any courses related to interests and goals
## MATHEMATICS CURRICULUM COURSES

### First Courses
(to be taken within the first 18 credits)

**Note:** Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
</tbody>
</table>
| MATH 107     | 3       | College Algebra (fulfills general education requirement in mathematics) or a higher-level math course
| MATH 108     | 3       | Trigonometry and Analytical Geometry (prerequisite for later courses)         |

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>3</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>or HIST 157</td>
<td></td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>and NSCI 101</td>
<td></td>
<td>Physical Science Laboratory or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
<td>Expository and Research Writing or another course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>ECON 201</td>
<td>3</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>or ECON 203</td>
<td></td>
<td>Principles of Microeconomics or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER0, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Introduction to Computer-Based Systems (required computing course for the curriculum)</td>
</tr>
</tbody>
</table>

One of the following math sequences:

- **MATH 130**   Calculus A
- **MATH 131**   Calculus B
- **MATH 132**   Calculus C
- **MATH 140**   Calculus I
- **MATH 141**   Calculus II

### Additional Required Courses
(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td></td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td></td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Foundations of Speech Communication</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td></td>
<td>Writing for the Mass Media or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>MATH 240</td>
<td>3</td>
<td>Introduction to Linear Algebra</td>
</tr>
<tr>
<td>or MATH 246</td>
<td></td>
<td>Differential Equations</td>
</tr>
<tr>
<td>MATH 241</td>
<td>4</td>
<td>Calculus III (required core course for the curriculum)</td>
</tr>
<tr>
<td>STAT 200</td>
<td>3</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>or STAT 230</td>
<td></td>
<td>Business Statistics (required core course for the curriculum)</td>
</tr>
<tr>
<td>Mathematics-related course</td>
<td>3</td>
<td>(see Requirements for the Curriculum)</td>
</tr>
</tbody>
</table>

### Elective Courses
(chosen from any courses to complete 60 credits for the degree)

- **MATH 108** is recommended—see First Courses

### Total credits for AA with mathematics specialization

- **60**
Requirements for the Women’s Studies Curriculum

Coursework for the women’s studies curriculum includes the following:

- Required core course (3 credits): WMST 200
- Women’s studies-related courses (15 credits): Chosen from HUMN 120, and related women’s studies and special topics courses (with prior approval or contact an academic advisor for additional approved courses)
- Required computing course (3 credits): IFSM 201
- Electives (7 credits): Any courses related to interests and goals
## First Courses

(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRGT 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WMST 200+</td>
<td>Introduction to Women's Studies: Women and Society</td>
<td>3</td>
</tr>
</tbody>
</table>

### Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 141</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 142</td>
<td>Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201+</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>(required computing course for the curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMN 120+</td>
<td>America in Perspective</td>
<td>3</td>
</tr>
<tr>
<td>or other women's studies-related core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or other women's studies-related core course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 200</td>
<td>International Political Relations</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, or GERO course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>or other women's studies-related core course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Additional Required Courses

(to be taken after first and introductory courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Writing for the Mass Media</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Anthropology: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Elective Courses

(chosen from any courses to complete 60 credits for the degree)  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSM 201+</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 120+</td>
<td>America in Perspective</td>
<td>3</td>
</tr>
<tr>
<td>or other women's studies-related core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or other women's studies-related core course (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Total credits for AA with women's studies specialization

| Total credits for AA with women's studies specialization | 60 |
EXPECTATIONS

UMUC aims to produce graduates who are well prepared to be responsible citizens of a global society as well as effective participants in the complex, fast-changing world of work. A bachelor’s degree from UMUC offers a multidimensional experience, combining a solid educational foundation with cross-curricular breadth and focused study in an academic discipline. Through that experience, UMUC graduates develop and demonstrate the hallmarks of the educated person: intellectual ability, curiosity, and flexibility; fundamental skills in reasoning, analysis, investigation, and expression; understanding of the principles of scientific and intellectual inquiry; awareness of global and historical context; and civic and ethical responsibility.

UMUC demands that students meet expectations in specific core learning areas across the bachelor’s degree as well as within the major disciplines. The UMUC degree begins with basic intellectual tools, ensuring through the general education requirements that students are able to:

- Demonstrate competence in effective writing and oral communication.
- Understand information technology broadly enough to apply technology productively to academic studies, work, and everyday life; recognize when information technology would assist or impede the achievement of a goal; and adapt to the changes in and advancement of information technology.
- Demonstrate competence in information literacy by using libraries and other information resources to locate, evaluate, and use needed information effectively.
- Demonstrate the application of mathematical and numerical reasoning skills.
- Demonstrate the ability to understand key concepts and principles of the natural, social, and behavioral sciences and apply these principles appropriately within their lives.
- Demonstrate knowledge of relationships to other times and cultures, past and present, and an appreciation of major contributions of various events and individuals to human civilization; gain a chronological knowledge of the past and/or factual knowledge of a specific historical period; and study historical topics, trends, or events in the context of other disciplines to foster an understanding of issues of cause and effect.

These core learning areas are further promoted by integration throughout all programs. UMUC conducts learning outcomes assessments to measure and improve student learning in these areas as well as in specific disciplinary knowledge and skills.

In pursuit of an academic major (and minor), the UMUC student acquires mastery of a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major and minor provides clearly articulated objectives for the knowledge, skills, and abilities a student acquires in completing the major or minor.

REQUIREMENTS

In general, the UMUC degree requirements that apply to a student are those that were in effect when the student began continuous enrollment in any public institution of higher education in Maryland (including UMUC). If a student has not been continuously enrolled, the requirements that apply are those in effect at UMUC when the student resumes continuous enrollment. To be considered continuously enrolled, degree-seeking students must be or have been enrolled at UMUC or another Maryland public institution of higher education and have had no more than two sequential years of nonenrollment. When a continuously enrolled student chooses to change his or her degree program, the student may be subject to all degree requirements in effect at the time of the change.

The following requirements for the BA and the BS are applicable to students who enroll on or after 1 August 2007.
GENERAL EDUCATION REQUIREMENTS 41

Note: Courses applied to general education requirements may not be applied toward major, minor, or elective requirements and may not be taken pass/fail.

A. Communications 12

WRTG 101/101X (3 credits)
Must be completed within first 18 credits. Placement test required. May not be earned through credit by examination.

Another writing course (3 credits)
All 3-credit WRTG courses (except WRTG 288, 486A, or 486B); ENGL 102, 294, 303, 480, 482, 483, 485, and 493; and JOUR 201 apply.

A third course in writing or a course in speech communication (3 credits)
All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 294, 303, 480, 482, 483, 485, and 493; and JOUR 201 apply.

An upper-level intensive writing course (3 credits)
WRTG 391/391X, 393/393X, and 394/394X apply. May not be earned through credit by examination.

No more than 3 credits of writing credit may be earned through credit by examination.

B. Arts and Humanities 6

One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST course except ARTH 100).

One 3-credit course chosen from the following disciplines: ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

The two courses must be in different disciplines.

C. Behavioral and Social Sciences 6

One 3-credit course each in two of the following disciplines:
AASP (AASP 201 only), ANTH, BEHS, CCJS (CCJS 100, 105, 330, 350, 360, 432, 451, 452, 453, 454, and 461 only), ECON, GEOG, GER (except GER 341, 342, 351, and 353), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

D. Biological and Physical Sciences 7

A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).

Any other science course (3 credits).

Courses from the following disciplines satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, PHYS, biotechnology, botany, entomology, general science, and zoology.

E. Mathematics 3

MATH 103, MATH 105, MATH 106, MATH 107, or a course at or above the level of college algebra. Must be completed within first 18 credits with UMUC. Placement test required.

NOTE: MATH 107 or any higher-level mathematics course is required for the majors in computer science, environmental management, and mathematics within the general studies. Students should refer to the specific major for requirements or recommendations.

F. Interdisciplinary or Emerging Issues 7

One course (LIBS 150) in information literacy and research methods (1 credit), which must be completed within first 18 credits with UMUC.

A total of 6 credits in computing courses as follows:
1. IFSM 201 or CMST 303 (3 credits).
2. An additional computing course appropriate to the academic major (3 credits).

Students should refer to the specific major for requirements or recommendations. Unless otherwise specified, lower-level or upper-level courses in CMIS, CMIT, CMSC, CMST, and IFSM; ACCT 326; and LGST 360 and 363A apply.

NOTE: IFSM 300 or ACCT 326 is required for business-related majors.

Total General Education Requirements 41
MAJOR, MINOR, AND ELECTIVE REQUIREMENTS

A. Academic Major

The number of credits required to complete an academic major varies according to academic program. At least half the credits earned within the major must be upper-level credit (i.e., in courses numbered 300 and higher) and must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section. Students may receive a dual major upon completion of all requirements for both majors, including the required minimum number of credits for each major and all related requirements for both majors; however, the same course may not be used to fulfill requirements for more than one major. Certain restrictions apply for double majors (including use of credit and acceptable combinations of majors). Students may not major in two programs with excessive overlap of required coursework. Students should consult an advisor before selecting a double major.

B. Academic Minor

Choosing a minor is strongly encouraged even though it is optional for all but accounting majors. Students may not take a major and minor in the same area and may not receive a double minor. The number of credits required to complete an academic minor varies according to academic program. At least half the credits earned within the minor must be upper-level (unless otherwise specified) and must be earned through UMUC. No grade may be lower than C. Specific coursework is prescribed for each minor and is described in the following section.

C. Electives

Electives may be taken in any academic discipline. No more than 21 credits may consist of vocational or technical credit. Pass/Fail credit, up to a maximum of 18 credits, may be applied toward electives only.

OVERALL BACHELOR’S DEGREE REQUIREMENTS

In addition to the general education requirements and the major, minor, and elective requirements, the overall requirements listed here pertain to all bachelor’s degrees:

1. Students must complete a minimum of 120 credits.
2. Students must maintain a minimum grade point average of 2.0 (C) overall, and a minimum grade of C (2.0) for any course applied to the academic major or minor.
3. Within the 120 credits required, the following coursework must be taken through UMUC:
   - 30 credits (normally the final 30)
   - Half of the required number of credits within both the major and the minor
   - 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor
4. At least 45 credits must be upper-level credit and include:
   - At least one-half the credits required for the major
   - 3 credits in intensive writing
   - The remaining upper-level hours may be earned in any part of the curriculum.
5. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credit earned by examination, portfolio assessment, internships/Cooperative Education, or non-collegiate training does not count as graded coursework. A maximum of six 1-credit courses may be applied to a major or minor.

Total Degree Requirements 120

SUMMARY OF BACHELOR’S DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements</td>
<td>41 credits</td>
</tr>
<tr>
<td>Academic Major</td>
<td>30-38 credits</td>
</tr>
<tr>
<td>Academic Minor (optional)</td>
<td>15-17 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>24-49 credits</td>
</tr>
<tr>
<td>Total</td>
<td>120 credits</td>
</tr>
</tbody>
</table>

A cumulative grade point average of at least 2.0 (C). Minimum 45 credits of upper-level credit. A minimum of 30 credits at UMUC, including at least half the credits earned for the major and at least half for the minor, and including at least 15 credits of upper-level credit.
**PATH TO DEGREE COMPLETION—BACHELOR’S DEGREE**

To assist students in both course selection and degree completion, all degree requirements are listed for each major—courses in the major (discipline) chosen, courses to fulfill general education requirements. Further, the sequencing (sometimes required, sometimes recommended) of courses is presented. For example, the presentation of the major in psychology includes:

- requirements for the Psychology Major (in a shaded box);
- recommended course selection for the general education requirements in
  - Communications
  - Arts and Humanities
  - Behavioral and Social Sciences
  - Biological and Physical Sciences
  - Mathematics
  - Interdisciplinary or Emerging Issues
- recommended sequences
  - First Courses
  - Introductory Courses
  - Foundation Courses
  - Additional Required Courses
  - Capstone Course (if there is one)
  - Minor and /or Elective Courses

With all degree requirements presented in this way, students can see clearly how to proceed toward degree completion.

**SECOND BACHELOR’S DEGREE**

At UMUC, students who have already received a bachelor’s degree from UMUC or from another regionally accredited institution can broaden their education by earning a second bachelor’s degree with a different major. However, students may not earn a second bachelor’s degree with a double major.

Students may not take a second degree in general studies and, except for the accounting degree which has a mandatory minor, may not obtain an academic minor in the second degree.

A student must have received the first bachelor’s degree to be eligible to begin a second. For a second bachelor’s degree, the student needs to complete at least 30 credits through UMUC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.

Students must complete all requirements for the major. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new courses should be satisfied with courses related to the major. For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at UMUC after being admitted into the second undergraduate degree program. As with other degrees, continuous enrollment at UMUC is required.

A minimum grade point average of 2.0 in all courses taken through UMUC is required for graduation.

To qualify for academic honors in a second bachelor’s degree, the student must complete at least 45 new credits through UMUC with the requisite grade point average.

All students need to be aware of what is entailed in a second bachelor’s degree. Before beginning work or considering nontraditional options toward a second degree, each student should consult a UMUC Europe academic advisor. Advisors will be glad to explain the requirements for a second bachelor’s degree and clarify its limitations.
BACHELOR’S DEGREES

BACHELOR OF ARTS (BA) AND BACHELOR OF SCIENCE (BS)

Each major is available only for the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Dual majors are available for the Bachelor of Science degree. Here are the BA and BS majors it is most feasible for UMUC students to complete while in Europe:

Majors Available for the Bachelor of Arts

- Communication studies
- English
- History
- Humanities

Majors Available for the Bachelor of Science

- Accounting
- Business administration
- Computer and information science
- Computer studies
- Criminal justice
- General studies*
- Human resource management
- Information systems management
- Management studies
- Marketing
- Political science
- Psychology
- Social science

* Students should contact an academic advisor for additional information. General studies is not available for a double major.
### UMUC Programs Available in Europe and Described in This Catalog

<table>
<thead>
<tr>
<th>Major/Minor/Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
</tr>
<tr>
<td>Anthropology</td>
</tr>
<tr>
<td>Art history and appreciation</td>
</tr>
<tr>
<td>Biology</td>
</tr>
<tr>
<td>Business administration</td>
</tr>
<tr>
<td>Business law and public policy</td>
</tr>
<tr>
<td>Communication studies</td>
</tr>
<tr>
<td>Computer and information science</td>
</tr>
<tr>
<td>Computer studies</td>
</tr>
<tr>
<td>Computing</td>
</tr>
<tr>
<td>Criminal justice</td>
</tr>
<tr>
<td>Economics</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Foreign language area studies</td>
</tr>
<tr>
<td>General studies</td>
</tr>
<tr>
<td>History</td>
</tr>
<tr>
<td>Humanities</td>
</tr>
<tr>
<td>Human resource management</td>
</tr>
<tr>
<td>Information systems management</td>
</tr>
<tr>
<td>International business management</td>
</tr>
<tr>
<td>Management studies</td>
</tr>
<tr>
<td>Marketing</td>
</tr>
<tr>
<td>Mathematics</td>
</tr>
<tr>
<td>Philosophy</td>
</tr>
<tr>
<td>Political science</td>
</tr>
<tr>
<td>Psychology</td>
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<tr>
<td>Social science</td>
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<tr>
<td>Sociology</td>
</tr>
<tr>
<td>Women's studies</td>
</tr>
</tbody>
</table>

### Students May Have Access to These Additional Programs When They Leave Europe and Study with UMUC in Asia or Stateside

<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American studies</td>
</tr>
<tr>
<td>Art</td>
</tr>
<tr>
<td>Art history</td>
</tr>
<tr>
<td>Asian studies</td>
</tr>
<tr>
<td>Biotechnology</td>
</tr>
<tr>
<td>Business supply chain management</td>
</tr>
<tr>
<td>Computer information technology</td>
</tr>
<tr>
<td>Computer science</td>
</tr>
<tr>
<td>Customer service management</td>
</tr>
<tr>
<td>Emergency management</td>
</tr>
<tr>
<td>Environmental management</td>
</tr>
<tr>
<td>Finance</td>
</tr>
<tr>
<td>Fire science</td>
</tr>
<tr>
<td>Forensics</td>
</tr>
<tr>
<td>Gerontology</td>
</tr>
<tr>
<td>Global business and public policy</td>
</tr>
<tr>
<td>Homeland security</td>
</tr>
<tr>
<td>Information assurance</td>
</tr>
<tr>
<td>Investigative forensics</td>
</tr>
<tr>
<td>Journalism</td>
</tr>
<tr>
<td>Laboratory management</td>
</tr>
<tr>
<td>Legal studies</td>
</tr>
<tr>
<td>Mathematical sciences</td>
</tr>
<tr>
<td>Microbiology</td>
</tr>
<tr>
<td>Natural science</td>
</tr>
<tr>
<td>Speech communication</td>
</tr>
<tr>
<td>Strategic and entrepreneurial management</td>
</tr>
</tbody>
</table>
Accounting

Students may seek either an academic major or minor in accounting.

Major in Accounting

The accounting major focuses on the processes for analyzing and reporting the economic activities of organizations and communicating that information to decision makers. The accounting curriculum includes studies in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, international accounting, and accounting issues related to for-profit, not-for-profit, and government organizations.

Objectives

The student who graduates with a major in accounting will be able to

- Employ critical-thinking, analytical, and problem-solving skills to resolve complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the target audience so that decision makers can formulate informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Identify the appropriate managerial and business issues critical to analyzing accounting data and other information used for identifying and assessing opportunities and risks, developing organizational plans, allocating resources, and accomplishing objectives.
- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Employ national, international, and historical perspectives to analyze accounting and business issues.
- Identify ethical issues associated with accounting and business situations and apply appropriate principles of ethics and civic responsibility.
- Use analytical and research tools to monitor evolving accounting standards and practices and to maintain professional skills in a changing business environment.
- Apply the interpersonal and leadership skills expected of today’s accounting professional.

Degree Requirements

A degree with a major in accounting requires the successful completion of 120 credits of coursework including 54 credits for the major and mandatory minor in business administration (indicated by ♦); 41 credits in general education requirements (GERs); and 25 credits in electives and other requirements. At least 18 credits in the major and 9 credits in the minor must be earned in upper-level courses (numbered 300 or above).

Requirements for the Accounting Major

Coursework for a major in accounting with a mandatory minor in business administration includes the following:

- Required courses (21 credits): ACCT 220, 221, 310, 311, 321, 323, and 422
- Supplemental major courses (12 credits): any upper-level ACCT courses
- Required capstone course (3 credits): ACCT 495
- Required minor courses (18 credits): BMGT 364, 380, and 496; FINC 330; MRKT 310; STAT 230 (or STAT 200)
- Required related courses (12 credits) which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), ECON 201 and 203, and MATH 103 (or MATH 107)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in accounting. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
# ACCOUNTING MAJOR COURSES

## First Courses
(to be taken within the first 18 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>College Mathematics or College Algebra or a higher-level math course</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 220</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Placement tests are required for math and writing courses.*

## Introductory Courses
(to be taken within the first 30 credits)

- ACCT 221 † Principles of Accounting II 3
- ECON 201 Principles of Macroeconomics 3
- NSCI 100 Introduction to Physical Science 3
- WRTG 291 Expository and Research Writing 3
- IFSM 201 Introduction to Computer-Based Systems 3
- or CMST 303 Advanced Application Software 3

## Foundation Courses
(to be taken within the first 60 credits)

- PHIL 140 Contemporary Moral Issues 3
- STAT 230 † Business Statistics 3
- ECON 203 Principles of Microeconomics 3
- PSYC 100 Introduction to Psychology 3
- BIOL 101 Concepts of Biology 3
- ACCT 310 † Intermediate Accounting I 3

## Additional Required Courses
(to be taken after introductory and foundation courses)

- BMGT 364 † Management and Organization Theory 3
- ACCT 311 † Intermediate Accounting II 3
- ACCT 323 † Taxation of Individuals 3
- BMGT 496 † Business Ethics 3
- ACCT 422 † Auditing Theory and Practice 3
- WRTG 394/394X Business Writing or other course to fulfill the general education requirement in communications/writing 3
- ACCT 425 † International Accounting or other course to fulfill the major requirement for upper-level coursework (See Requirements for the Major) 3
- Any upper-level ACCT † supplemental major course 3
- FINC 330 † Business Finance 3
- Any upper-level ACCT † supplemental major course (See Requirements for the Major) 3
- BMGT 380 † Business Law I 3
- Any upper-level ACCT † supplemental major course (See Requirements for the Major) 3
- MRKT 310 † Marketing Principles and Organization 3

## Capstone Course for Major
(to be taken in last 15 credits)

- ACCT 495 † Contemporary Issues in Accounting Practice 3

## Additional Elective Courses
(to be taken in last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142 or HIST 157</td>
<td>Western Civilization II or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 321 †</td>
<td>Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100 or WRTG 390</td>
<td>Foundations of Speech Communication or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 326 or IFSM 300</td>
<td>Accounting Information Systems or Information Systems in Organizations (fulfills the interdisciplinary issues/computing requirement; students should note prerequisites)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits for BS in accounting:** 120

† Required for the specialization
Minor in Accounting

The accounting minor complements the skills the student gains in his or her major discipline by providing a study of how the accounting environment measures and communicates the economic activities of organizations to enable stakeholders to make informed decisions regarding the allocation of limited resources.

Objectives

The student who graduates with a minor in accounting will be able to

- Employ critical-thinking, analytical, and problem solving skills to resolve business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information to the target audience so that decision makers can formulate informed decisions and take action.
- Utilize technology (such as computers, accounting software, information databases, and the World Wide Web) to facilitate and enhance accounting and financial reporting processes.
- Apply relevant accounting principles and standards to specific business activities and workplace situations.
- Identify ethical issues associated with accounting and business situations and apply appropriate principles of ethics and civic responsibility.

Requirements for the Minor

A minor in accounting requires the completion of 15 credits in accounting (any ACCT course). Courses may not duplicate those used to meet the requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Anthropology within the General Studies Major

Students may seek a major focused on anthropology within the general studies major. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in anthropology requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for Anthropology within the General Studies Major

Coursework for a major in general studies with a focus in anthropology includes the following:

- Required foundation courses (6 credits): ANTH 101 and ANTH 102
- Required core courses (18 credits): Any upper-level ANTH courses
- Required statistics course (3 credits): STAT 200 or STAT 230
- Supplemental major course (3 credits): Additional ANTH or courses related to the discipline (contact an academic advisor for a list of approved related courses)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in anthropology. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
### Antropology Within the General Studies Major Courses

<table>
<thead>
<tr>
<th>First Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be taken within the first 18 credits)</td>
<td></td>
</tr>
<tr>
<td><strong>Note</strong>: Placement tests are required for math and writing courses.</td>
<td></td>
</tr>
<tr>
<td>LIBS 150 Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Introductory Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be taken within the first 30 credits)</td>
<td></td>
</tr>
<tr>
<td>LIBS 150 Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be taken within the first 60 credits)</td>
<td></td>
</tr>
<tr>
<td>LIBS 150 Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Required Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be taken after introductory and foundation courses)</td>
<td></td>
</tr>
<tr>
<td>WRTG 391/391X Advanced Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
</tr>
<tr>
<td>ANTH 101+ Introduction to Anthropology: Archeology and Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102+ Introduction to Anthropology: Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200+ Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or other suitable statistics course</td>
<td></td>
</tr>
<tr>
<td>NSCI 100 Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100 Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor and/or Elective Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to be taken in the last 60 credits along with required major courses)</td>
<td>46</td>
</tr>
<tr>
<td>Total credits for BS in general studies</td>
<td>120</td>
</tr>
</tbody>
</table>
Art History and Appreciation within the General Studies Major

Students may seek a general studies major focused on art history and appreciation. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in art history and appreciation requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by *); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for Art History and Appreciation within the General Studies Major

Coursework for a major in general studies with a focus in art history and appreciation includes the following:

- **Required foundation courses (6 credits):** ARTH 200 and ARTH 201
- **Required core courses (21 credits):** Any upper-level ARTH courses
- **Supplemental major course (3 credits):** Additional ARTH or courses related to the discipline (contact an academic advisor for a list of approved related courses)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in art history and appreciation. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements.

Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
## ART HISTORY AND APPRECIATION WITHIN THE GENERAL STUDIES MAJOR COURSES

### First Courses
(to be taken within the first 18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Placement tests are required for math and writing courses.*

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, dance, literature, or foreign language course(s) to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology</td>
<td>1</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the second general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 200+</td>
<td>Art of the Western World to 1300</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 201+</td>
<td>Art of the Western World from 1300</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 335</td>
<td>17th-Century Art in the Netherlands</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 361</td>
<td>American Art Since 1876</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 370</td>
<td>History of World Art I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 380</td>
<td>Masterpieces of Painting</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 400</td>
<td>Egyptian Art and Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 455</td>
<td>Twentieth-Century Art to 1945</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARTH 489V</td>
<td>Picasso: Life and Work</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMAN 351</td>
<td>Myth and Culture</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

- **46**

**Total credits for BS in general studies: 120**

+ Required for the specialization
Minor in Biology

The biology minor complements the skills the student gains in his or her major discipline by providing an underlying scientific base upon which to build a career in the life sciences, allied health fields, bioinformatics, environmental management, science journalism, or science education.

Objectives

The student who graduates with a minor in biology will be able to

- Demonstrate an understanding of the basic structure and function of living organisms, including the principles of molecular and cellular biology, inheritance, evolution, and ecology.
- Perform standard laboratory procedures and apply the scientific method, as appropriate.
- Apply basic scientific knowledge to problems encountered in medicine, public health, biotechnology, agriculture, and environmental science.

Requirements for the Minor

A minor in biology requires the completion of 16 credits of coursework in biology. Any BIOL courses apply. Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Business Administration

Students may seek either an academic major or minor in business administration.

Major in Business Administration

The business administration curriculum includes studies in accounting, business law and public policy, business supply chain management, customer service and operations management, ethics and social responsibility, finance, human resource management and labor relations, international business, strategic and entrepreneurial management, organizational behavior, marketing and sales, and statistical analysis. A major in business administration prepares graduates for business- and management-related careers in for-profit and not-for-profit organizations and the public sector, encouraging critical thinking and problem solving.

Objectives

The student who graduates with a major in business administration will be able to

- Use critical-thinking skills in conducting research in business and management.
- Apply analytical and problem-solving skills in resolving business management problems and issues.
- Identify and apply key concepts and theories in business and management.
- Articulate the domestic and global dimensions of and influences on business and management.
- Employ effective communication skills, orally and in writing, consistent with the business and professional environment.
- Use computer applications and technology currently in the workplace.
- Assess philosophies of ethics and social responsibility relevant to business and management.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

- Recognize the history and development of theories and concepts in business management, accounting, economics, statistics, finance, marketing, human resource management, business law, and strategic management and apply these theories and concepts to various business situations.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to business operations, human resources and human factors, information systems, governmental regulation, and domestic and international ventures.
- Apply appropriate information technology to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans.

Degree Requirements

A degree with a major in business administration requires the successful completion of 120 credits of coursework including 36 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 43 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).
Coursework for a major in business administration includes the following:

- **Required foundation courses (12 credits):** BMGT 110 (or prior business experience and an additional supplemental course), ACCT 220 and 221, and STAT 230 (or STAT 200)
- **Required core courses (18 credits):** BMGT 364, 380, 496, and FINC 330; HRMN 300; and MRKT 310
- **Supplemental major course or courses (3 credits):** Any ACCT, BMGT, FINC, ENMT, HRMN, MRKT, and MGST courses
- **Required capstone course (3 credits):** BMGT 495
- **Required related courses (12 credits), which may be applied anywhere in the degree:** ECON 201 and 203, and ACCT 326 (or IFSM 300), and MATH 103 (or MATH 107)

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**Recommended Sequence**

The following course sequence will fulfill all of the requirements for the BS in business administration. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
BACHELOR’S DEGREES

BUSINESS ADMINISTRATION MAJOR COURSES

Credits

First Courses
(to be taken within the first 18 credits)

Note: Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td></td>
</tr>
<tr>
<td>BMGT 110</td>
<td>3</td>
</tr>
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</table>

Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>and NSCI 101</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td></td>
</tr>
<tr>
<td>ACCT 220</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
</tbody>
</table>

Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td></td>
</tr>
<tr>
<td>ACCT 221</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td></td>
</tr>
</tbody>
</table>

ECON 203 Principles of Microeconomics 3
(related requirement for major)
HIST 142 Western Civilization II 3
or HIST 157 History of the United States Since 1865
or other ARTH or HIST course to fulfill the
general education requirement in arts and
humanities for the historical perspective
(discipline must differ from other humanities
course)
IFSM 300 Information Systems in Organizations 3
or ACCT 326 Accounting Information Systems
(fulfills the interdisciplinary issues/computing
requirement; students should note prerequisites
SPCH 100 Foundations of Speech Communication 3
or WRTG 390 Writing for Managers
or other course to fulfill the general
education requirement in communications/
writing or speech

Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 364</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 394/394X</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 310</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>3</td>
</tr>
<tr>
<td>HRMN 300</td>
<td>3</td>
</tr>
<tr>
<td>FINC 330</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 392</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>3</td>
</tr>
</tbody>
</table>

Capstone Course for Major
(to be taken in the last 15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 495</td>
<td>3</td>
</tr>
</tbody>
</table>

Minor and/or Elective Courses
(to be taken in the last 60 credits along
with required major courses) 40

Recommended minor:
Human resource management, marketing, finance, or other
business-related minor

Recommended electives:
MATH 140 Calculus I
or MATH 130 and MATH 131 Calculus A, Calculus B
(for students who plan to go on to graduate school)

Total credits for BS in business administration 120

+ Required for the specialization
Minor in Business Administration

The business administration minor complements the skills the student gains in his or her major discipline by providing a study of principles and techniques used in organizing, planning, managing, and leading within various organizations.

Objectives

The student who graduates with a minor in business administration will be able to
- Use critical thinking skills in conducting research in business and management.
- Apply analytical and problem-solving methods in resolving business management problems and issues.
- Identify and apply key concepts and theories in business and management.
- Employ effective written and oral communication skills consistent with the business and professional environment.
- Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

Requirements for the Minor

A minor in business administration requires the completion of 15 credits in business administration, drawn from various disciplines as appropriate. Courses in ACCT, BMGT, ENMT, FINC, HRMN, MGST, and MRKT apply.

Students are recommended to take BMGT 364 as the first course if not already applied elsewhere in the degree. Courses may not duplicate those used to meet the requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Business Law and Public Policy

Students may seek an academic minor in business law and public policy.

Minor in Business Law and Public Policy

The business law and public policy minor complements the skills the student gains in his or her major discipline by exploring and analyzing legal, social, environmental, technological, and ethical issues affecting business, industry, and government.

Objectives

The student who graduates with a minor in business law and public policy will be able to

- Discuss and analyze legal theories, concepts, and issues related to the conduct of business transactions.
- Describe the integral and complex interactions among law, business, and public policy variables and their significant societal and ethical considerations.
- Employ critical-thinking, analytic, and effective communication skills—developed through case briefings, presentations, and discussions—when engaged in problem solving.
- Participate in collaborative strategies to encourage cooperative team efforts and enhance problem-solving skills.
- Undertake pertinent research at a professional level using computer-based technology.

Requirements for the Minor

A minor in business law and public policy requires the completion of 15 credits of coursework in business law and public policy, chosen from the following courses:

- BMGT 378 Legal Environment of Business
- BMGT 380 Business Law I
- BMGT 381 Business Law II
- BMGT 405 Environmental Management and Business
- BMGT 428 Legal Aspects of Technology Management
- BMGT 437 International Business Law
- BMGT 454 The Global Manager and Public Policy
- BMGT 482 Business and Government
- BMGT 496 Business Ethics
- HRMN 408 Employment Law for Business
- HRMN 462 Labor Relations Law

Students are recommended to take BMGT 380 and BMGT 496 as the first courses if not already applied elsewhere in the degree. Courses may not duplicate those used to meet the requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Communication Studies

Students may seek either an academic major or minor in communication studies.

Major in Communication Studies

The communication studies major offers a multidisciplinary study of communication that integrates topics in business and technical writing, mass communication, journalism, public relations, and speech communication. This integrated major encourages thinking across traditional disciplines. Students explore various aspects of workplace communication, including the development of written and oral communication skills as well as an increasing understanding of human interaction. The major’s multidisciplinary approach produces graduates who have the appropriate balance of theoretical background and sophisticated, practical communication skills needed in today’s workplace.

Objectives

The student who graduates with a major in communication studies will be able to

- Apply communication theories—including both speech communication and mass communication theories—to various situations and contexts.
- Identify and apply effective strategies for creating, editing and presenting effective written messages to different audiences and within different contexts.
- Explain the role media and mass communication play in society.
- Describe and use effective interaction styles in communication with others across a variety of contexts.
- Analyze any communication situation and be able to apply appropriate oral and/or written communication skills as needed.
- Use tools and technology to gather information, as well as to develop and deliver messages.
- Critically analyze information for creating effective oral or written messages and for evaluating messages.

Degree Requirements

A degree with a major in communication studies requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by♦); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Communication Studies Major

Coursework for a major in communication studies includes the following:

- Required foundation course (3 credits): COMM 300
- Writing and language arts course (3 credits): Chosen from COMM 380 and WRTG 288/288X, 289, 388, 390, 391/391X, 393/393X, 394/394X, and 489/494X, and 489
- Mass communication course (3 credits): Chosen from COMM 379A, 400, and any JOUR courses
- Speech communication course (3 credits): Any SPCH course
- Capstone course (3 credits): Chosen from COMM 495; SPCH 397; and WRTG 493
- Supplemental major courses (15 credits): Chosen from PSYC 334 and 424; HRMN 302 and 367; MRKT 310 and 465; and any COMM, JOUR, SPCH, or WRTG courses

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in communication studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
COMMUNICATION STUDIES MAJOR COURSES

**First Courses**
(to be taken within the first 18 credits)

- **LIBS 150** Information Literacy and Research Methods 1
- **WRTG 101/101X** Introduction to Writing 3
- **MATH 103** College Mathematics 3
  
  or a higher-level math course

*Note: Placement tests are required for math and writing courses.*

**Introductory Courses**
(to be taken within the first 30 credits)

- **HIST 142** Western Civilization II 3
  or **HIST 157** History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)
- **BIOL 101** Concepts of Biology 3
  and **BIOL 102** Laboratory in Biology 1
  or **BIOL 103** Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory
- **WRTG 291** Expository and Research Writing or other course to fulfill the general education requirement in communications/writing
- **SOCY 100** Introduction to Sociology
  or **GVPT 170** American Government 3
  or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences
- **IFSM 201** Introduction to Computer-Based Systems 3
  or **CMST 303** Advanced Application Software

**Foundation Courses**
(to be taken within the first 60 credits)

- **PSYC 100** Introduction to Psychology 3
  or **BEHS 210** Introduction to Social and Behavioral Sciences or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)
- **NSCI 100** Introduction to Physical Science 3
  or **ASTR 100** Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences
- **PHIL 140** Contemporary Moral Issues or a foreign language course or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)

**Additional Required Courses**
(to be taken after introductory and foundation courses)

- **WRTG 393/393X** Technical Writing 3
  or **WRTG 394/394X** Business Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing
- **COMM 380** Language in Social Contexts or other writing or language arts course for the major (see Requirements for the Major)
- **COMM 400** Communication and the Law 3
  or **JOUR 330** Public Relations Theory or other mass communication course for the major (see Requirements for the Major)
- **SPCH 470** Listening or other speech communication course for the major (see Requirements for the Major)
- **COMM 493** Strategies for Visual Communications or other course to fulfill the requirement for supplemental major coursework (see Requirements for the Major)
- **SPCH 482** Intercultural Communication or other course to fulfill the requirement for supplemental major coursework (see Requirements for the Major)
- Any COMM, JOUR, SPCH or WRTG course 3
  or other supplemental major course (see Requirements for the Major)
- Any COMM, JOUR, SPCH or WRTG course 3
  or other supplemental major course (see Requirements for the Major)
- Any COMM, JOUR, SPCH or WRTG course 3
  or other supplemental major course (see Requirements for the Major)

**Capstone Course for Major**
(to be taken in the last 15 credits)

- **COMM 495** Seminar in Workplace Communication 3
  or **SPCH 397** Organizational Presentations
  or **WRTG 493** Seminar in Technical Communication

**Minor and/or Elective Courses**
(to be taken in the last 60 credits along with required major courses)

**Total credits for BA in communication studies** 120

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**Required for the specialization**
Minor in Communication Studies

The communication studies minor complements the skills the student gains in his or her major discipline by providing specialized skills in workplace communication, including the development of written and oral communication skills and a greater understanding of human interaction.

Objectives

The student who graduates with a minor in communication studies will be able to

- Apply communication theories—including both speech communication and mass communication theories—to various situations and contexts.
- Identify and apply effective strategies for creating, editing and presenting effective written messages to different audiences and within different contexts.
- Use tools and technology to gather information, as well as to develop and deliver messages.
- Critically analyze information for creating effective oral or written messages and for evaluating messages.

Requirements for the Minor

A minor in communication studies requires the completion of 15 credits in communication studies. All courses in COMM, JOUR, SPCH, and WRTG apply.

Students are recommended to take COMM 300 early in the minor if not already applied elsewhere in the degree. Courses may not duplicate those used to meet the requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.

Computer and Information Science

Students may seek an academic major in computer and information science.

Major in Computer and Information Science

The computer and information science major provides a coherent, sequential, and integrated academic program of in-depth study that furnishes a body of knowledge and methods, as well as practice in the area of computer and information science. The curriculum focuses on the problem-solving skills and techniques needed to provide computer-based solutions to practical problems, including fundamental practical knowledge in the fields of software engineering, relational databases, programming languages, operating systems, computer networks, and distributed systems.
Objectives

The student who graduates with a major in computer and information science will be able to

- Incorporate relevant theory, techniques, and knowledge of programming languages and computer systems in developing computer-based solutions to practical problems in the field of information systems and technology.
- Effectively use object-oriented programming languages, such as Java or C++, in developing computer-based solutions to practical problems.
- Pursue careers as programmers and programmer analysts, software engineers, and system/network administrators working with operating systems such as UNIX/Linux and Windows; programming languages such as Java, C++, and Perl; and relational and object-oriented database systems such as Oracle.
- Develop clear and precise oral and written communications and enhance skills in the analysis, definition, and documentation of problems and solutions in the field of computer and information science.
- Apply knowledge of the concepts and principles of computer and information science to the management of changes and developments in information systems and technology.
- Discuss the environmental, ethical, and social implications of the rapidly changing field of information technology.
- Identify current and historical trends and patterns in computer and information science and the individuals and organizations that influence and foster these global patterns of change.
- Apply the tools and techniques in research and analysis required to evaluate computer and information science products.
- Discuss the implications and significance of computer and information science for other disciplines and fields of scholarship.

Degree Requirements

A degree with a major in computer and information science requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ★); 41 credits in general education requirements (GERs), and 49 credits in the minor, electives; and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).
## Bachelor's Degrees

### Computer and Information Science Major Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 18 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Placement tests are required for math and writing courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra</td>
<td>or a higher-level math course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introductory Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 30 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 102A</td>
<td>Fundamentals of Programming I</td>
<td>or other course to fulfill the second general education requirement in interdisciplinary issue/programming</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>or CMST 303</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 240</td>
<td>Introduction to Fiction, Poetry, and Drama</td>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
</tr>
<tr>
<td>CMIS 141</td>
<td>Introductory Programming</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 141A</td>
<td>Fundamentals of Programming II</td>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>CMIS 160</td>
<td>Discrete Mathematics for Computing</td>
<td>or CMIS 170</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>or other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundation Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 60 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMIS 241</td>
<td>Data Structures and Abstraction</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 242</td>
<td>Intermediate Programming</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Required Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken after introductory and foundation courses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 393/393X</td>
<td>Technical Writing</td>
<td>or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
</tr>
<tr>
<td>CMIS 325</td>
<td>UNIX with Shell Programming</td>
<td>or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>or WRTG 390</td>
<td>Writing for Managers</td>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>CMIS 310</td>
<td>Computer Systems and Architecture</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minor and/or Elective Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken in the last 60 credits along with required major courses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>or ASTR 100</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>or HIST 157</td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANTH 344</td>
<td>Cultural Anthropology and Linguistics</td>
<td>(recommended elective)</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 390</td>
<td>Writing for Managers</td>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>CMIS 320</td>
<td>Relational Databases</td>
<td>or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>CMIS 345</td>
<td>Computer Networking</td>
<td>or other 400-level supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>Any CMIS course</td>
<td>supplemental major course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total credits for BS in computer and information science</strong></td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

+ Required for the specialization
Computer Studies

Students may seek an academic major in computer studies.

Major in Computer Studies

The computer studies major provides a flexible and coherent program of study integrating courses from several of the specialized computer and information fields. The interdisciplinary approach helps prepare students for a variety of entry-level and midlevel technical and management positions within the information technology field.

Objectives

The student who graduates with a major in computer studies will be able to

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.
- Apply appropriate knowledge, concepts, and principles to facilitate the management of change in computer technology.
- Conceptualize and manage the design and implementation of high-quality information systems.
- Design and develop computer software using a programming language.
- Use technology to research information and provide a critical analysis of alternatives to help organizations make informed decisions.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.
- Design and produce accurate and precise written documentation in all phases of the system development life cycle from preliminary feasibility studies to end-user documentation and manuals.
- Analyze information technology needs from historical and international perspectives in regard to advances in worldwide e-commerce.

Degree Requirements

A degree with a major in computer studies requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by •); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

### Requirements for the Computer Studies Major

Coursework for a major in computer studies includes the following:

- **Programming language course (3 credits):** Chosen from CMIS 141/141A, CMSC 130, and CMST 306
- **Foundation courses (6 credits):** Chosen from CMIS 241 (or CMSC 230); IFSM 300 and 310; and CMST 340
- **Supplemental major courses (21 credits, 15 of which must be upper-level):** CMIS102/102A (for students without prior programming experience) and any CMST, CMIS, CMIT, CMSC, and IFSM courses (Note: Students should take CMIS 102/102A before core courses and may apply it toward the interdisciplinary issues/computing requirements rather than toward the major.)
- **Required related course (3 credits), which may be applied anywhere in the degree:** MATH 103 (or MATH 107)

### Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in computer studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.

Required for the specialization
## COMPUTER STUDIES MAJOR COURSES

### Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>First Courses</strong> (to be taken within the first 18 credits)</td>
<td></td>
</tr>
<tr>
<td>Note: Placement tests are required for math and writing courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

### Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 240</td>
<td>Introduction to Fiction, Poetry, and Drama</td>
<td></td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 102A</td>
<td>Fundamentals of Programming I</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMIS 141</td>
<td>Introductory Programming</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 141A</td>
<td>Fundamentals of Programming II</td>
<td></td>
</tr>
<tr>
<td>or other computer programming language course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Foundation Courses

(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS 241</td>
<td>Data Structures and Abstraction</td>
<td>3</td>
</tr>
<tr>
<td>or other foundation major course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 300</td>
<td>Information Systems in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>or other foundation major course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses

(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 393/393X</td>
<td>Technical Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td>3</td>
</tr>
<tr>
<td>CMIS 345</td>
<td>Introduction to Visual Basic.NET Programming or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 416</td>
<td>Advanced Visual Basic.NET Programming or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 385</td>
<td>Internet and Web Design or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 386</td>
<td>Advanced Internet and Web Design or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>Any upper-level CMST, CMIS, CMSC, or IFSM course supplemental major course (see Requirements for the Major)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>A supplemental major course (see Requirements for the Major)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</strong></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
<tr>
<td>ANTH 344</td>
<td>Cultural Anthropology and Linguistics (recommended elective)</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 390</td>
<td>Writing for Managers or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total credits for BS in computer studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>or other course to fulfill the second general education requirement in arts and humanities</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Note: Placement tests are required for math and writing courses.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or other course to fulfill the general education requirement in communications/writing or speech</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or other course to fulfill the general education requirement in interdisciplinary issues/computing</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences (discipline must differ from first)</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Recommended minor: |
| Business administration |

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Recommended minor:</strong> Business administration</td>
<td></td>
</tr>
</tbody>
</table>
Minor in Computing

The computing minor complements the skills the student gains in his or her major discipline by providing a study of the principles and techniques used in developing computer-related solutions to practical problems.

Objectives

The student who graduates with a minor in computing will be able to

- Incorporate relevant theory, techniques, languages, and systems in developing computer-related solutions to practical problems.
- Apply appropriate knowledge, concepts, and principles to facilitate the management of change in computer technology.
- Use technology to research information and provide a critical analysis of alternatives to help organizations make informed decisions.
- Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.

Requirements for the Minor

A minor in computing requires the completion of 15 credits of coursework chosen from any courses in computer and information science, computer information technology, computer science, computer studies, and information systems management.

At least 9 credits must be earned in upper-level courses (numbers 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Criminal Justice

Students may seek either an academic major or minor in criminal justice.

Major in Criminal Justice

The criminal justice major focuses on the nature of crime and the institutions and processes that prevent and respond to crime in a democratic society. The curriculum covers the study of crime, criminal behavior, law enforcement, courts, corrections, security, and investigative forensics. The criminal justice major is designed to provide students with a broad understanding of crime and justice.

Objectives

The student who graduates with a major in criminal justice will be able to

- Describe the history and development of criminal justice organizations and the worldwide diversity of the rule of law in various countries.
- Analyze the operations, policies, and procedures within the criminal justice system.
- Explain the role of the criminal justice system (police, courts, and corrections) in the administration of justice in the United States and other countries.
- Analyze the theories related to deviance and critique the effectiveness of their practical application to behavioral change.
- Demonstrate a cohesive base of skills, techniques, and principles related to the practice of criminal justice.
- Identify and compare international and cross-cultural approaches to crime and prevention.
- Demonstrate the ability to access, interpret, and apply criminal justice research findings.

Degree Requirements

A degree with a major in criminal justice requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ✩); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Criminal Justice Major

Coursework for a major in criminal justice includes the following:

- Required foundation courses (3 credits): Chosen from CCJS 100 or 105
- Required statistics course (3 credits): STAT 200
- Required core courses (15 credits): Chosen from CCJS 230 (or 234), 340 (or 320), 350 (or 461), 445 (or 430), and 497 (or 432)
- Supplemental major courses (9 credits, 3 of which must be upper-level): Any CCJS courses
- Required related course (3 credits), which may be applied anywhere in the degree: MATH 103 (or MATH 107)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in criminal justice. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
## Undergraduate Catalog 2007-2008

### Criminal Justice Studies Major Courses

#### First Courses
(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra or a higher-level math course</td>
</tr>
<tr>
<td>CCJS 100</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>or CCJS 105</td>
<td>Introduction to Criminology</td>
</tr>
</tbody>
</table>

#### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 170</td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology and BIOL 102 Laboratory in Biology or BIOL 103 Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems or CMST 303 Advanced Application Software</td>
</tr>
<tr>
<td>CCJS 230</td>
<td>Criminal Law in Action or CCJS 234 Criminal Procedure and Evidence</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
</tr>
</tbody>
</table>

#### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
</tbody>
</table>

#### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCJS 320</td>
<td>Introduction to Criminalistics or CCJS 340 Law-Enforcement Administration</td>
</tr>
<tr>
<td>CCJS 350</td>
<td>Juvenile Delinquency or CCJS 461 Psychology of Criminal Behavior</td>
</tr>
<tr>
<td>CCJS 497</td>
<td>Correctional Administration or CCJS 432 Law of Corrections</td>
</tr>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing or other course to fulfill the communications/upper-level intensive writing requirement</td>
</tr>
<tr>
<td>CCJS 445</td>
<td>Introduction to Security Management or CCJS 430 Legal and Ethical Issues in Security Management</td>
</tr>
<tr>
<td>Any CCJS course</td>
<td>supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>Any CCJS course</td>
<td>supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>Any CCJS course</td>
<td>supplemental major course (see Requirements for the Major)</td>
</tr>
</tbody>
</table>

#### Minor and/or elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPL 398A</td>
<td>Career Planning Management</td>
</tr>
<tr>
<td>CCJS 360</td>
<td>Victimology</td>
</tr>
<tr>
<td>CCJS 352</td>
<td>Drugs and Crime</td>
</tr>
</tbody>
</table>

**Total credits for BS in criminal justice**: 120

* Required for the specialization

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**BACHELOR’S DEGREES**

**CRIMINAL JUSTICE STUDIES MAJOR COURSES**

HIST 142 | Western Civilization II | 3
or HIST 157 | History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course) | 3
ANTH 344 | Cultural Anthropology and Linguistics (recommended elective) | 3
SPCH 100 | Foundations of Speech Communication | 3
or COMM 380 | Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech | 3
IFSM 304 | Ethics in the Information Age or other course to fulfill the second general education requirement in interdisciplinary issues/ computing | 3

**RECOMMENDED ELECTIVES**

CAPL 398A | Career Planning Management | |
CCJS 360 | Victimology (for students not taking EDCP 100) | |
CCJS 352 | Drugs and Crime | |
Minor in Criminal Justice

The criminal justice minor complements the skills the student gains in his or her major discipline by providing a study of crime, law enforcement, corrections, security, and investigative forensics.

Objectives

The student who graduates with a minor in criminal justice will be able to
- Analyze the operations, policies, and procedures within the criminal justice system.
- Identify the causes of criminal behavior.
- Demonstrate a cohesive base of job-related skills, techniques, and principles related to criminal justice in various countries.
- Recognize trends in crime and criminal behavior.
- Explain the role of the criminal justice system (police, courts, corrections) in the administration of justice worldwide.

Requirements for the Minor

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. Students are recommended to take CCJS 100, 105, or 230 as the first course in the minor (if they have not already applied the course toward other degree requirements).

Courses may not duplicate those used to satisfy requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pp. 60-62.

Economics within the General Studies Major

Students may seek either a minor or general studies major focused on economics. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in economics requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ✶): 41 credits in general education requirements (GERs); and 49 credits in the minor, electives; and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for Economics within the General Studies Major

Coursework for a major in general studies with a focus in economics includes the following:
- Required foundation courses (6 credits):
  ECON 201 and ECON 203
- Required core courses (18 credits): Chosen from any upper-level ECON courses
- Required statistics course (3 credits):
  STAT 200 or STAT 230
- Supplemental major course (3 credits):
  Additional ECON or courses related to the discipline (contact an academic advisor for a list of approved related courses)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in economics. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
ECONOMICS WITHIN THE GENERAL STUDIES MAJOR COURSES

**First Courses**  
(to be taken within the first 18 credits)  
*Note: Placement tests are required for math and writing courses.*  
- **LIBS 150**: Information Literacy and Research Methods  
- **WRTG 101/101X**: Introduction to Writing  
- **MATH 103**: College Mathematics  
  or **MATH 107**: College Algebra  
  or a higher-level math course  
- **BMGT 110**: Introduction to Business and Management  
  or other supplemental major course  
  (see Requirements for the Major)

**Introductory Courses**  
(to be taken within the first 30 credits)  
- **PHIL 140**: Contemporary Moral Issues  
  or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities  
- **BIOL 101**: Concepts of Biology  
  and **BIOL 102**: Laboratory in Biology  
  or **BIOL 103**: Introduction to Biology  
  or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory  
- **WRTG 291**: Expository and Research Writing  
  or other course to fulfill the general education requirement in communications/writing  
- **GVPT 170**: American Government  
  or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences  
- **IFSM 201**: Introduction to Computer-Based Systems  
  or **CMST 303**: Advanced Application Software

**Foundation Courses**  
(to be taken within the first 60 credits)  
- **PSYC 100**: Introduction to Psychology  
  or **SOCY 100**: Introduction to Sociology  
  or other course to fulfill the second general education requirement in behavioral and social sciences  
  (discipline must differ from first)  
- **ECON 201**: Principles of Macroeconomics  
- **ECON 203**: Principles of Microeconomics  
- **STAT 230**: Business Statistics  
  or **STAT 200**: Introduction to Statistics  
  or other suitable statistics course

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**Additional Required Courses**  
(to be taken after introductory and foundation courses)  
- **WRTG 391/391X**: Advanced Expository and Research Writing  
  or other course to fulfill the general education requirement in communications/upper-level intensive writing  
- **ECON 301**: Current Issues in American Economic Policy  
  or other core course  
  (see Requirements for the Major)  
- **ECON 311**: American Economic Development  
  or other core course  
  (see Requirements for the Major)  
- **ECON 380**: Comparative Economic Systems  
  or other core course  
  (see Requirements for the Major)  
- **ECON 430**: Money and Banking  
  or other core course  
  (see Requirements for the Major)  
- **ECON 440**: International Economics  
  or other core course  
  (see Requirements for the Major)  
- **ECON 306**: Intermediate Microeconomic Theory  
  or other core course  
  (see Requirements for the Major)

**Minor and/or Elective Courses**  
(to be taken in the last 60 credits along with required major courses)  
- **NSCI 100**: Introduction to Physical Science  
  or **ASTR 100**: Introduction to Astronomy  
  or other course to fulfill the general education requirement in biological and physical sciences  
- **HIST 142**: Western Civilization II  
  or **HIST 157**: History of the United States Since 1865  
  or other course to fulfill the second general education requirement in interdisciplinary issues/computing  
- **IFSM 304**: Ethics in the Information Age  
  or other course to fulfill the second general education requirement in interdisciplinary issues/computing  
- **SPCH 100**: Foundations of Speech Communication  
  or **COMM 380**: Language in Social Contexts  
  or other course to fulfill the general education requirement in communications/writing or speech  
- **BMGT 392**: Global Business Management

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* Required for the specialization

**Total credits for BS in general studies**: 120
Minor in Economics

The economics minor complements the skills the student gains in his or her major discipline by providing a study of the forces that determine production and distribution, price levels, and income distribution, as well as other economic factors that influence the quality of life.

Objectives

The student who graduates with a minor in economics will be able to

- Explain fundamental economic concepts and understand the principles and problems of modern economic life.
- Examine the relation of economic concepts to a variety of current social problems, including poverty, divorce, social stratification, and unemployment.
- Analyze economic and social issues and their relationship to personal, public, and business decisions.

Requirements for the Minor

A minor in economics requires the completion of 15 credits in economics (any ECON course). Students should take ECON 201 and 203 as the first courses in the minor, if not applied elsewhere in the degree.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
English

Students may seek either an academic major or minor in English.

Major in English

The major in English produces graduates with demonstrated skills in literary analysis, critical thinking, and writing. These skills prepare students majoring in English for careers in education, law, writing and publishing, journalism, public relations, business, and management.

Objectives

The student who graduates with a major in English will be able to

- Analyze significant literary works, primarily those written in English.
- Critically examine intellectual, moral, and ethical issues as they are presented or implied in works of literature.
- Apply techniques of literary research, including research that uses technology and fosters information literacy.
- Analyze genre, style, structure, and other textual features in a broad range of literary texts.
- Evaluate and apply a variety of critical theories of literary interpretation.
- Analyze the structure and development of the English language.
- Examine the contributions of major authors, including minority and women writers, in the context of the cultures within which these authors lived and wrote.
- Analyze literature from non-western cultures, including cultures outside Europe and North America.

Degree Requirements

A degree with a major in English requires the successful completion of 120 credits of coursework including 33 credits for the major (indicated by ♦): 41 credits in general education requirements (GERs); and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the English Major

Coursework for a major in English includes the following:

- Required foundation course (3 credits): ENGL 303
- Fiction genre course (3 credits): ENGL 240, 246, 441, or 457
- Poetry genre course (3 credits): ENGL 240, 345, or 446
- Drama genre course (3 credits): ENGL 240, 434, or 454
- Pre-1800 historical period course (3 credits): ENGL 201, 211, 221, 310, or 311
- Historical period course (3 credits): ENGL 201, 211, 221, 222, 310, 311, 312, 425, 433, or 437
- American author course (3 credits): ENGL 354, 363, 364, or 439
- British author course (3 credits): ENGL 205, 304, 358, 406, or 419
- Supplemental major courses (9 credits): Any ENGL courses

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in English. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
ENGLISH MAJOR COURSES

First Courses
(to be taken within the first 18 credits)
Note: Placement tests are required for math and writing courses.
 LIBS 150 Information Literacy and Research Methods 1
 WRTG 101/101X Introduction to Writing 3
 MATH 103 College Mathematics or a higher-level math course 3

Introductory Courses
(to be taken within the first 30 credits)
 PHIL 140 Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities 3
 BIOL 101 Concepts of Biology and BIOL 102 Laboratory in Biology or BIOL 103 Introduction to Biology or other course(s) to fulfill the first general education requirement in biological and physical sciences with related laboratory 3
 WRTG 291 Expository and Research Writing or other course to fulfill the general education requirement in communications/writing 3
 GVPT 170 American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences 3
 IFSM 201 Introduction to Computer-Based Systems or CMST 303 Advanced Application Software 3

Foundation Courses
(to be taken within the first 60 credits)
 PSYC 100 Introduction to Psychology 3
 or SOCY 100 Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first) 3
 NSCI 100 Introduction to Physical Science 3
 or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences 3
 HIST 142 Western Civilization II or HIST 157 History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course) 3

IFSM 304 Ethics in the Information Age or other course to fulfill the general education requirement in interdisciplinary issues/computing 3
 SPCH 100 Foundations of Speech Communication 3
 or COMM 380 Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech 3
 ENGL 240† Introduction to Fiction, Poetry, and Drama or other major drama genre course for the major (see Requirements for the Major) 3
 ENGL 303† Critical Approaches to Literature 3

Additional Required Courses
(to be taken after introductory and foundation courses)
 WRTG 391/391X Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing 3
 ENGL 345† Modern Poetry or other poetry genre course (ENGL 240 may be applied to only one genre requirement) 3
 (see Requirements for the Major)
 ENGL 441† The Novel in America Since 1914 or other major fiction genre course (see Requirements for the Major) 3
 (see Requirements for the Major)
 ENGL 311† 17th- and 18th-Century British Literature or other pre-1800 period course (see Requirements for the Major) 3
 (see Requirements for the Major)
 ENGL 433† American Literature: 1914 to the Present or other historical period course (see Requirements for the Major) 3
 ENGL 364† African American Authors since 1900 or ENGL 354 American Women Writers Since 1900 or other American author course (see Requirements for the Major) 3
 (see Requirements for the Major)
 ENGL 406† Shakespeare: Power and Justice or other British author course (see Requirements for the Major) 3
 (see Requirements for the Major)
 ENGL 454† Modern World Drama or other course to fulfill the requirement for supplemental major coursework (see Requirements for the Major) 3
 Any ENGL course† supplemental major course (see Requirements for the Major) 3
 Any ENGL course† supplemental major course (see Requirements for the Major) 3

Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)
Recommended elective:
 WRTG 388 Advanced Grammar and Style 3

Total credits for BA in English 120

† Required for the specialization
Minor in English

The English minor complements the skills the student gains in his or her major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Objectives

The student who graduates with a minor in English will be able to

- Analyze significant literary works written in, or translated into, English.
- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors in the context of the cultures within which these authors lived and wrote.
- Formulate ideas, especially for literary analysis, and convey them clearly in both written and spoken English.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.

Requirements for the Minor

A minor in English requires the completion of 15 credits in English (any ENGL course). Students are strongly recommended to take ENGL 240 and 303 as the first courses in the minor, if not applied elsewhere in the degree.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Foreign Language Area Studies within the General Studies Major (German, Italian, Spanish)

Students may seek a general studies major focused on foreign language area studies. The description and objectives of the major in general studies may be found on p. 98.

Degree Requirements

A degree with a major in general studies requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ✂); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in foreign language area studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.

Requirements for the Foreign Language Area Studies/German within the General Studies Major

Coursework for a major in general studies with a focus in foreign language area studies/German includes the following:

- Required core courses (27 credits):
  - Any upper-level GERM courses
- Supplemental major course (3 credits):
  - Additional courses related to the discipline (contact an academic advisor for a list of approved courses)
## FOREIGN LANGUAGE AREA STUDIES/GERMAN
### WITHIN THE GENERAL STUDIES MAJOR COURSES

<table>
<thead>
<tr>
<th>Credits</th>
<th>GERM 211</th>
<th>Intermediate German I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>IFSM 304</td>
<td>Ethics in the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in interdisciplinary issues/computing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 380</td>
<td>Language in Social Contexts</td>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 212</td>
<td>Intermediate German II</td>
<td>3</td>
</tr>
</tbody>
</table>

### Introductory Courses

<table>
<thead>
<tr>
<th>Credits</th>
<th>GERM 111</th>
<th>Elementary German I</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology</td>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GEROS, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>GERM 112</td>
<td>Elementary German II</td>
<td>3</td>
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</table>

### Foundation Courses

<table>
<thead>
<tr>
<th>Credits</th>
<th>PSYC 100</th>
<th>Introduction to Psychology</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</td>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses

<table>
<thead>
<tr>
<th>Credits</th>
<th>ENGL 391/391X</th>
<th>Advanced Expository and Research Writing</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 301</td>
<td>Review Grammar and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 302</td>
<td>Review Grammar and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 311</td>
<td>Advanced Conversation I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 312</td>
<td>Advanced Conversation II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 333</td>
<td>German Life and Culture I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 334</td>
<td>German Life and Culture II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 401</td>
<td>Advanced Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 402</td>
<td>Advanced Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GERM 451</td>
<td>German Literature in the 19th Century I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>GVPT 240</td>
<td>Political Ideologies</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses

| Credits | (to be taken in the last 60 credits along with required major courses) | 40 |

### Total credits for BS in general studies

| Credits | 120 |
Requirements for the Foreign Language Area Studies/Italian within the General Studies Major

Coursework for a major in general studies with a focus in foreign language area studies/Italian includes the following:

- Required core courses (27 credits):
  - Any upper-level ITAL courses

- Supplemental major course (3 credits):
  - Additional courses related to the discipline (contact an academic advisor for a list of approved courses)
### FOREIGN LANGUAGE AREA STUDIES/ITALIAN WITHIN THE GENERAL STUDIES MAJOR COURSES

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II 3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication 3</td>
</tr>
<tr>
<td>or COMM 380</td>
<td>Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>ITAL 212</td>
<td>Intermediate Italian II 3</td>
</tr>
</tbody>
</table>

### Additional Required Courses

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
</tr>
<tr>
<td>ITAL 301</td>
<td>Review Grammar and Composition I or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 302</td>
<td>Review Grammar and Composition II or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 311</td>
<td>Advanced Conversation I or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 312</td>
<td>Advanced Conversation II or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 333</td>
<td>Italian Life and Culture I or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 334</td>
<td>Italian Life and Culture II or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 401</td>
<td>Advanced Composition I or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 402</td>
<td>Advanced Composition II or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>ITAL 421</td>
<td>The Italian Renaissance in Translation or other core course (see Requirements for the Major) 3</td>
</tr>
<tr>
<td>GVPT 240</td>
<td>Political Ideologies or other supplemental major course (see Requirements for the Major) 3</td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses

- **Credits**
- **Total credits for BS in general studies** 120

---

### First Courses

**Credits**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>( \text{LIBS 150} )</td>
<td>Information Literacy and Research Methods 1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing 3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics 3 or a higher-level math course</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for math and writing courses.

### Introductory Courses

**Credits**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITAL 111</td>
<td>Elementary Italian I 3</td>
</tr>
<tr>
<td>BIOL 101 and BIOL 102</td>
<td>Concepts of Biology 3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing 3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government 3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>Introduction to Computer-Based Systems 3</td>
</tr>
<tr>
<td>ITAL 112</td>
<td>Elementary Italian II 3</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for math and writing courses.

### Foundation Courses

**Credits**

<table>
<thead>
<tr>
<th>Credits</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100 or SOCY 100</td>
<td>Introduction to Psychology 3</td>
</tr>
<tr>
<td>NSCI 100 or ASTR 100</td>
<td>Introduction to Physical Science 3</td>
</tr>
<tr>
<td>ITAL 211</td>
<td>Intermediate Italian I 3</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for math and writing courses.

---

**BACHELOR’S DEGREES**

**FOREIGN LANGUAGE AREA STUDIES/ITALIAN WITHIN THE GENERAL STUDIES MAJOR COURSES**

---

**First Courses** (to be taken within the first 18 credits)

**Introductory Courses** (to be taken within the first 30 credits)

**Foundation Courses** (to be taken within the first 60 credits)

---

**Required for the specialization**
Coursework for a major in general studies with a focus in foreign language area studies/Spanish includes the following:

- **Required core courses (27 credits):**
  - Any upper-level SPAN courses

- **Supplemental major course (3 credits):**
  - Additional courses related to the discipline (contact an academic advisor for a list of approved courses)
# FOREIGN LANGUAGE AREA STUDIES/SPANISH
## WITHIN THE GENERAL STUDIES MAJOR COURSES

### Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics or a higher-level math course</td>
</tr>
</tbody>
</table>

### First Courses
(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics or a higher-level math course</td>
</tr>
</tbody>
</table>

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 111</td>
<td>Elementary Spanish I or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/ writing</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER0, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems or other course to fulfill the general education requirement in interdisciplinary issues/ computing</td>
</tr>
<tr>
<td>SPAN 211</td>
<td>Intermediate Spanish I or other course to fulfill the general education requirement in communications/ writing or speech</td>
</tr>
</tbody>
</table>

### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/ upper-level intensive writing</td>
</tr>
<tr>
<td>SPAN 301</td>
<td>Review Grammar and Composition I or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 302</td>
<td>Review Grammar and Composition II or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 311</td>
<td>Advanced Conversation I or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 312</td>
<td>Advanced Conversation II or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 318</td>
<td>Commercial and Workplace Spanish or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 333</td>
<td>Spanish Life and Culture I or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 334</td>
<td>Spanish Life and Culture II or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 401</td>
<td>Advanced Composition I or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>SPAN 402</td>
<td>Advanced Composition II or other core course (see Requirements for the Major)</td>
</tr>
<tr>
<td>GVPT 240</td>
<td>Political Ideologies or other supplemental major course (see Requirements for the Major)</td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II or HIST 157 History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
</tr>
<tr>
<td>SPAN 211</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age or other course to fulfill the general education requirement in interdisciplinary issues/ computing</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication or Language in Social Contexts or other course to fulfill the general education requirement in communications/ writing or speech</td>
</tr>
</tbody>
</table>

### Total credits for BS in general studies

120

---

Required for the specialization
General Studies

Students may seek an academic major in general studies. Students outside UMUC Europe and UMUC Asia should not select this major. Students should contact an academic advisor for additional information about this major.

Major in General Studies

The general studies major allows students to draw from various disciplines that provide a body of knowledge appropriate to an identified area of interest (for example, an aspect of culture, a historical period, or a geographical location). The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

Objectives

The student who graduates with a major in general studies will be able to

- Understand and apply key concepts from chosen disciplines.
- Develop effective written and oral communication skills consistent with the chosen areas of study.
- Apply skills and concepts to problems of modern life.
- Define an approach grounded in the chosen disciplines and appropriate to the study of a specific topic, area, or theme.
- Develop effective skills in cross-disciplinary comparison, historical and critical analysis, research, and evaluation.
- Use computers for communication and research.
- Demonstrate information literacy through research and resource evaluation appropriate to the chosen area of study.

Degree Requirements

A degree with a major in general studies requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the General Studies Major

Coursework for the major in general studies includes either 15 credits in each of two different disciplines or specific coursework for a particular curriculum as defined by UMUC. The general studies major requires prior approval. Unless the curriculum has already been defined by UMUC, students must submit a formal proposal explaining the focus and curricular objectives of the proposed course of study and identifying specific courses to fulfill those objectives. Students should consult an academic advisor about eligibility for the major and about the requirements and procedure for submitting a proposal.

Recommended Sequence

The following course sequence will fulfill the requirements for the BS in general studies if course selection in the major is approved. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
## General Studies Major Courses

### First Courses
(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150 Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140 Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
</tr>
<tr>
<td>BIOL 101 Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 13 Introduction to Biology</td>
<td>1</td>
</tr>
<tr>
<td>and BIOL 102 Laboratory in Biology</td>
<td></td>
</tr>
<tr>
<td>or BIOL 13 Introduction to Biology</td>
<td></td>
</tr>
<tr>
<td>WRTG 291 Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>GVPT 170 American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
</tr>
<tr>
<td>IFSM 201 Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303 Advanced Application Software</td>
<td></td>
</tr>
</tbody>
</table>

### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td>NSCI 100 Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100 Introduction to Astronomy</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>IFSM 304 Ethics in the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in interdisciplinary issues/ computing</td>
<td></td>
</tr>
<tr>
<td>SPCH 100 Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 380 Language in Social Contexts</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/ writing or speech</td>
<td></td>
</tr>
<tr>
<td>HUMN 351 Myth and Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X Advanced Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/ upper-level intensive writing</td>
<td></td>
</tr>
</tbody>
</table>

### Coursework for the major

15 credits in first discipline (at least 9 of which are upper-level)
15 credits in second discipline (at least 6 of which are upper-level)

### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157 History of the United States Since 1865</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
</tr>
<tr>
<td>IFSM 304 Ethics in the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in interdisciplinary issues/ computing</td>
<td></td>
</tr>
<tr>
<td>SPCH 100 Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 380 Language in Social Contexts</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/ writing or speech</td>
<td></td>
</tr>
<tr>
<td>HUMN 351 Myth and Culture</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total credits for BS in general studies

120
History
Students may seek either an academic major or minor in history.

Major in History
The major in history provides students with skills in historical research and analysis, a chronological understanding of the past, and factual knowledge of specific historical periods. Study yields an appreciation of United States history, as well as the histories of other peoples and cultures, that enhances multicultural understanding in the workplace and everyday society. Such skills and knowledge prepare students for careers in education, law, government, business, management, public relations, writing, and research.

Objectives
The student who graduates with a major in history will be able to
- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.
- Articulate how he or she is uniquely affected by the United States historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Think and read critically and conduct research that includes identifying, evaluating, and presenting with integrity the primary and secondary sources of historical information.
- Demonstrate awareness of the ethical and social issues associated with the writing and interpreting of history.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.
- Use research opportunities to develop and refine technological skills.
- Write cogent, documented, historical papers that exhibit interpretive skill as well as factual knowledge.

Degree Requirements
A degree with a major in history requires the successful completion of 120 credits of coursework including 33 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the History Major
Coursework for a major in history includes the following:
- Required U.S. history sequence (6 credits):
  - HIST 156 and 157
- Required methodology course (3 credits):
  - HIST 309
- World history sequence (6 credits):
  - HIST 115–116, HIST 141–142, or HIST 284–285
- European distribution course (3 credits):
  - HIST 324, 325, 326, 327, 332, 333, 334, 335, 336, 337, 358, 375, 430, 431, 432, 433, 434, 437, 438, 439, 440, 441, 443, or 448
- World regions distribution course (3 credits):
- Supplemental major courses (9 credits):
  - Any HIST courses

Recommended Sequence
The following course sequence will fulfill all of the requirements for the BA in history. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
## HISTORY MAJOR COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 18 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Placement tests are required for math and writing courses.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Introductory Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 30 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 115</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 141</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>or HIST 284</td>
<td>East Asian Civilization I</td>
<td></td>
</tr>
<tr>
<td>(first course in required world history sequence for the major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</td>
<td></td>
</tr>
<tr>
<td>HIST 116</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 142</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>or HIST 285</td>
<td>East Asian Civilization I</td>
<td></td>
</tr>
<tr>
<td>(second course in required world history sequence for the major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Foundation Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 60 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 156</td>
<td>History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Required Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken after introductory and foundation courses)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/ upper-level intensive writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 157</td>
<td>History of the United States Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 370</td>
<td>History of World Art</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or COMM 380</td>
<td>Language in Social Contexts</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/ writing or speech</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUMN 351</td>
<td>Myth and Culture</td>
<td>3</td>
</tr>
<tr>
<td>(recommended elective)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minor and/or Elective Courses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(to be taken in the last 60 credits along with required major courses)</td>
<td></td>
<td>43</td>
</tr>
<tr>
<td>Total credits for BA in history</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

* Required for the specialization
Minor in History

The history minor complements the skills the student gains in his or her major discipline by offering a historical perspective and by developing critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Objectives

The student who graduates with a minor in history will be able to

- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.
- Articulate how he or she is uniquely affected by the United States historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.

Requirements for the Minor

A minor in history requires the completion of 15 credits in history (any HIST course). Students are recommended to take HIST 309 as the first course, followed by at least one three-credit course from each of the distribution course categories for the history major (U.S. history, European history, and world regions history).

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Humanities

Students may seek either an academic major or minor in humanities.

Major in Humanities

The humanities major offers a multidisciplinary study of global humanities that integrates topics in the arts, history, language and culture, literature, and philosophy and religion. The humanities major provides a broad perspective on human behavior, thought, and values and focuses on American, Asian, and European cultures. The integrated humanities major encourages thinking across traditional disciplines.

Objectives

The student who graduates with a major in humanities will be able to

- Demonstrate knowledge of and appreciation for the cultural traditions, major ideas, and historical developments of the human experience.
- Explain and critically assess the interrelationships of the arts, history, language and culture, literature, and philosophy.
- Understand the major historical and cultural forces that influence and control American, Asian, and European societies.
- Develop interdisciplinary and multicultural perspectives for analyzing and comparing the arts, history, language and culture, literature, and philosophies.
- Apply critical reasoning, judgment, and choice.
- Write and speak effectively and clearly.
- Use computers for communication and research.

Degree Requirements

A degree with a major in humanities requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Humanities Major

Coursework for a major in humanities includes the following:

- Required foundation courses (6 credits): Chosen from HUMN 102, 120, or 351
- Arts breadth course (3 credits): Chosen from HUMN 334 and any 3-credit ARTT, ARTH, MUSC, THET, and dance courses
- Language and linguistics breadth course (3 credits): Chosen from COMM 380, and any 3-credit foreign language (not literature) course
- Literature breadth course (3 credits): Chosen from ENGL 303 and any 3-credit English or foreign-language literature courses
- Philosophy and religion breadth course (3 credits): Chosen from HUMN 127, 311, 312, 350, 351, and any 3-credit PHIL course
- Supplemental major courses (12 credits of which at least 6 must be HUMN): Chosen from HUMN and other courses listed for the arts, language, literature, and philosophy breadth course requirements

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BA in humanities. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
# Humanities Major Courses

### First Courses
(to be taken within the first 18 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics or a higher-level math course</td>
<td>3</td>
</tr>
</tbody>
</table>

*Note: Placement tests are required for math and writing courses.*

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course(s) to fulfill the general education requirement in communications/writing</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems or other course(s) to fulfill the general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>CMST 303</td>
<td>Advanced Application Software or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 102</td>
<td>Classical Foundations or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 120</td>
<td>America in Perspective or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science or other course to fulfill the general education requirement in biological and physical sciences (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 157</td>
<td>History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 370</td>
<td>History of World Art I or other arts breadth course for major (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>COMM 380</td>
<td>Language in Social Contexts or other language and linguistics breadth course for the major (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 303</td>
<td>Critical Approaches to Literature or other literature breadth course for the major (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 350</td>
<td>The Religious Quest or other philosophy and religion breadth course for the major (see Requirements for the Major)</td>
<td>6</td>
</tr>
<tr>
<td>HUMN 336</td>
<td>Ideas Shaping the 21st Century or other supplemental major course(s) (see Requirements for the Major)</td>
<td>6</td>
</tr>
</tbody>
</table>

Note: If a 3-credit course is used to fulfill this requirement, another 3-credit HUMN or breadth course must be taken to complete major requirements.

### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>49</td>
</tr>
</tbody>
</table>

**Total credits for BS in humanities:** 120

---

*Required for the specialization*
Minor in Humanities

The humanities minor complements the skills the student gains in his or her major discipline by providing an integrated curriculum for enrichment and exploration of culture and ideas, as well as a broad perspective on human behavior, thought, and values across traditional disciplines.

Objectives

A student graduating with a minor in humanities will be able to

- Describe and interpret some of the cultural traditions and interplay of cultural elements in human experience around the world.
- Interpret some of the major cultural forces that influence and control society.
- Think critically about real-world issues.
- Write and speak effectively and clearly.

Requirements for the Minor

A minor in humanities requires the completion of 15 credits in humanities, chosen from any courses applicable to the humanities major.

At least 9 credits must be earned in upper-level HUMN courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pp. 60-62.

Human Resource Management

Students may seek either an academic major or minor in human resource management.

Major in Human Resource Management

The human resource major provides 21st-century skills, knowledge, and understanding of human resource functions in private- and public-sector organizational settings. These functions include human resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; management of performance appraisal, compensation, and benefit programs; and development of personnel policies and procedures.

The human resource management major prepares students for work in business administration and human resources. Through the proper selection of courses, the student can prepare for the certification examinations for Professional in Human Resources, Senior Professional in Human Resources, and Global Professional in Human Resources, which are offered by the Society of Human Resource Management. In addition to the focus on human resource functions, the major includes courses in management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development, and women's perspectives in management.

Objectives

The student who graduates with a major in human resource management will be able to

- Conduct effective human resource planning for technological innovation in a global environment.
- Describe the importance of internal and external organizational environments and the impact of their interrelationships on human resource functions.
- Explain the processes of job analysis, staffing, appraisal and compensation, career training, and development.
- Identify various performance appraisal systems and critically evaluate their pros and cons.
- Demonstrate cohesive team-management skills with a focus on the group dynamics of an increasingly diverse workforce.
- Discuss the history of union/management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
- Describe the interaction among management, labor, and the federal agencies.
Utilize various processes and tools for bargaining, negotiating, and resolving disputes.

Use quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.

Develop effective written and oral communications consistent with the business and professional environment.

Apply appropriate information technology to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans.

Interpret and apply human resource principles in a global setting.

Describe the history of theories and concepts in human resource management and related fields and apply them in appropriate situations.

Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of human resource management.

**Degree Requirements**

A degree with a major in human resource management requires the successful completion of 120 credits of coursework including 36 credits for the major (indicated by *); 41 credits in general education requirements (GERs); and 43 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

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**Requirements for the Human Resource Management Major**

Coursework for a major in human resource management includes the following:

- **Required foundation courses (9 credits):** BMGT 110 (or prior business experience and an additional supplemental course), ACCT 221 (or ACCT 301), and STAT 230 (or STAT 200)
- **Required core courses (15 credits):** BMGT 364; HRMN 300, 362 (or 390 or 406) 400 and 408
- **Supplemental major courses (9 credits):** Chosen from BMGT 380, 381, 391, 464, 465, 484; FINC 330; MRKT 310, and any HRMN courses
- **Required capstone course (3 credits):** HUMN 495
- **Required related courses (12 credits), which may be applied anywhere in the degree:** ACCT 326 (or IFSM 300), ECON 201 and 203, MATH 103 (or MATH 107)

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**Recommended Sequence**

The following course sequence will fulfill all of the requirements for the BS in human resource management. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
### Human Resource Management Major Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Courses</strong> (to be taken within the first 18 credits)</td>
<td></td>
</tr>
<tr>
<td>Note: Placement tests are required for math and writing courses.</td>
<td></td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>College Algebra or a higher-level math course</td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
</tr>
<tr>
<td><strong>Introductory Courses</strong> (to be taken within the first 30 credits)</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>(related requirement for the major; also fulfills first general education requirement in behavioral and social sciences)</td>
<td></td>
</tr>
<tr>
<td>NSCI 100 and NSCI 101</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing</td>
<td></td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>Introduction to Computer-Based Systems</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
</tr>
<tr>
<td>STAT 230 or STAT 200</td>
<td>Business Statistics</td>
</tr>
<tr>
<td><strong>Foundation Courses</strong> (to be taken within the first 60 credits)</td>
<td></td>
</tr>
<tr>
<td>PSYC 100 or SOCY 100</td>
<td>Introduction to Psychology or Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>ACCT 301 or ACCT 221</td>
<td>Accounting for Non-Accounting Majors or Principles of Accounting II (students should note prerequisite)</td>
</tr>
<tr>
<td>BIOL 101 or ASTR 100</td>
<td>Concepts of Biology or Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Microeconomics (related requirement for major)</td>
</tr>
<tr>
<td><strong>Additional Required Courses</strong> (to be taken after introductory and foundation courses)</td>
<td></td>
</tr>
<tr>
<td>WRTG 394/394X</td>
<td>Business Writing</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td></td>
</tr>
<tr>
<td>HRMN 400</td>
<td>Human Resource Management: Analysis and Problems</td>
</tr>
<tr>
<td>HRMN 408</td>
<td>Employment Law for Business</td>
</tr>
<tr>
<td>HRMN 362</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>or HRMN 390</td>
<td>Contemporary Compensation Methods</td>
</tr>
<tr>
<td>or HRMN 406</td>
<td>Employee Training and Development</td>
</tr>
<tr>
<td>FINC 330</td>
<td>Business Finance (supplemental major course and prerequisite for capstone course)</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>Business Law I or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>MRKT 310</td>
<td>Marketing Principles and Organization (supplemental major course and prerequisite for capstone course)</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>Business Ethics (recommended elective)</td>
</tr>
<tr>
<td><strong>Capstone Course for Major</strong> (to be taken in the last 30 credits)</td>
<td></td>
</tr>
<tr>
<td>HRMN 495</td>
<td>Contemporary Issues in Human Resource Management Practice</td>
</tr>
<tr>
<td><strong>Minor and/or Elective Courses</strong> (to be taken in the last 60 credits along with required major courses)</td>
<td></td>
</tr>
<tr>
<td>Recommended elective: MATH 140</td>
<td>Calculus I</td>
</tr>
<tr>
<td>Recommended minor: Business administration, finance, or other business-related minor</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits for BS in human resource management**: 120
Minor in Human Resource Management

The human resource management minor complements the skills the student gains in his or her major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career development; management of labor relations; and development of a human resource department implementation plan.

Objectives

A student graduating with a minor in human resource management will be able to:

- Conduct effective human resource planning for technological innovation in a global environment.
- Describe the importance of internal and external organizational environments and the impact of their interrelationships on human resource functions.
- Explain the processes of job analysis, staffing, appraisal and compensation, career training, and development.
- Identify various performance appraisal systems and critically evaluate their pros and cons.
- Demonstrate cohesive team-management skills in decision making, communications, motivation, and interpersonal behavior by focusing on the group dynamics that occur within an increasingly diverse workforce.
- Discuss the history of union/management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
- Understand the interaction among management, labor, and the federal agencies.
- Learn the processes and tools for bargaining, negotiating, and resolving disputes.
- Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.
- Develop effective written and oral communications consistent with the business and professional environment.

Requirements for the Minor

A minor in human resource management requires the completion of 15 credits in human resource management. Applicable coursework is as follows:

- Student must complete one of the following courses:
  - HRMN 300 Human Resource Management
  - HRMN 363 Negotiation Strategies
  - HRMN 390 Contemporary Compensation Management

- Remaining courses may be chosen from the above courses or the following:
  - HRMN 362 Labor Relations
  - HRMN 400 Human Resource Management: Analysis and Problems
  - HRMN 406 Employee Training and Development
  - HRMN 495 Contemporary Issues in Human Resource Management Policy

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pp. 60-62.
Information Systems Management

Students may seek an academic major in information systems management.

Major in Information Systems Management

The information systems management major provides students with the skills needed to successfully participate in and support the increasingly visible role of information technology in corporate decision making. The curriculum focuses on the methods, concepts, and practical applications of information systems in the workplace. It develops graduates’ abilities to conceptualize and manage the design and implementation of high-quality information systems.

Objectives

The student who graduates with a major in information systems management will be able to

- Apply appropriate problem-solving methodologies to the analysis and solution of problems.
- Apply standard systems practices to the planning, implementation, management, and evaluation of information systems.
- Communicate effectively using oral, written, and multimedia techniques.
- Manage change in the dynamic and global environments of automated systems.
- Use technology to research information needed to produce informed decisions for organizations.
- Identify relationships between programming languages and information systems.
- Demonstrate skills in systems analysis appropriate to the management of information systems projects.
- Demonstrate skills in the design, creation, maintenance, and reporting functions of database systems and database systems management.
- Use a systems approach to select hardware and software for an organization.
- Evaluate ethical issues related to information systems, work productivity, and human factors.

Degree Requirements

A degree with a major in information systems management requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ✴); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Information Systems Management Major

Coursework for a major in information systems management includes the following:

- Required foundation courses (15 credits): CMIS 141, 141A, or other programming language course; IFSM 300, 310, 410, and 461
- Required core courses (9 credits): Any upper-level IFSM course (3 credits must be in 400-level coursework)
- Supplemental major courses (6 credits): Any IFSM, CMIS, CMIT, CMSC, or CMST courses
- Required related courses (6 credits), which may be applied anywhere in the degree: MATH 103 (or MATH 107) and STAT 200

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in information systems management. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
**First Courses**
(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

- LIBS 150  Information Literacy and Research Methods  1
- WRTG 101/101X  Introduction to Writing  3
- MATH 103  College Mathematics  3
  or  MATH 107  College Algebra  
or a higher-level math course

**Introductory Courses**
(to be taken within the first 30 credits)

- IFSM 201  Introduction to Computer-Based Systems  3
- CMIS 102  Introduction to Problem Solving and Algorithm Design  3
  or  CMIS 102A  Fundamentals of Programming I  
  (prerequisite to later courses; fulfills the interdisciplinary/computing requirement)
- PHIL 140  Contemporary Moral Issues  3
  or  ENGL 240  Introduction to Fiction, Poetry, and Drama  
or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities
- BIOL 101  Concepts of Biology  3
  and  BIOL 102  Laboratory in Biology  1
  or  BIOL 103  Introduction to Biology  
or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory
- WRTG 291  Expository and Research Writing  3
  or other course to fulfill the general education requirement in communications/writing
- GVPT 170  American Government  3
  or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the general education requirement in behavioral and social sciences

**Foundation Courses**
(to be taken within the first 60 credits)

- STAT 200  Introduction to Statistics  3  
  *(related requirement for major)*
- CMIS 141  Introductory Programming  3
  or  CMIS 141A  Fundamentals of Programming II  
or other programming course
- PSYC 100  Introduction to Psychology  3
  or  SOCY 100  Introduction to Sociology  
or other course to fulfill the second general education requirement in behavioral and social sciences  
  *(discipline must differ from first)*
- NSCI 100  Introduction to Physical Science  3
  or  ASTR 100  Introduction to Astronomy  
or other course to fulfill the general education requirement in biological and physical sciences
- HIST 142  Western Civilization II  3
  or  HIST 157  History of the United States Since 1865  
or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective  
  *(discipline must differ from other humanities course)*
- IFSM 300  Information Systems in Organizations  3
- ANTH 344  Cultural Anthropology and Linguistics  3  
  *(recommended elective)*
- SPCH 100  Foundations of Speech Communication  3
  or  WRTG 390  Writing for Managers  
or other course to fulfill the general education requirement in communications/writing or speech
- IFSM 304  Ethics in the Information Age  3  
  *(recommended elective)*

**Additional Required Courses**
(to be taken after introductory and foundation courses)

- WRTG 393/393X  Technical Writing  3
  or other course to fulfill the general education requirement in communications/upper-level intensive writing
- IFSM 310  Software and Hardware Concepts  3
- IFSM 410  Database Concepts  3
- IFSM 461  Systems Analysis and Design  3
- IFSM 303  Human Factors in Information Systems  3
  or other core course  
  *(see Requirements for the Major)*
- IFSM 430  Information Systems and Security  3
  or other 400-level core course  
  *(see Requirements for the Major)*
- IFSM 438  Project Management  3
  or other 400-level core course  
  *(see Requirements for the Major)*
- IFSM 432  Disaster Recovery Planning  3
  or other supplemental major course  
  *(see Requirements for the Major)*
- IFSM 450  Telecommunication Systems in Management  3
  or other supplemental major course  
  *(see Requirements for the Major)*

**Minor and/or Elective Courses**
(to be taken in last 60 credits along with required major courses)  40

**Recommended electives:**
- MATH 140  Calculus I
  or  MATH 130  Calculus A
  and  MATH 131  Calculus B  
  *(for students who plan to go on to graduate school)*

**Recommended minors:**
Computing, business administration, psychology, or marketing

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**Total credits for BS in information systems management**  120

*Required for the specialization*
International Business Management

Students may seek an academic minor in international business management.

Minor in International Business Management

The international business management minor complements the skills the student gains in his or her major discipline by presenting the basic concepts, theories, policies, and practices that support the institutional, environmental, functional, and strategic framework for conducting global business transactions.

Objectives

The student who graduates with a minor in international business management will be able to

- Identify, define, and comprehend key concepts, theories, and issues associated with global business transactions.
- Assess the impact of national social systems on international business and the dynamic interrelationships between the domestic and international environments.
- Demonstrate an understanding of the roles of government, multinational corporations, global institutions, and regional organizations in international business transactions, including trade, foreign investment, and economic development.
- Identify and analyze global strategic issues and decisions based on case analysis.
- Demonstrate critical-thinking, analytic, and effective communication and writing skills through case analyses, research, and presentations.
- Apply skills to conduct research on topics of relevant interest using appropriate resources that enhance information literacy and technical competency.

Requirements for the Minor

A minor in international business management requires the completion of 15 credits of coursework in international business management.

- Students must take one of the following courses:
  - BMGT 392 Global Business Management
  - BMGT 454 The Global Manager and Public Policy
  - BMGT 456 Multinational Management

- Students may choose remaining courses from the following:
  - BMGT 407 Global Commerce
  - BMGT 437 International Business Law
  - FINC 460 International Finance
  - MRKT 454 Global Marketing

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Management Studies
Students may seek an academic major in management studies.

Major in Management Studies
The management studies major is based on the premise that many for-profit, nonprofit, and governmental organizations require a knowledge of management principles best gained from a holistic approach to decision making. Using a multidisciplinary approach to management and problem solving, the management studies major prepares students for a variety of management-related careers. The curriculum includes a foundation in business, accounting, economics, statistics, communications, and management theory and focuses on analysis and decision making across a wide spectrum of management activities.

Objectives
The student who graduates with a major in management studies will be able to
- Use a multidisciplinary approach in researching organizational problems, issues, and opportunities.
- Analyze information, solve problems, and make decisions from a holistic, global perspective.
- Apply important management concepts and theories from several disciplines.
- Evaluate various strategies and operations for business, not-for-profit, and governmental organizations to determine the best approach.
- Examine the global dimensions involved in managing business, not-for-profit, and governmental organizations.
- Analyze global competition and competitive strategies.
- Assess important trends in international ventures, marketing, financing, and human resource management.
- Integrate the emerging online marketplace into overall organizational strategies.
- Assess the significance of a multicultural, multinational organization.
- Apply appropriate information technology to analyze problems and issues, develop business research, report key data, and recommend management strategy and action plans.
- Describe the history and development of theories and concepts in management and related fields (such as accounting, economics, statistics, finance, marketing, human resource management, business law, and strategic management), and their application to various management situations.
- Develop effective written and oral communication consistent with the management and professional environment.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to the environment of organizational management, operations, human resources and human factors, information systems, governmental regulation, and domestic and international ventures.
Degree Requirements

A degree with a major in management studies requires the successful completion of 120 credits of coursework including 36 credits for the major (indicated by ✴); 41 credits in general education requirements (GERs); and 43 credits in the minor, electives, and other requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in management studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.

Requirements for the Management Studies Major

Coursework for a major in management studies includes the following:

- Required foundation courses (12 credits):
  - BMGT 110 (or prior business experience and an additional supplemental course); ACCT 220; ECON 201 (or 203); and STAT 230 (or STAT 200)
- Required core courses (6 credits): BMGT 364 and HRMN 302
- Supplemental major courses (18 credits):
  - Any ACCT, BMGT, ENMT, FINC, FSCN, HRMN, MGST, or MRKT courses
- Required related courses (6 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300) and MATH 103 (or MATH 107)
### MANAGEMENT STUDIES MAJOR COURSES

#### First Courses
(to be taken within the first 18 credits)

Note: Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 110*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Introductions to Business and Management (students with business experience should substitute a supplemental major course in last 60 credits of study)*

#### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>or NSCI 101</td>
<td>1</td>
</tr>
<tr>
<td>ECON 201*</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 203</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
</tbody>
</table>

*American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER0, or WMST course to fulfill the first general education requirement in behavioral and social sciences*

#### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230*</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 220*</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>3</td>
</tr>
</tbody>
</table>

*Statistics, Introduction to Statistics, Principles of Accounting I, Introduction to Psychology, or Introduction to Sociology (or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>3</td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 390</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 364*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Information Systems in Organizations (see Requirements for the Major)*

#### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 394/394X</td>
<td>3</td>
</tr>
<tr>
<td>HRMN 302*</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 310*</td>
<td>3</td>
</tr>
<tr>
<td>FINC 330*</td>
<td>3</td>
</tr>
<tr>
<td>HRMN 300*</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 392*</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496*</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 495*</td>
<td>3</td>
</tr>
</tbody>
</table>

*Organizational Communication or Marketing Principles and Organization or other supplemental major course (see Requirements for the Major)*

#### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits for BS in management studies</td>
<td>120</td>
</tr>
</tbody>
</table>
Marketing

Students may seek either an academic major or minor in marketing.

Major in Marketing

The marketing major develops well-rounded individuals with the skills required of today’s marketing professionals and the business acumen to function in the global business environment. The curriculum provides a balanced course of study that exposes students to a common body of knowledge and leads them to understand marketing processes and situations, think independently, communicate effectively, and appreciate their own and other cultures. Marketing graduates should be well positioned to achieve increasingly higher levels of marketing management in corporations, marketing agencies, or entrepreneurial endeavors.

Objectives

The student who graduates with a major in marketing will be able to

✧ Critically evaluate marketing situations and make informed marketing decisions.
✧ Identify information needs critical to the practice of marketing and articulate questions, gain access to relevant resources, evaluate and organize information sources, and integrate new information into the marketing decision-making process.
✧ Explain the eight universal marketing processes for consumer and organizational markets: (1) environmental scanning and analysis; (2) marketing research and analysis; (3) segmentation, targeting, and positioning; (4) product development and differentiation; (5) valuation and pricing; (6) channel and value-chain management; (7) integrated marketing communication; and (8) relationship building.
✧ Explain the significance of global markets and the application of the eight universal marketing processes to develop global marketing plans.
✧ Trace the historical evolution of the marketing discipline and how marketing has contributed to the political, economic, and legal environments of today’s global society.
✧ Develop competency in the technological applications used by the marketing profession to enhance the eight universal marketing processes.
✧ Describe the complex nature of corporate ethics and the social responsibility of organizations in the conduct of marketing activities, as well as the personal responsibility to understand other cultures and negotiate different perspectives.
✧ Examine the benefits and consequences of marketing activities on the physical environment and on the lives of others.
✧ Develop effective written and oral communications consistent with the professional marketing environment.
✧ Develop the leadership skills necessary to function as a senior staff member in a marketing department or marketing agency.
Degree Requirements

A degree with a major in marketing requires the successful completion of 120 credits of coursework including 36 credits for the major (indicated by †); 41 credits in general education requirements (GERs); and 43 credits in the minor, electives, and other requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Marketing Major

Coursework for a major in marketing includes the following:
- Business courses (15 credits): ACCT 221 (or 301); BMGT 364, 380, and 496; and STAT 230 (or STAT 200)
- Required marketing courses (9 credits): MRKT 310, 410, 412
- Supplemental major courses (9 credits): Any MRKT courses
- Required capstone course (3 credits): MRKT 495
- Required related courses (12 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), ECON 201 and 203, and MATH 103 (or MATH 107)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in marketing. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
MARKETING MAJOR COURSES

First Courses
(to be taken within the first 18 credits)
Note: Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 110</td>
<td>3</td>
</tr>
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</table>

Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100 and NSCI 101</td>
<td>4</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>3</td>
</tr>
<tr>
<td>STAT 230 or STAT 200</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
</tbody>
</table>

Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101 or ASTR 100</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 394/394X</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 380 or MRKT 380</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 354</td>
<td>3</td>
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<tr>
<td>MRKT 395</td>
<td>3</td>
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<tr>
<td>MRKT 410</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 454</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 412</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>3</td>
</tr>
</tbody>
</table>

Capstone Course for Major
(to be taken in the last 15 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 495</td>
<td>3</td>
</tr>
</tbody>
</table>

Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required for the specialization</td>
<td>37</td>
</tr>
</tbody>
</table>
Minor in Marketing

The marketing minor complements the skills the student gains in his or her major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Objectives

The student who graduates with a minor in marketing will be able to

- Explain the eight universal marketing processes for consumer and organizational markets: (1) environmental scanning and analysis; (2) marketing research and analysis; (3) segmentation, targeting, and positioning; (4) product development and differentiation; (5) valuation and pricing; (6) channel and value-chain management; (7) integrated marketing communication; and (8) relationship building.
- Describe the complexities of global markets and how the eight universal marketing processes apply to global marketing.
- Develop basic skills in identifying, gaining access to, and evaluating relevant resources, and integrating new information into the marketing decision-making process.
- Develop basic skills in the technological applications used by the marketing profession to enhance the eight universal marketing processes.
- Develop effective written and oral communications consistent with the professional marketing environment.

Requirements for the Minor

A minor in marketing requires the completion of 15 credits in marketing. All MRKT courses apply. Students are recommended to take MRKT 310 as the first course for the minor, if not applied elsewhere in the degree.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Mathematics within the General Studies Major

Students may seek a general studies major focused on mathematics. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in mathematics requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ★); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for Mathematics within the General Studies Major

Coursework for a major in general studies with a focus in mathematics includes the following:

- Required pure mathematics courses (15 credits): Chosen from MATH 301, 402, 463, or other approved upper-level MATH course.
- Required applied mathematics courses (15 credits): Chosen from MATH 381, 450, and 466, STAT 400, 410, and 450

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in mathematics.

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
First Courses
(to be taken within the first 18 credits)

Note: Placement tests are required for math and writing courses.

LIBS 150 Information Literacy and Research Methods 1
WRTG 101/101X Introduction to Writing 3
MATH 107 College Algebra 3
or MATH 108 Trigonometry and Analytical Geometry or a higher-level math course

Introductory Courses
(to be taken within the first 30 credits)

PHIL 140 Contemporary Moral Issues 3
or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities

BIOL 101 Concepts of Biology 3
and BIOL 102 Laboratory in Biology 1
or BIOL 103 Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory

WRTG 291 Expository and Research Writing 3
or other course to fulfill the general education requirement in communications/writing

GVPT 170 American Government 3
or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences

IFSM 201 Introduction to Computer-Based Systems 3
or CMST 303 Advanced Application Software

Foundation Courses
(to be taken within the first 60 credits)

PSYC 100 Introduction to Psychology 3
or SOCY 100 Introduction to Sociology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)

MATH 140 Calculus I 8-9
and MATH 141 Calculus II (recommended electives)
or MATH 130 Calculus A
and MATH 131 Calculus B
and MATH 132 Calculus C (recommended electives)

NSCI 100 Introduction to Physical Science 3
or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences

Credits

HIST 142 Western Civilization II 3
or HIST 157 History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)

IFSM 304 Ethics in the Information Age 3
or other course to fulfill the second general education requirement in interdisciplinary issues/computing

SPCH 100 Foundations of Speech Communication 3
or COMM 380 Language in Social Contexts or other course to fulfill the general education requirement in communications/writing or speech

BMGT 392 Global Business Management (recommended elective)

Additional Required Courses
(to be taken after introductory and foundation courses)

WRTG 391/391X Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing

MATH 301 Concepts of Real Analysis I or other pure mathematics course (see Requirements for the Major)

MATH 381 Operations Research or other applied mathematics course (see Requirements for the Major)

MATH 402 Algebraic Structures or other pure mathematics (see Requirements for the Major)

MATH 450 Logic for Computer Science or other applied mathematics course (see Requirements for the Major)

MATH 463 Complex Variables or other pure mathematics (see Requirements for the Major)

MATH 466 Numerical Analysis or other applied mathematics course (see Requirements for the Major)

STAT 401 Applied Probability and Statistics I or other applied mathematics course (see Requirements for the Major)

STAT 411 Introduction to Probability Theory or other applied mathematics course (see Requirements for the Major)

Pure mathematics course(s) (Contact an academic advisor for a list of approved courses.) 6

Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses) 37-38

Total credits for BS in general studies 120

Required for the specialization
Philosophy within the General Studies Major

Students may seek either a minor or a general studies major focused on philosophy. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in philosophy requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by †); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in philosophy. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
# PHILOSOPHY WITHIN THE GENERAL STUDIES MAJOR COURSES

**First Courses**
(to be taken within the first 18 credits)

*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
<td>Information Literacy and Research Methods</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
<td>College Mathematics or a higher-level math course</td>
</tr>
</tbody>
</table>

**Introductory Courses**
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 240</td>
<td>3</td>
<td>Introduction to Fiction, Poetry, and Drama</td>
</tr>
<tr>
<td>BIOL 101 and BIOL 102 or BIOL 103</td>
<td>3 or 1</td>
<td>Concepts of Biology or Laboratory in Biology or Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>3</td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>3</td>
<td>Introduction to Computer-Based Systems or Advanced Application Software</td>
</tr>
</tbody>
</table>
Minor in Philosophy

The philosophy minor complements the skills students gain in their major disciplines by providing a study of the relationships between personal opinions and real-world issues faced by as members of a pluralistic, open society.

Objectives

The student who graduates with a minor in philosophy will be able to

- Demonstrate practical skills in critical thinking.
- Apply analytic skills to academic areas or real-life or professional activities.
- Explain the relationship between thought, belief, and action as an individual and as a member of society.
- Demonstrate familiarity with the history of philosophy and selected areas of philosophy.

Requirements for the Philosophy Minor

A minor in philosophy requires the completion of 15 credits in philosophy (any PHIL course). Students are strongly recommended to take PHIL 140 and a course in critical thinking or logic (PHIL 110 or 170), if they have not already applied the courses toward other degree requirements.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Political Science Major

Students may seek either an academic major or minor in political science.

Major in Political Science

The major in political science offers systematic study of politics, including the way people are governed and govern themselves in a wide variety of settings. The curriculum focuses on fundamental principles, enduring issues of politics, forms of government, public policy, public law, and public administration from both domestic and international perspectives. It explores political, cultural and philosophical influences on public policy and policy-making. By enabling students to understand the role of government at local, state, and national levels in domestic and foreign settings, the program prepares graduates to become more effective global citizens as well as preparing them to enter or advance careers in government service, private corporations, nonprofit organizations, or advanced study in law, business, journalism, or graduate school.

Objectives

The student who graduates with a degree in political science will be able to

- Explain political theories and the forms and structures of government and discuss their impact upon the political process, policy development, and comparative and international politics.
- Discuss how public policy shapes a society’s approach to such issues as national security, health, education, wealth distribution, and the environment.
- Compare and contrast public decision making and its implementation in domestic and foreign settings.
- Describe how various governmental and nongovernmental organizations contribute to global politics.
- Analyze recurrent patterns of international political conflict, identify underlying political issues, and suggest alternative resolutions.
- Identify techniques of conflict resolution (including negotiation, compromise, and accommodation) that are appropriate at various points along the policy continuum.
- Apply critical thinking and analytic and effective communication skills (oral and written) in discussing and resolving political issues.

- Apply effectively a variety of approaches and methodologies to the analysis of political, administrative, and policy problems.
- Utilize information technology effectively for the research of political science literature.

Degree Requirements

A degree with a major in political science requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ♦); 41 credits in general education requirements; and 49 credits in the minor, electives; and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Political Science Major

Coursework for a major in political science includes the following:

- Required foundation course (3 credits): GVPT 100
- Required core courses (15 credits): GVPT 101 (or 444), GVPT 170 (or 475), GVPT 200 (or 401), GVPT 280, and STAT 200 (or GVPT 209) (Note minimum requirements for upper-level coursework.)
- Supplemental major courses (12 credits): Any upper-level GVPT courses
- Required related course (3 credits), which may be applied anywhere in the degree: MATH 103 (or MATH 107)

Recommended Sequence

The following course sequence will fulfill all the requirements for the BS in political science. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
### First Courses

(to be taken within the first 18 credits)

**Note:** Placement tests are required for math and writing courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>College Mathematics or College Algebra or a higher-level math course</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 100*</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCY 100</td>
<td>Introduction to Sociology or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirements in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101 and BIOL 102</td>
<td>Concepts of Biology and Laboratory in Biology</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>Introduction to Computer-Based Systems or Advanced Application Software</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 280*</td>
<td>Comparative Politics and Government</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundation Courses

(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142 or HIST 157</td>
<td>Western Civilization II or History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 101* or GVPT 444</td>
<td>Introduction to Political Theory or Introduction to Psychology or other course to fulfill the second general education requirements in behavioral and social sciences (discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Required Courses

(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing or other course to fulfill the general education requirement in communications/upper-level intensive writing requirement</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 475*</td>
<td>The Presidency and the Executive Branch or GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>Any upper-level GVPT course*</td>
<td>supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>A supplemental major course*</td>
<td>(see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>A supplemental major course*</td>
<td>(see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>A supplemental major course*</td>
<td>(see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses)

| Credits | Total credits for BS in political science | 120 |

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* Required for the specialization
Minor in Political Science

The political science minor complements the skills the student gains in his or her major discipline by providing systematic study of politics and government. It exposes the student to the basic concepts, theories, policies, and the role of government at local, state, and national levels in domestic and foreign settings.

Objectives

The student who graduates with a minor in political science will be able to:

- Explain the scope and concepts of political science, political theories, the forms and structure of government, and their impact on the political process from a comparative and international perspective.
- Analyze recurrent patterns of international political conflict, identify underlying foreign policy issues, and suggest alternative resolutions.
- Identify techniques of conflict resolution including negotiation, compromise and accommodation appropriate at various junctures along the policy continuum.
- Demonstrate competency in the application of social justice through effective political participation.
- Apply critical thinking and analytic and effective communication skills in oral and written work when discussing and resolving political issues.

Requirements for the Minor

A minor in political science requires the completion of 15 credits in government and politics. All GVPT courses apply. Students are recommended to take GVPT 100, 101, or 170 as the first course for the minor, if not already applied elsewhere in the degree.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to meet the requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.

Psychology

Students may seek either an academic major or minor in psychology.

Major in Psychology

The psychology major produces graduates with a knowledge base of theory and research in the psychological sciences and the ability to use the principles of psychology to help improve human, animal, and environmental welfare. The curriculum applies psychological knowledge to nonscientific fields and the workplace and promotes multicultural and multinational awareness. This major also introduces students to the basis of collaborative and professional relationships within psychology and identifies the foundations and delivery systems of the mental health profession.

Objectives

The student who graduates with a degree in psychology will be able to:

- Recognize how knowledge of psychology can facilitate career advancement and help people improve their interpersonal relationships across cultural and national boundaries.
- Examine psychology in a broad context of interdisciplinary approaches that cover cultural diversity, historical and political perspectives, and current issues.
- Practice critical observation, experimentation, and empirical reasoning in psychology theory and research.
- Apply theory and research in psychology to practical situations and problems.
- Effectively communicate psychological concepts and critical thinking in oral and written form (such as research presentations and papers).
- Conduct scientific research, including accessing technical information, writing papers and presenting research, and using computers in psychology.
Degree Requirements
A degree with a major in psychology requires the successful completion of 120 credits of coursework including 33 credits for the major (indicated by ✤); 41 credits in general education requirements (GERs); and 46 credits in the minor, electives, and other requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Psychology Major
Coursework for a major in psychology includes the following:
- Required foundation courses (9 credits):
  PSYC 100 and 305 and STAT 225 (or STAT 200)
- Natural science psychology courses (6 credits):
  Chosen from BIOL 362; and PSYC 301, 310, 315, 341, and 391
- Social science psychology courses (6 credits):
  Chosen from PSYC 321, 345, 351, 354, 355, 357, 361, and 424
- Clinical science psychology courses (6 credits):
  Chosen from PSYC 353, 432, 435, and 436
- Supplemental major courses (6 credits):
  Any PSYC courses (but no more than three 1-credit courses)
- Required related course (3 credits), which may be applied anywhere in the degree: MATH 103 (or MATH 107)

Recommended Sequence
The following course sequence will fulfill all of the requirements for the BS in psychology. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
### First Courses
(to be taken within the first 18 credits)
*Note: Placement tests are required for math and writing courses.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>LIBS 150</td>
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</tr>
<tr>
<td>WRTG 101/101X</td>
<td>3</td>
</tr>
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<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
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</tbody>
</table>

### Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 102</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the first general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in writing</td>
<td></td>
</tr>
<tr>
<td>STAT 225</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in behavioral and social sciences</td>
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</tr>
</tbody>
</table>

### Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>or GER 100</td>
<td></td>
</tr>
<tr>
<td>or a course(s) to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities courses)</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 321</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in communications/upper-level intensive writing</td>
<td></td>
</tr>
<tr>
<td>PSYC 351</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
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</tr>
<tr>
<td>PSYC 355</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in communications/upper-level intensive writing</td>
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</tr>
<tr>
<td>PSYC 354</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 310</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 432</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 353</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 341</td>
<td>3</td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
</tbody>
</table>

### Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses) 43

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 415</td>
<td></td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
<tr>
<td>PSYC 451</td>
<td></td>
</tr>
<tr>
<td>or a course(s) to fulfill the general education requirement in interdisciplinary issues/technology</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits for BS in psychology** 120
Minor in Psychology

The psychology minor complements the skills the student gains in his or her major discipline by investigating the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition, the influence of environmental and social forces on the individual, personality, life-span development and adjustment, research methods, and statistical analysis.

Objectives

A student who graduates with a minor in psychology will be able to

- Recognize how knowledge of psychology can facilitate career advancement and help people improve their interpersonal relationships across cultural and national boundaries.
- Demonstrate knowledge of the origins and development of the discipline of psychology and explain some of the issues of world diversity in behavioral research.
- Use critical observation, experimentation, empirical reasoning, and appropriate information technology and information resources.
- Apply psychological theory and research to practical situations and problems.
- Think critically and communicate an understanding of psychology.
- Access databases for psychological literature and identify psychological resources online.

Requirements for the Minor

A minor in psychology requires the completion of 15 credits in psychology (any PSYC course). Applicable coursework is as follows.

- Students must choose one of the following foundation courses:
  - PSYC 100 Introduction to Psychology
  - PSYC 305 Research Methods in Psychology
  - STAT 225 Introduction to Statistical Methods in Psychology
- One natural science PSYC course chosen from list allowable for major
- One social science PSYC course chosen from list allowable for major
- One clinical science PSYC course chosen from list allowable for major
- One general PSYC course (any PSYC)

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to satisfy requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pp. 60-62.
Social Science

Students may seek an academic major in social science.

Major in Social Science

The social science major is interdisciplinary and provides breadth of knowledge through coursework in such areas as gerontology, government and politics, and sociology. It also offers depth by giving students the opportunity to select core courses from one of these social science areas.

Objectives

The student who graduates with a major in social science will be able to

- Formulate a description of the roles of the different social science disciplines in understanding social reality, addressing social issues, and enhancing human welfare.
- Identify similarities and differences among the social science disciplines.
- Formulate an integrated analysis of social issues and/or social reality by synthesizing concepts and research methods from the different social science disciplines that relate to the particular social reality or social issue under investigation.
- Communicate social science concepts and terminology effectively.
- Apply micro and macro levels of analysis and an integrated, interdisciplinary perspective to an investigation of problems in the social sciences.
- Critically analyze social science issues within larger historical and global contexts.
- Articulate the policy implications of social science research and theory for policy and programs.
- Use information technology to access and retrieve social science literature.

Degree Requirements

A degree with a major in social science requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by ✴); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

<table>
<thead>
<tr>
<th>Requirements for the Social Science Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coursework for a major in social science includes the following:</td>
</tr>
<tr>
<td>✴ Required statistics course (3 credits): STAT 230 (or STAT 200)</td>
</tr>
<tr>
<td>✴ Required introductory courses (6 credits): BEHS 210 and SOCY 100</td>
</tr>
<tr>
<td>✴ Foundation course (3 credits): Chosen from CCJS 105, ECON 201 and 203, GEOG 100 and 110, GERO 100, GVPT 100, and PSYC 100</td>
</tr>
<tr>
<td>✴ Core courses (9 credits in a single area): Chosen from applicable CCJS courses (350, 360, 454, and 461); any ANTH and SOCY courses; any GVPT courses; any GERO courses; or any PSYC courses (Note: Anthropology and sociology are considered to constitute a single area; in all other cases, courses must be chosen from a single discipline.)</td>
</tr>
<tr>
<td>✴ Supplemental major courses (9 credits): Chosen from any ANTH, BEHS, ECON, GERO, GVPT, PSYC, and SOCY courses and CCJS 350, 360, 454, and 461</td>
</tr>
<tr>
<td>✴ Required related course (3 credits), which may be applied anywhere in the degree: MATH 103 (or MATH 107)</td>
</tr>
</tbody>
</table>

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in social science. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.
## SOCIAL SCIENCE MAJOR COURSES

<table>
<thead>
<tr>
<th>Credits</th>
<th>First Courses</th>
<th>Introductory Courses</th>
<th>Foundation Courses</th>
<th>Additional Required Courses</th>
<th>Minor and/or Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Courses (to be taken within the first 18 credits)</td>
<td><strong>Note:</strong> Placement tests are required for math and writing courses.</td>
<td><strong>BACHELOR’S DEGREES</strong></td>
<td><strong>BACHELOR’S DEGREES</strong></td>
<td><strong>BACHELOR’S DEGREES</strong></td>
<td><strong>BACHELOR’S DEGREES</strong></td>
</tr>
<tr>
<td><strong>LIBS 150</strong></td>
<td>Information Literacy and Research Methods</td>
<td><strong>GVPT 170</strong></td>
<td>American Government or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td><strong>HIST 142</strong> or HIST 157</td>
<td><strong>STAT 250</strong> or Business Statistics</td>
</tr>
<tr>
<td><strong>WRTG 101/101X</strong></td>
<td>Introduction to Writing</td>
<td><strong>and BIOL 102</strong></td>
<td>Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td><strong>WRTG 391/391X</strong></td>
<td><strong>Introduction to Statistics</strong></td>
</tr>
<tr>
<td><strong>MATH 103</strong> or <strong>MATH 107</strong></td>
<td>College Mathematics or College Algebra or a higher-level math course</td>
<td><strong>or BIOL 103</strong></td>
<td><strong>Introduction to Psychology</strong> or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td><strong>or other course to fulfill the general education requirement in communications/upper-level intensive writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>LIBS 150</strong></td>
<td>Information Literacy and Research Methods</td>
<td><strong>WRTG 291</strong></td>
<td>Expository and Research Writing or other course to fulfill the general education requirement in communications/writing</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>WRTG 101/101X</strong></td>
<td>Introduction to Writing</td>
<td><strong>IFSM 201</strong> or <strong>CMST 303</strong></td>
<td>Introduction to Computer-Based Systems or Advanced Application Software</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>MATH 103</strong> or <strong>MATH 107</strong></td>
<td>College Mathematics or College Algebra or a higher-level math course</td>
<td><strong>PHIL 140</strong></td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>PSYC 100</strong></td>
<td>Introduction to Psychology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td><strong>BEHS 210</strong></td>
<td>Introduction to Social and Behavioral Science</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>STAT 250</strong> or <strong>STAT 200</strong></td>
<td>Introduction to Statistics</td>
<td><strong>NSCI 100</strong></td>
<td>Introduction to Physical Science</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
<tr>
<td><strong>or ASTR 100</strong></td>
<td>Introduction to Astronomy or other course(s) to fulfill the general education requirement in biological and physical sciences</td>
<td><strong>or SOCY 100</strong></td>
<td>Introduction to Sociology</td>
<td><strong>or other course to fulfill the general education requirement in communications/writing</strong></td>
<td><strong>or other course to fulfill the general education requirement in behavioral and social sciences</strong></td>
</tr>
</tbody>
</table>

**Total credits for BS in social science** | **120**
Sociology within the General Studies Major

Students may seek a general studies major focused on sociology. The description and objectives of the major in general studies may be found on p. 101.

Degree Requirements

A degree with a major in general studies and a focus in sociology requires the successful completion of 120 credits of coursework including 30 credits for the major (indicated by *); 41 credits in general education requirements (GERs); and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in general studies with a focus in sociology. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an academic advisor whenever taking advantage of other options.

Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 61.

Requirements for Sociology within the General Studies Major

Coursework for a major in general studies with a focus in sociology includes the following:

- Required foundation course (3 credits): SOCY 100
- Required statistics course (3 credits): STAT 200, STAT 225, or STAT 230
- Core courses (21 credits): Any upper-level SOCY courses
- Supplemental major course (3 credits): Additional courses related to the discipline (contact an academic advisor for a list of approved related courses)
**First Courses**  
(to be taken within the first 18 credits)  
*Note: Placement tests are required for math and writing courses.*  
- **LIBS 150**  
  Information Literacy and Research Methods  
  **1**  
- **WRTG 101/101X**  
  Introduction to Writing  
  **3**  
- **MATH 103**  
  College Mathematics  
  **3**  
  *or MATH 107 College Algebra or a higher-level math course*

**Introductory Courses**  
(to be taken within the first 30 credits)  
- **PHIL 140**  
  Contemporary Moral Issues  
  **3**  
  *or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities*

- **BIOL 101**  
  Concepts of Biology  
  **3**  
  *or BIOL 102 Laboratory in Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory*

- **WRTG 291**  
  Expository and Research Writing  
  **3**  
  *or other course to fulfill the general education requirement in communications/writing*

- **GVPT 170**  
  American Government  
  **3**  
  *or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the general education requirement in behavioral and social sciences*

- **IFSM 201**  
  Introduction to Computer-Based Systems  
  **3**  
  *or CMST 303 Advanced Application Software*

**Foundation Courses**  
(to be taken within the first 60 credits)  
- **PSYC 100**  
  Introduction to Psychology  
  **3**  
  *or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)*

- **SOCY 100**  
  Introduction to Sociology  
  **3**  

- **STAT 200**  
  Introduction to Statistics  
  **3**  
  *or other suitable statistics course (see Requirements for the Major)*

- **NSCI 100**  
  Introduction to Physical Science  
  **3**  
  *or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences*

* Required for the specialization

### Required for the specialization

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142 or HIST 157</td>
<td>3</td>
<td>Western Civilization II or History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>3</td>
<td>Ethics in the Information Age or other course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Foundations of Speech Communication or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>BMGT 392</td>
<td>3</td>
<td>Global Business Management (recommended elective)</td>
</tr>
</tbody>
</table>

### Additional Required Courses  
(to be taken after introductory and foundation courses)  
- **WRTG 391/391X**  
  Advanced Expository and Research Writing  
  **3**  
  *or other course to fulfill the general education requirement in communications/upper-level intensive writing*

- **SOCY 325**  
  The Sociology of Gender  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 403**  
  Intermediate Sociology Theory  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 410**  
  Social Demography  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 423**  
  Ethnic Minorities  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 443**  
  The Family and Society  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 461**  
  Industrial Sociology  
  **3**  
  *or other core course (see Requirements for the Major)*

- **SOCY 462**  
  Women in the Military  
  **3**  
  *or other core course (see Requirements for the Major)*

- **ANTH 344**  
  Cultural Anthropology and Linguistics  
  **3**  
  *or other related course (see Requirements for the Major)*

### Minor and/or Elective Courses  
(to be taken in the last 60 credits along with required major courses)  
**49**

| Total credits for BS in general studies | **120** |
Minor in Sociology

The sociology minor complements the skills the student gains in his or her major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Objectives

The student who graduates with a minor in sociology will be able to

- Discuss the role of sociology in understanding societal reality and social issues.
- Critically analyze theoretical orientations in sociology.
- Apply sociological theory and research to define and present alternatives for solving contemporary social problems.
- Communicate sociological concepts and terminology effectively.
- Discuss the relationship between the individual and society from a sociological perspective.
- Discuss micro and macro levels of sociological analysis and their roles in examining social reality.
- Use information technology to access and retrieve sociological literature.
- Apply sociological concepts to understand diversity in American society and the place of American society within a larger global context.

Requirements for the Minor

A minor in sociology requires the completion of 15 credits in sociology (any SOCY course). Students should take SOCY 100 for the first course unless already applied elsewhere in the degree.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.

Women’s Studies

Students may seek an academic minor in women’s studies.

Minor in Women’s Studies

The women’s studies minor complements the skills the student gains in his or her major discipline by providing an interdisciplinary study of the history, status, and experiences of women.

Objectives

The student who graduates with a minor in women’s studies will be able to

- Examine historical and contemporary contributions by women and existing data about women.
- Discuss some of the scholarly methodologies used in the study of women, gender, and human societies.
- Explain aspects of scholarship and theory on the history, status, contributions, and experiences of women in diverse cultural communities and the significance of gender as a social construct and an analytical category.

Requirements for the Minor

A minor in women’s studies requires the completion of 15 credits in women’s studies, selected from various disciplines as appropriate. Courses may be selected from:

- WMST Any courses
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- BMGT 312 Women in Business
- ENGL 354 American Women Writers Since 1900
- ENGL 358 British Women Writers Since 1900
- GER 311 Women and Aging
- GVPT 436 The Legal Status of Women
- HIST 375 Modern European Women’s History
- HIST 376 Women and the Family in America to 1870
- HIST 377 Women in America Since 1870
- HUMN 442 Contemporary Sexual Ethics
- PHIL 343 Sexual Morality
- PSYC 334 Psychology of Interpersonal Relationships
- PSYC 338 Psychology of Gender
- SOCY 325 The Sociology of Gender
- SOCY 443 The Family and Society
- SOCY 462 Women in the Military
- SPCH 324 Communication and Gender

Students are strongly recommended to take WMST 200 as the first course for the minor, if not already applied elsewhere in the degree. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses. For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 60-62.
Information on Courses

Key to Course Descriptions

The most frequently taught courses in UMUC Europe are listed in this Catalog. When scheduling on-site courses each term, the service program and area directors coordinate with education center staff to select the most appropriate courses to offer at each site. This selection is based upon size and assessed academic needs of the student population at the site (and at sites nearby) as well as upon availability of qualified faculty. Courses listed in other UMUC catalogs may also be offered by UMUC Europe when demand warrants, qualified faculty are available, and academic facilities (laboratory, etc.) are appropriate. Courses are arranged by academic discipline or subject.

Course Numbers Are Designated as Follows

<table>
<thead>
<tr>
<th>Course Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Noncredit and institutional credit courses (which do not count toward any degree or certificate)</td>
</tr>
<tr>
<td>100-199</td>
<td>Primarily freshman courses</td>
</tr>
<tr>
<td>200-299</td>
<td>Primarily sophomore courses</td>
</tr>
<tr>
<td>300-399</td>
<td>Junior and senior courses; unacceptable for credit toward a graduate degree</td>
</tr>
<tr>
<td>400-499</td>
<td>Junior and senior courses; acceptable for credit toward some graduate degrees</td>
</tr>
</tbody>
</table>

Each course description includes very important information for students. The course description highlights each component by a numeric listing (1, 2, 3, 4). To the right of the course description is a key that explains each of the components.

1. This is explanatory material that may:
   - Explain course sequence, purpose, or audience.
   - Identify courses fulfilling general education requirements.
   - Identify courses requiring a special fee, equipment, or materials.

2. Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course “or equivalent experience.”

3. The course description describes the focus and level of the course.

4. Statements beginning “Students may receive credit for only one of the following courses” are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap the content of this course. If a course in the list is not described elsewhere in the catalog, that means the course has changed designator or number over the years or the course is not offered at all UMUC locations.
PREREQUISITES

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge a student should have acquired before enrolling in a given course. It is each student’s personal responsibility to make certain he or she is academically prepared to take a course. Faculty members are not expected to repeat material listed as being prerequisite.

Students may be barred from enrolling in courses for which they do not have the necessary prerequisites. Students who have not taken prerequisite courses recently should consult an academic advisor or faculty member and follow their recommendations. A faculty member’s approval may be required. Faculty members can be contacted to discuss whether a student has the preparation necessary to perform well in a given course.

WRTG 101 Introduction to Writing is prerequisite to any higher-level course in English, writing, or communication studies. Students who have not successfully completed the equivalent of an introductory collegiate course in writing (WRTG 101) at UMUC will be tested for placement the first time s/he attempts to register for WRTG 101. The placement test UMUC uses is Accuplacer. Students can contact a UMUC Europe field representative or academic advisor to learn more about Accuplacer.

MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. Placement testing is also required for courses in mathematics the first time a student attempts to enroll in a UMUC math course (except MATH 103 for which the placement test is strongly recommended). The placement test UMUC uses is Accuplacer.

DISTANCE EDUCATION

The mission of UMUC’s Distance Education program is to provide opportunities for students to continue their studies without the usual time and place constraints of the face-to-face classroom. Before enrolling in any undergraduate DE classes, students must meet any course prerequisites. It is recommended that DE students also have completed 30 credits of college or university coursework with a GPA of 2.0 or better (including the successful completion of WRTG 101 or its equivalent) and have good study skills. The Distance Education Web site at www.ed.umuc.edu/de provides current schedules, course descriptions and syllabi, and answers to frequently asked questions.

Two different distance education course formats are offered: online and Individualized Learning (IL).

Online Courses

In a UMUC online distance education (DE) class, students interact asynchronously with a cohort group of classmates and the course faculty member. Using an Internet browser, students access a secure classroom site where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently and to respond several times each week to topics posted in the class conferences and/or contribute to study group activities.

These courses are not independent study courses.

To participate in one of UMUC’s online courses, students must have access to the Internet and the appropriate hardware and software. Online courses begin five times a year.

Individualized Learning Courses

Individualized Learning (IL) courses may meet the needs of students whose circumstances prevent them from enrolling in on-site or online courses. Examples of such circumstances include living in a location that has few on-site courses and unreliable Internet connectivity as well as extremely difficult duty schedules. IL courses are rigorous and require students to work with considerable independence. Students are cautioned to enroll in IL courses only when other formats are not available to them. Students seeking to apply more than 3 IL credits toward a UMUC certificate, more than 6 credits toward a UMUC associate’s degree, or more than 12 credits toward a UMUC bachelor’s degree must have permission from a UMUC Europe academic advisor.

A student may register for an IL course at any time and will have 15 weeks to complete the course. Lessons, course materials, and supplemental readings are stored on a CD-ROM to enable the student to take the course wherever he or she goes. A comprehensive syllabus guides the student through the course requirements. Access to the Internet is not necessary. For each IL course, a faculty member, who serves as the course manager, is responsible for all grading. The course manager is available to the student via telephone, postal mail, fax, and/or e-mail for assistance with the course.
The following entries describe the most frequently taught courses offered on-site (face-to-face) by UMUC Europe. Requirements pertain only to degrees conferred by UMUC. To use these courses toward degrees offered by other institutions, including others in the University System of Maryland, students should refer to the Catalogs of those institutions for restrictions that may apply. In transferring to UMUC — particularly from a community college — students should be careful not to enroll in courses that duplicate their previous studies.

The courses listed on the following pages are arranged alphabetically by academic department or discipline. The number of credits is shown by an arabic numeral in parentheses, e.g., (3), after the title of the course.

**ACCOUNTING**

Courses in accounting (designated ACCT) may be applied as appropriate, for example, toward:
- a major in accounting, business administration, human resource management, management studies, or marketing;
- a minor in accounting, business administration, human resource management, management studies, or marketing;
- an Accounting Foundations Certificate; and
- electives.

**ACCT 220 Principles of Accounting I (3)**

An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

**ACCT 221 Principles of Accounting II (3)**

Prerequisite: ACCT 220. Continuation of the study of financial accounting (emphasizing accounting for liabilities, equity, and corporate forms of ownership), followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301 or MGST 301.

**ACCT 301 Accounting for Nonaccounting Managers (3)**

(May not be applied toward a major or minor in accounting.) A survey of principles of accounting relevant in making managerial decisions on the basis of accounting information. Topics include internal controls, financial planning and reporting, analysis of financial statements, and elements of managerial cost accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301, or MGST 301.

**ACCT 310 Intermediate Accounting I (3)**

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements and in external reporting. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

**ACCT 311 Intermediate Accounting II (3)**

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

**ACCT 321 Cost Accounting (3)**

Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.
ACCT 323 Taxation of Individuals (3)
Prerequisite: ACCT 220. An introduction to federal taxation of the income of individuals. Examples and problems illustrate tax laws. Computer applications may be used to analyze specific examples. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

ACCT 410 Accounting for Government and Not-for-Profit Organizations (3)
Prerequisite: ACCT 310. An introduction to the theory and practice of accounting and auditing as applied to governmental entities and not-for-profit organizations. Various techniques are used to study fund accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 410 or BMGT 410.

ANTHROPOLOGY
Courses in anthropology (designated ANTH) may be applied as appropriate, for example, toward:
- the general education requirement in the behavioral and social sciences;
- a major in social science; and
- electives.

ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology (3)
A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Anthropology: Cultural Anthropology (3)
A survey of social and cultural principles inherent in ethnographic descriptions, coupled with the study of language in the context of anthropology. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ARABIC
Courses in Arabic (designated ARAB) may be applied as appropriate, for example, toward:
- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives

ARAB 111 Elementary Arabic I (3)
A basic foundation in listening, speaking, reading, and writing in Modern Standard Arabic. Arabic culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Arabic speakers orally and in writing at an elementary level.

ARAB 112 Elementary Arabic II (3)
Prerequisite: ARAB 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Modern Standard Arabic. Arabic culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Arabic speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Arabic.

ARAB 333 Arabic Life and Culture I (3)
(Conducted in English.) A study of the origin and historical development of Arabic culture and traditions.

ARAB 334 Arabic Life and Culture II (3)
(Conducted in English.) A study of the historical, literary, and cultural traditions of the Arabic speaking world during the 19th and 20th centuries.
ART Courses in art (designated ARTT) may be applied as appropriate, for example, toward:
- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

ARTT 100 Two-Dimensional Art Fundamentals (3)
An exploration of the principles and elements of pictorial space through the manipulation and organization of various materials.

ARTT 110 Elements of Drawing I (3)
An introduction to various media and related techniques. Problems for study are based on the figure, still life, and nature.

ART HISTORY Courses in art history (designated ARTH) may be applied as appropriate, for example, toward:
- the general education requirement in the arts and humanities for historical perspective coursework (except ARTH 100);
- a major or minor in humanities; and
- electives.

ARTH 100 Introduction to Art (3)
A grounding in the basic tools of understanding visual art. Focus is on major approaches (such as techniques, subject matter, form, and evaluation). Discussion covers painting, sculpture, architecture, and the graphic arts.

ARTH 200 Art of the Western World to 1300 (3)
A survey of the development of Western art as expressed in painting, sculpture, and architecture from prehistoric times to the Renaissance. Students may receive credit for only one of the following courses: ARTH 200 or ARTH 260.

ARTH 201 Art of the Western World from 1300 (3)
A survey of the development of Western art as expressed in painting, sculpture, and architecture from the Renaissance to the present. Students may receive credit for only one of the following courses: ARTH 201 or ARTH 261.

ASTRONOMY Courses in astronomy (designated ASTR) may be applied as appropriate, for example, toward:
- the general education requirement in the biological and physical sciences; and
- electives.

ASTR 100 Introduction to Astronomy (3)
(Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)
(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. For students not majoring or minoring in a science.) Prerequisite or corequisite: ASTR 100. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy, as well as the use of astronomical instruments and tools.

BIOLOGY Courses in biology (designated BIOL) may be applied as appropriate, for example, toward:
- the general education requirement in the biological and physical sciences; and
- electives.

BIOL 101 Concepts of Biology (3)
(For students not majoring in a science.) An introduction to living things in light of knowledge of physical, chemical, and biological principles. The organization, processes, interdependence, and variety of living organisms are explored. Emphasis is on understanding the impact of biological knowledge on human societies. Consideration is given to current events that involve biological systems. Students may receive credit for only one of the following courses: BIOL 101, BIOL 105, or BSCI 105.
BIOL 102 Laboratory in Biology (1)  
(For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A laboratory study of the concepts underlying the structure and functioning of living organisms. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, pH, cell structure and function, metabolism, DNA structure and function, mechanisms and patterns of inheritance, evolution, classification, and population biology and ecosystems. Students may receive credit for only one of the following courses: BIOL 102, BIOL 105, or BSCI 105.

BIOL 103 Introduction to Biology (3)  
(Fulfills the laboratory science requirement. Not open to students who have completed BIOL 101 or BIOL 102. Laboratory activities are to be performed both online and at home. Purchase of a lab kit and various other common household and food items is required.) An introduction to the concepts underlying the structure and function of living organisms. The organization, chemical foundations, metabolism, genetics, evolution, ecosystems, and interdependence of living organisms are explored. The scientific method is used to emphasize these topics through laboratory activities. Students may receive credit for only one of the following courses: BIOL 103, BIOL 105, BSCI 105, or BIOL 101 and BIOL 102.

BIOL 160 Human Biology (3)  
(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Pertinent health topics are also discussed. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

BIOL 161 Laboratory in Human Biology (1)  
(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160. A laboratory course that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 201 Human Anatomy and Physiology I (4)  
(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. A thorough introduction to the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOOL 201.

BIOL 202 Human Anatomy and Physiology II (4)  
(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. An introduction to the anatomy and physiology of the sensory, cardiovascular, endocrine, lymphatic, respiratory, digestive, excretory, immune, and reproductive systems. Intermediary metabolism and endocrine relationships are also studied. Students may receive credit for only one of the following courses: BIOL 202 or ZOOL 202.

BIOL 211 Environmental Science (3)  
A survey of ecological principles as they apply to the interrelated dilemmas of sustainability. Topics include overpopulation, pollution, over-consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or PBIO 235.

BIOL 212 Environmental Science Laboratory (1)  
(For students not majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and inter-related forms of human environmental impact. Topics explored include principles of ecology, population dynamics, food supply alternatives and impact, sustainable water supplies, energy alternatives, pollution control, greenhouse gases, recycling, and conservation technologies.

BIOL 215 Population Biology and General Ecology (3)  
A general introduction to population and community biology. Topics include evolution, population genetics, population growth and steady states, age structure of populations, multispecies dependencies, and ecosystem energetics. Illustrations are drawn from both natural and human populations. Students may receive credit for only one of the following courses: BIOL 215 or ZOOL 270.
BIOL 220 Human Genetics (3)
(For students not majoring in a science.) An introduction to genetics, focusing on the human organism. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation are examined. Students may receive credit for only one of the following courses: BIOL 220, BIOL 346, ZOOL 146, or ZOOL 346.

BUSINESS AND MANAGEMENT

Courses in business and management (designated BMGT) may be applied as appropriate, for example, toward:
- a major in business administration, human resource management, management studies, or marketing;
- a minor in business administration, business law and public policy, human resource management, international business management, or marketing;
- a Certificate in Management; and
- electives.

BMGT 110 Introduction to Business and Management (3)
(For students with little or no business background. Recommended preparation for many other BMGT courses.) A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.

BMGT 364 Management and Organization Theory (3)
Prerequisite: BMGT 110 or at least two years of business and management experience. A study of the development of theories about management and organizations. Processes and functions of management discussed include the communication process, the role of the manager as an organizer and director, the determination of goals, and the allocation of responsibilities. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3)
Prerequisite: BMGT 364. An exploration of the challenges to effective leadership and management that the contemporary manager faces in a rapidly changing environment. Focus is on leadership styles and motivational techniques conducive to high performance in various organizational settings with a very diverse workforce. Topics include issues in the design of organizations, the corporate/organizational culture, the design and enrichment of jobs, and communication within organizations. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 378 Legal Environment of Business (3)
(For students with little or no legal background.) An overview of fundamental legal concepts and principles that affect business in the relevant functional and regulatory environments in domestic and global settings. Emphasis is on the definition and application of legal principles and concepts through illustrative examples and cases. Topics include the interplay among business, ethics, and law; legal reasoning and research; the judicial system and conflict resolution; and torts and business crimes. Key concepts relating to transactional aspects of business are defined; these include contracts and business organizations, property, and government regulations in the human resource, marketing and financial dimensions of business. Assignments include conducting relevant research using computer databases and networks (such as Lexis and the Web) as well as other methods for accessing information. Students may receive credit for only one of the following courses: BMGT 378 or BMGT 480.

BMGT 380 Business Law I (3)
(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements.

BMGT 381 Business Law II (3)
(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Further conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include personal and real property, government regulations affecting employment and marketing, negotiable instruments, debtor/creditor relationships, and bankruptcy and reorganization.
BMGT 392 Global Business Management (3)
Prerequisites: BMGT 110 (or at least two years of business and management experience). Examination and analysis of global business in its historical, theoretical, environmental, and functional dimensions. Focus is on understanding the growing economic interdependence of nations and its impact on managerial and corporate policy decisions that transcend national boundaries. Topics include the nature and scope of international business; the institutional, sociocultural, political, legal, ethical, and economic environments; trade, foreign investment, and development; transnational management (including global operations), strategic planning, human resources, marketing, and finance; and international business diplomacy and conflict resolution. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 464 Organizational Behavior (3)
Prerequisites: BMGT 110 (or at least two years of business and management experience) and BMGT 364. An examination of research and theory on the forces underlying the way members of an organization behave. Topics include the behavior of work groups and supervisors, intergroup relations, employees’ goals and attitudes, problems in communication, the circumstances of change in an organization, and the goals and design of an organization.

BMGT 482 Business and Government (3)
Prerequisite: BMGT 110 (or at least two years of business and management experience). A study of the role of government in the modern economy and the intricate relationships between the public and private sectors in the domestic and global environments. Emphasis is on the regulatory and public policy dimensions of government intervention, the promotion of business, corporate responses to government action, and social responsibility and governance issues in the changing domestic and global marketplaces. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

BMGT 495 Strategic Management (3)
(Invested as a final, capstone course to be taken in a student’s last 15 credits.) Prerequisites: BMGT 340, BMGT 364, and MRKT 310. A culminating course that integrates knowledge gained through previous coursework and experience in business and management. This course assumes a thorough understanding of the conceptual foundation of the field, and builds on those concepts through integrative analysis, practical application, critical thinking and consideration of emerging issues. Focus is on the continuous, systematic process of managerial planning, including environmental scanning and the development of plans and strategies to gain competitive advantage. Tactical and strategic management issues are highlighted by means of case studies, projects, and discussion. Access to spreadsheet software is recommended to analyze case studies and develop strategic planning information, charts, and graphs. Students may receive credit for only one of the following: BMGT 495, BMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)
A study of the relationship of business ethics and social responsibility in both domestic and global settings. Ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies are explored. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public consequence in the context of the functional areas of business at both the domestic and global levels.

CHEMISTRY
Courses in chemistry (designated CHEM) may be applied as appropriate, for example, toward:
♦ the general education requirement in the biological and physical sciences; and
♦ electives.

CHEM 103 General Chemistry I (4)
(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: MATH 107 or MATH 115. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.
CHEM 113 General Chemistry II (4)
(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)
(For students not majoring or minoring in a science.) An exploration of the effects and applications of chemistry on human life and activities. The chemistry of the universe, living organisms, the brain, food and drugs, consumer goods, metals, plastics, and fibers are discussed. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, CHEM 121, or GNSC 140.

CHEM 122 Laboratory Chemistry (1)
(Fulfills the laboratory science requirement.) Prerequisite or corequisite: CHEM 121. May not be used to satisfy the laboratory science requirement without credit for CHEM 121. Laboratory experimentation illustrating chemical principles and applications in the modern world. Students may receive credit for only one of the following courses: CHEM 103, CHEM 104, CHEM 113, CHEM 122, CHEM 233, CHEM 243, or CHEM 245.

COMMUNICATION STUDIES
Courses in communication studies (designated COMM) may be applied as appropriate, for example, toward:
- the general education requirement in communications;
- a major or minor in communication studies; and
- electives.

Please see the summary of General Education Requirements (GER) for details on the Communications Requirements.

COMM 300 Communication Theory (3)
(Fulfills the general education requirement in communications, but is not a writing course.) Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introduction to the study of communication theory. The basic theories of human communication and their applications in the contexts of interpersonal, small-group, organizational, public, and intra/intercultural communication are analyzed. The relationship between communication theory, research, and practice is explored. Topics range from communication as a way of “knowing” to contemporary issues associated with computer-mediated communication.

COMM 380 Language in Social Contexts (3)
(Fulfills the general education requirement in communications, but is not a writing course.) Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of the linguistic components of languages, with special emphasis on the English language, its origins, continued development, and use in speaking and writing. Categories of speech and methods of written communication are examined from the perspective of regional and social variation. Discussion covers cultural, gender, and racial variations as well as underlying perspectives and assumptions.
COMPUTER AND INFORMATION SCIENCE

Courses in computer and information science (designated CMIS) may be applied as appropriate, for example, toward:
- the general education requirement in computing;
- a major in computer and information science or in computer studies;
- a minor in computing;
- a Computer Studies Certificate; and
- electives.

Students without recent experience in problem solving with computers should begin with CMIS 102. It is recommended that for each of the first two terms students should not take more than one course that involves programming. The suggested sequence of courses (for students who already have the prerequisite knowledge for CMIS 141/141A) is CMIS 141/141A and 160 or 170 followed by CMIS 240 or 242 and 310.

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
A study of techniques for finding solutions to problems through structured programming and step-wise refinement. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving, and basic features of a modern object-oriented language are illustrated. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 102A Fundamentals of Programming I (3)
(Not open to students who have taken CMIS 340.) A study of techniques for finding solutions to problems through structured programming and step-wise refinement. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Presents the foundations of structured and object-oriented programming. Techniques of software development are set forth and applied in a series of programming assignments using the Java language. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 141 Introductory Programming (3)
(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. Discussion covers the discipline, methodologies, and techniques of software development. Algorithms and simple data structures are developed and implemented in Java; object-oriented concepts are applied. Students may receive credit for only one of the following courses: CMIS 141 or CMIS 141A.

CMIS 141A Fundamentals of Programming II (3)
(Not open to students who have taken CMIS 340.) Prerequisite: CMIS 102A or prior programming experience. Recommended: MATH 107. Continued study of structured and object-oriented programming using the Java language. Simple data structures and classes are developed and implemented in Java. Object-oriented concepts are applied. Students may receive credit for only one of the following courses: CMIS 141 or CMIS 141A.

CMIS 160 Discrete Mathematics for Computing (3)
(Not open to students who have completed CMSC 150.) Recommended: MATH 107. An introduction to discrete mathematical techniques for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering.

CMIS 170 Introduction to XML (3)
Prerequisite: CMIS 102 or CMIS 102A. A study of the principles and use of Extensible Markup Language (XML). The structure, transformation, presentation and implementation of XML technologies are covered including document type definitions (DTDs), Extensible Style Language for Transformation (XSLT), and schemas. Hands-on projects and exercises are included.

CMIS 241 Data Structures and Abstraction (3)
Prerequisite: CMIS 141 or CMIS 141A. A study of program design and the implementation of abstract data types in Java. Topics include data structures such as stacks, queues, lists, and trees, and algorithms used for sorting and searching. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 241.

Indicates extensive computer use by students.
CMIS 242 Intermediate Programming (3)
Prerequisite: CMIS 141 or CMIS 141A. A second semester study of the Java programming language to include Inheritance, Interfaces, Graphical User Interfaces, Exceptions, Arrays and Collections. Emphasis is on using existing Java classes to build and document applications.

CMIS 310 Computer Systems and Architecture (3)
(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 102 or CMIS 102A. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. Topics include data representation and the design and analysis of combinational and sequential circuits. Focus is on how basic hardware components (multiplexers, decoders, memories, arithmetic-logic units, etc.) are built. Discussion covers hard-wired and microprogrammed design of control units and concepts such as pipelining and memory hierarchy. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Databases (3)
Prerequisite: CMIS 102 or CMIS 102A. A study of the functions and underlying concepts of relationally organized database systems. Discussion covers data models and their application to database systems. The entity/relationship (E/R) model and Codd's relational theory—including relational algebra, normalization and integrity constraints, and the Structured Query Language (SQL)—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using industry standard database software). Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 325 UNIX with Shell Programming (3)
Prerequisite: CMIS 102 or CMIS 102A. A study of the UNIX operating system. Topics include file structures, editors, pattern-matching facilities, shell commands, and shell scripts. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system.

CMIS 330 Software Engineering Principles and Techniques (3)
Prerequisite: CMIS 141, CMIS 141A, CMIS 315, or CMIS 340. Recommended: CMIS 310. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Topics include issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 345 Object-Oriented Design and Programming (3)
Prerequisite: CMIS 241 or CMIS 340. An examination of the principles, practices, and applications of programming in an object-oriented environment. Assignments include programming projects in Java that implement techniques of object-oriented design.

COMPUTER INFORMATION TECHNOLOGY
Courses in computer information technology (designated CMIT) may be applied as appropriate, for example, toward:
- the general education requirement in computing;
- a major in computer and information science or in computer studies;
- a minor in computing; and
- electives.

CMIT 265 Networking Essentials (3)
An introduction to networking technologies for individual workstations, local area networks, wide area networks, and the Internet, with emphasis on the OSI model, security, and networking protocols. A general review of several industry-standard network operating systems is provided. Topics should be useful in preparing for the Network+ certification exam. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.
CMIT 350 Interconnecting Cisco Devices (3)
(Designed to help students prepare for the Cisco Certified Network Associate Examination 640-441.) Prerequisite or corequisite: CMIT 265. Presentation of and practice in the concepts and commands required to configure Cisco switches and routers in multiprotocol internetworks. Routing and switching concepts (Layer 2 and Layer 3 technologies) using Cisco switches and Cisco routers are covered. Focus is on developing the skills necessary to install, configure, and operate Cisco routers and switches within LAN and WAN environments. Projects include configuring various protocols including IP, IPX, RIP, IGRP and Frame Relay. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

CMIT 351 UNIX/Linux System Administration (3)
Prerequisite: CMIS 325. A study of the UNIX/Linux operating system, combining theory and lab work. Discussion covers document processing, file system administration, and the boot-up/shutdown process. Topics include disk partitioning schemes, software RAID (redundant array of independent disks), and LVM (logical volume manager) configuration. Review also covers user administration, disk quotas, group restrictions, and password aging. Process management and automation are examined through "cron" and "at" commands. Practice in configuring the X Window System and client networking is provided. Students may receive credit for only one of the following courses: CMIS 390, CMIT 391, or CMIS 398U.

COMPUTER STUDIES
Courses in computer studies (designated CMST) may be applied as appropriate, for example, toward:
◇ the general education requirement in computing;
◇ a major in computer studies, in computer and information science or in information systems management;
◇ a minor in computing
◇ a Computer Studies Certificate; and
◇ electives.

CMIT 390A Introduction to Microcomputers: Hardware and Software (1)
(Graded on a satisfactory/D/fail basis only.) An introduction to the hardware and software of computer systems and the terminology and functional parts of a computer. Extensive explanations of, and practice with, the operating system and utilities of a microcomputer are provided. Students may receive credit for only one of the following courses: CAPP 100A or CMIT 100A.

CMST 100B Introduction to Microcomputers: Word Processing (1)
(Graded on a satisfactory/D/fail basis only.) An introduction to word processing as one of the many applications of microcomputers. The characteristics of word processing are analyzed. Topics include typical features, as well as costs and trends of available software. Hands-on practice with typical word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CAPP 103, CMST 100B, or CMST 103.

CMST 100D Introduction to Microcomputers: Presentation Graphics (1)
(Graded on a satisfactory/D/fail basis only.) An introduction to the principles of presentation graphics. Topics include text and analytical charts, free-form graphics and clip art, and animation and slide shows. Hands-on practice with typical presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D or CMST 100D.

CMST 100E Introduction to Microcomputers: Networks and Communication (1)
(Graded on a satisfactory/D/fail basis only.) An introduction to the use of computer networks to interconnect microcomputers and to the current hardware, software, and communication standards and protocols that make networking possible. Hands-on practice with typical communications software and network configuration is provided. Students may receive credit for only one of the following courses: CAPP 100E or CMST 100E.

CMST 100F Introduction to Microcomputers: Databases (1)
(Graded on a satisfactory/D/fail basis only.) An introduction to database systems, including terminology and principles of database management systems. Focus is on how best to organize, manage, and access stored data; how to protect databases; and how to extract useful information. Hands-on practice with typical database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CAPP 103, CMST 100F, or CMST 103.
CMST 100G Introduction to Microcomputers: Spreadsheets (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to the use of electronic worksheets to analyze numerical data, including basic terminology, formats, and other applications. Hands-on practice with typical spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CAPP 103, CMST 100G, or CMST 103. 

CMST 100J Introduction to Microcomputers: Security (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to computer security. Topics include both physical and software security and the types of computer viruses that afflict modern information systems. Discussion covers the use of the operating system and antiviral software tools to protect, detect, and recover from viral attacks. Hands-on practice in applying these tools is provided. Students may receive credit for only one of the following courses: CAPP 100J or CMST 100J. 

CMST 100K Introduction to Microcomputers: Accessing Information via the Internet (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to the Internet and the wealth of information it contains. Focus is on practical and efficient means for gaining access to information through the use of browsers on a home computer system and search engines on the Internet. Topics include mechanisms by which the Internet operates, security issues on the Internet, intellectual property rights issues, and the ethics of the Internet, as well as other current topics involving the interface between the Internet and the citizen. Students who have already earned credit for CAPP 385, CAPP 386, CMST 385, or CMST 386 cannot earn credit for CMST 100K. Students may receive credit for only one of the following courses: CAPP 100K, CAPP 101C, or CMST 100K. 

CMST 100L Introduction to Microcomputers: Web Page Design (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to Web page design and site management. The characteristics of Web page design and navigation structures are analyzed, and typical features of current commercial software are presented. Hands-on practice with typical Web page design and site management software is provided. Students may receive credit for only one of the following courses: CAPP 100L or CMST 100L. 

CMST 100M Introduction to Microcomputers: HTML (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to the use of HTML to create basic and advanced World Wide Web-enabled documents. Topics include creating and editing Web pages, placing HTML documents on the Web, designing Web pages with tables, and using frames in Web pages. Assignments include designing and implementing Web pages using HTML. Students may receive credit for only one of the following courses: CAPP 100M, CAPP 101H, or CMST 100M. 

CMST 100N Introduction to Microcomputers: Desktop Operating Systems (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to the use and configuration of graphical user interfaces, focusing on Microsoft Windows operating systems. Topics include working with Windows programs, managing files and folders using Windows Explorer, customizing Windows using the Control Panel, using Internet services in Windows, and managing shared files and resources. Students may receive credit for only one of the following courses: CAPP 100N, CAPP 101M, CAPP 101T, or CMST 100N. 

CMST 100P Introduction to Microcomputers: Using UNIX/Linux (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to configuring and using UNIX and Linux on microcomputers and workstations. Hands-on experience in configuring the desktop environment of a Linux operating system is provided. Topics include UNIX commands, file management, the X-Window graphical user interface, and window managers such as Gnome and KDE. Students may receive credit for only one of the following courses: CAPP 100P or CMST 100P. 

CMST 100Q Introduction to Microcomputers: Personal Digital Assistants (1)  
(Graded on a satisfactory/D/fail basis only.) An introduction to personal digital assistants (PDAs). Focus is on the two major operating systems for PDAs: Palm Pilot and Pocket PC. Topics include understanding the functions of PDAs, comparing the two operating systems, using built-in and typical third-party applications, and connecting and exchanging information with desktop computers. Students are encouraged to bring their own PDAs to class. Students may receive credit for only one of the following courses: CMST 100Q or CMST 198A. 

Indicates extensive computer use by students.
CMST 303 Advanced Features of Microcomputer Application Software (3)
Prerequisite: CMST 103, IFSM 201, or extensive experience with application software including word processing, spreadsheets, and databases. A presentation of application software packages that includes advanced features of operating systems, spreadsheets, database management, and electronic information exchange for business applications. Presentation software is reviewed, and hands-on experience with the software is provided. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 306 Introduction to Visual Basic.NET Programming (3)
Prerequisite: CMIS 102 or CMIS 102A. A structured approach to developing programs using the Visual Basic.NET programming language. Hands-on experience in implementing features of this visual interface for program design is provided. Assignments include programming projects in Visual Basic.NET.

CMST 310 Electronic Publishing (3)
Prerequisite: CMST 103 or IFSM 201. An introduction to concepts and methods of desktop publishing. Highlights include the design and layout of a publication, the choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interfacing with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 340 Computer Applications in Management (3)
Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. An overview of computer-based information-system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and academic organizations. Topics include management planning at the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340, CMIS 350, or CMST 340.

CMST 385 Internet and Web Design (3)
Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. A study of HTML and Web page design including Internet security measures as well as social, ethical, and legal issues related to the growth of the Internet. Assignments include designing and publishing a Web page. Additional topics include basic principles and protocols of the Internet; configuration and use of graphical Web browsers; application programs such as e-mail, searching and retrieving information on the World Wide Web; and the use of portals. Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Advanced Internet and Web Design (3)
Prerequisite: CMST 385. A study of modern methods for the design of Web sites. Focus is on Web page design, including features such as cascading style sheets and programming using JavaScript and PHP. Students will learn how the WWW is moving toward XML and how to write XHTML compliant web pages. Assignments include publishing W3C validated web pages. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

COOPERATIVE EDUCATION
Cooperative Education (Co-op) extends education beyond the traditional classroom by integrating career-related work opportunities with the student’s field of study.

Cooperative Education courses carry the designator of the appropriate academic discipline and the number 486A or 486B. Co-op courses may not be applied toward any general education requirements or some majors and minors. Students are responsible for consulting an academic advisor about Co-op and applying Co-op credit to their degree program.

Indicates extensive computer use by students.
CRIMINOLOGY/CRIMINAL JUSTICE

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate, for example, toward:
- the general education requirement in the behavioral and social sciences (Note: Only CCJS 105, 350, 360, 432, 453, 454, and 461 apply);
- a major in criminal justice;
- a major in social sciences;
- a minor in criminal justice or sociology; and
- electives.

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 331 Contemporary Legal Policy Issues (3)
Prerequisite: CCJS 100 or CCJS 105. Thorough examination of selected topics: criminal responsibility, alternative sociolegal policies on deviance, law-enforcement procedures for civil law and similar legal problems, admissibility of evidence, and the indigent's right to counsel. Students may receive credit for only one of the following courses: CCJS 331 or CJUS 330.

CCJS 340 Law-Enforcement Administration (3)
Prerequisite: CCJS 100 or CCJS 105. An introduction to concepts of organization and management as they relate to law enforcement. Topics include principles of structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 350 Juvenile Delinquency (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. An examination of juvenile delinquency in relation to the general problem of crime. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)
Prerequisite: CCJS 100 or CCJS 105. An analysis of the role of criminal justice in controlling the use and abuse of drugs. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 360 Victimology (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The interaction between victims of crime and the system of criminal justice is considered in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 432 Law of Corrections (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 497. A review of the law of criminal corrections, from sentencing to final release or release on parole. Topics include probation, punishments, special treatments for special offenders, parole and pardon, and the prisoner's civil rights. Students may receive credit for only one of the following courses: CCJS 432 or CRIM 432.

DUTCH

Courses in Dutch (designated DTCH) may be applied as appropriate, for example, toward:
- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives.

DTCH 111 Elementary Dutch I (3)
A basic foundation in listening, speaking, reading, and writing in Dutch. Dutch culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Dutch speakers orally and in writing at an elementary level.

DTCH 112 Elementary Dutch II (3)
Prerequisite: DTCH 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Dutch. Dutch culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Dutch speakers orally and in writing at an advanced elementary level.
ECONOMICS

Courses in economics (designated ECON) may be applied as appropriate, for example, toward:

- the general education requirement in the behavioral and social sciences;
- a major in social science;
- a minor in economics; and
- electives.

ECON 201 Principles of Macroeconomics (3)
An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)
Analysis of the principles underlying the behavior of individual consumers and business firms. Topics include problems of international trade and finance, distribution of income, policies for eliminating poverty and discrimination, problems of environmental pollution, and effects of various market structures on economic activity.

ECON 301 Current Issues in American Economic Policy (3)
Prerequisite(s): ECON 201 and ECON 203. Analysis of current economic problems and public policies. Topics include market power, federal budget and tax policy, governmental regulation, inflation, unemployment, poverty and distribution of income, and environmental issues.

ECON 380 Comparative Economic Systems (3)
Prerequisite(s): ECON 201 and ECON 203. A comparative analysis of the theory and practice of various types of economic systems, especially the economic systems of the United States, the former Soviet Union, the People’s Republic of China, Western and Eastern Europe, and less-developed countries.

ECON 430 Money and Banking (3)
Prerequisites: ECON 201 and ECON 203. An examination of the structure of financial institutions and their role in providing money and near-money. Institutions, processes, and correlations analyzed include the functions of the Federal Reserve System, the techniques of central banks, the control of the supply of financial assets as a mechanism of stabilization policy, and the relationship of money and credit to economic activity and prices. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

ECON 440 International Economics (3)
Prerequisites: ECON 201 and ECON 203. A description of international trade and an analysis of international transactions, exchange rates, and balance of payments. Policies of protection, devaluation, and exchange-rate stabilization and their consequences are also analyzed. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 441.

EDUCATION

UMUC does not offer a major or minor in education. But, courses in education from other institutions may be accepted as transfer credit and applied toward electives.

Students enrolling for career purposes should inquire with the state where they plan to teach for information about specific curriculum requirements.
EDUCATION PRINCIPLES

Courses in this discipline education principles (designated EDCP) do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to make the most of their college careers. They are recommended for students who have been away from school or who need to improve their academic skills.

EDCP 100 and 103 do not fulfill the general education requirements in communications; they may be used as elective credit only.

EDCP 100 Principles and Strategies of Successful Learning (3)
An introduction to knowledge and strategies designed to promote success in the university environment. Focus is on developing the study, interpersonal, and self-management skills and attitudes needed to achieve academic objectives. Topics include the university’s mission, resources, and requirements. A series of self-assessments serve as tools to identify values and goals for individual life planning and educational success.

EDCP 103 Fundamentals of Writing and Grammar (3)
(Does not fulfill the general education requirement in communications. Recommended as preparation for WRTG 101 or upper-level writing courses.) A review of basic writing skills. Topics include parts of speech; proper use of subordinate clauses, independent clauses, and phrases; the writing process; strategies for developing academic paragraphs and essays; and strategies for developing writing and editing skills in grammar, punctuation, and mechanics. Frequent opportunities to practice and refine skills are provided.

Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, or ENGL 100.

EDCP 105 Grammar Review (1)
(Elective credit only.) A review of essential English grammar. Topics include the parts, construction, and punctuation of English sentences. Students may receive credit for only one of the following courses: EDCP 100A, EDCP 105, ENGL 100E, or EDCP 108 Grammar Review.

EDCP 108A Résumé Writing (1)
(Elective credit only.) A study of the writing of professional résumés and cover letters. Covers all stages of résumé writing, from assessing educational background, skills, training, and work experience, to the finished product. Practice in planning, writing, rewriting, and editing is provided. Students may receive credit only once under this course title and for only one of the following courses: EDCP 100D or EDCP 108A.

EDCP 108G College Study for Adults (1)
(Elective credit only.) The development of more efficient study habits. Emphasis is on the acquisition of skills (such as reading, writing, study skills, listening, and note taking) needed to learn effectively.

ENGLISH

Courses in English (designated ENGL) may be applied as appropriate, for example, toward:
✓ the general education requirement in communications or in the arts and humanities (literature courses);
✓ a major or minor in English or in humanities; and
✓ electives.

Please see the summary of General Education Requirements (GER) for details on the Communication, and Arts and Humanities Requirements.

ENGL 106 Introduction to Research Writing (1)
Designed to help students enhance their research and writing skills. Instruction and practice in the fundamentals of the research and writing process: planning and beginning a paper, composing the paper, citing sources, and presenting the paper in manuscript form. Both the MLA and APA styles of documentation are used.

ENGL 201 Western World Literature: Homer to the Renaissance (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A survey of classic writings from Greek, biblical, Roman, and medieval civilizations. Discussion covers literary forms and the ways the works reflect the values of their cultures. Readings may include selections from the Bible and the writings of Homer, Sophocles, Virgil, Dante, and Chaucer. Selections may vary each semester.
ENGL 202 Western World Literature: The Renaissance to the Present (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A survey of European classic writings from the Renaissance to the modern age. Discussion covers literary form and the way the works reflect the changing ideas and values of European civilization. Readings may include works by Shakespeare, Molière, Voltaire, Goethe, Dostoyevsky, and Camus. Selections may vary each semester.

ENGL 205 Introduction to Shakespeare (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of representative Shakespearean plays from each genre (comedy, history, tragedy, and romance).

ENGL 211 English Literature: Beginning to 1800 (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introduction to significant works of English literature, surveying earlier works to the Romantic period. Readings include Beowulf and works by Chaucer, Spenser, Marlowe, and Milton.

ENGL 212 English Literature: 1800 to the Present (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A survey of the major literary movements of the 19th and 20th centuries, from Romantic to Victorian to Modern. Authors studied may include Wordsworth, Keats, the Brontës, Tennyson, Browning, Yeats, Joyce, and Woolf.

ENGL 221 American Literature: Beginning to 1865 (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A close study of some masterpieces of American literature, covering the period from the beginning of American literature to 1865.

ENGL 222 American Literature: 1865 to the Present (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A study of the development of American literature since the Civil War, emphasizing representative authors and works. Genres investigated include stories and poems as well as novels and plays. Significant films may be viewed.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introduction to fiction, poetry, drama, film, and the literary essay, with an emphasis on developing critical reading and writing skills. Study may be organized either by genre or by theme. Writers covered vary from semester to semester. Films may be included. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 241 Introduction to the Novel (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A survey of the development of the genre, with emphasis on the techniques and styles of representative novelists. Six to eight novels (depending on length) are studied, in English or in English translation.

ENGL 246 The Short Story (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An analysis of the attributes of the well-written short story. Emphasis is on aspects such as theme, plot, characterization, point of view, tone, imagery, irony, and symbolism, as exemplified in representative works of the 19th and 20th centuries. Only minimal biographical and historical background is provided; focus is on the selected writings.

ENGL 294 Introduction to Creative Writing (3)
(Fulfills the general education requirements in communications.) Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introductory survey and practical course covering key areas of creative writing: formal poetry, free verse, creative nonfiction, short story, and drama/screenplay. Emphasizes critical and analytical reading and critical thinking from a writer’s perspective as a means to better understanding the craft. May include peer review, as well as an exploration of publishing.

ENGL 303 Critical Approaches to Literature (3)
(Fulfills the general education requirement in communications. Designed as a foundation for other upper-level literature courses.) Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A study of the techniques of literary analysis, emphasizing close reading of texts. The goal is to better understand and appreciate literature and to be able to formulate concepts and express them in well-written, coherent prose. Assignments include composing a total of 6,000 words (approximately 25 pages).
ENGL 454 Modern World Drama (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of twentieth century plays with an emphasis on the social, cultural and historical context of drama. Special attention will be paid to drama around the globe. Plays will include works from major playwrights, such as Ibsen, Strindberg, Chekhov, Shaw, O’Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard.

ENGL 457 The Modern Novel (3)
Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each semester but may include writers such as Thomas Hardy, Henry James, Theodore Dreiser, Edith Wharton, Virginia Woolf, William Faulkner, James Joyce, Anne Tyler, Alice Walker, and Tim O’Brien.

EXPERIENTIAL LEARNING
The EXCEL Throuh Experiential Learning program yields UMUC credit for learning acquired outside the classroom. The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward:
✧ appropriate majors and minors;
✧ general education requirements (according to content) as appropriate; and
✧ electives.

FINANCE
Courses in finance (designated FINC), may be applied as appropriate (according to individual program requirements) toward:
✧ a major in business administration, human resource management, management studies, or marketing;
✧ a minor in business administration; and,
✧ electives

FRENCH
Courses in French (designated FREN) may be applied as appropriate, for example, toward:
✧ the general education requirements in the arts and humanities;
✧ a major or minor in humanities; and
✧ electives.

FREN 111 Elementary French I (3)
A basic foundation in listening, speaking, reading, and writing in French. French culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native French speakers orally and in writing at an elementary level. Students may receive credit for only one of the following courses: FREN 101 or FREN 111.
**FREN 112 Elementary French II (3)**
Prerequisite: FREN 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in French. French culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native French speakers orally and in writing at an advanced elementary level. Much of the class is conducted in French. Students may receive credit for only one of the following courses: FREN 102 or FREN 112.

**GEOLOGY**
Courses in geology (designated GEOL) may be applied as appropriate, for example, toward:
- the general education requirement in the biological and physical sciences; and
- electives.

**GEOL 100 Physical Geology (3)**
A study of the principles of dynamic and structural geology. The rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them are surveyed. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

**GEOL 110 Physical Geology Laboratory (1)**
(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

**GEOL 120 Environmental Geology (3)**
A review of geologic factors underlying many environmental problems and the interactions between population and physical environment. Topics include mineral resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.

**GERMAN**
Courses in German (designated GERM) may be applied as appropriate, for example, toward:
- the general education requirements in the arts and humanities;
- a major or minor in humanities;
- a Foreign Language Area Studies Certificate; and
- electives.

**GERM 111 Elementary German I (3)**
A basic foundation in listening, speaking, reading, and writing in German. German culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native German speakers orally and in writing at an elementary level. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

**GERM 112 Elementary German II (3)**
Prerequisite: GERM 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in German. German culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native German speakers orally and in writing at an advanced elementary level. Much of the class is conducted in German. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

**GERM 211 Intermediate German I (3)**
Prerequisite: GERM 112. Further development of skills in listening, speaking, reading, and writing in German. German culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native German speakers orally and in writing at an intermediate level. Class is conducted primarily in German. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.
GERM 212 Intermediate German II (3)
(Serves as preparation for upper-level courses in German language, culture, and literature.) Prerequisite: GERM 211. Improvement of skills in listening, speaking, reading, and writing in German. German culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native German speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in German. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 250 Intermediate Conversation (3)
Prerequisite: GERM 212. Further development of conversational skills in German. Focus is on comprehending and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work) comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed GERM 201 may not earn credit for this course.

GERM 301 Review Grammar and Composition I (3)
Prerequisite: GERM 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

GERM 333 German Life and Culture I (3)
(Conducted in English.) A study of the historical, literary, and cultural traditions of Germany through the 18th century.

GERM 334 German Life and Culture II (3)
(Conducted in English.) A study of the historical, literary, and cultural traditions of Germany during the 19th and 20th centuries. Field trips are included.

GOVERNMENT AND POLITICS
Courses in government and politics (designated GVPT) may be applied as appropriate, for example, toward:
◇ the general education requirement in the behavioral and social sciences;
◇ a major or minor in political science;
◇ a major in social science; and
◇ electives.

GVPT 100 Introduction to Political Science (3)
A survey of the basic principles of political science. Topics include the relationship of political science to the other social sciences; the concepts of modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 101 Introduction to Political Theory (3)
An introduction to political philosophy. Discussion covers the classic contrast between the philosophies of Plato and Machiavelli concerning the problem of justice and power and the philosophical foundations of liberalism, socialism, and conservatism. Other topics include the political ideas of John Locke, Thomas Hobbes, Jean-Jacques Rousseau, John Stuart Mills, Karl Marx, and Edmund Burke.

GVPT 170 American Government (3)
A comprehensive study of government in the United States, including the basic principles of American government and political culture and a cross-cultural examination of institutions, processes, and public policies.

GVPT 200 International Political Relations (3)
A study of the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.
GVPT 210 Introduction to Public Administration and Policy (3)
Recommended prerequisite: GVPT 100. An introduction to the study of the administrative process in the executive branch. The concepts and principles of administration are examined, then placed in the context of their relationship to public policy. Analysis covers organizational structure and theory and the behavior of participants in the administration of policy.

GVPT 240 Political Ideologies (3)
A survey and an analysis of the leading ideologies of the modern world. Topics include anarchism, communism, socialism, fascism, nationalism, and democracy.

GVPT 401 Problems of World Politics (3)
Recommended prerequisite: GVPT 100. A study of governmental problems of international scope. Topics include causes of war, problems of neutrality, and propaganda. Assignments include reports on readings from current literature.

GVPT 403 Law, Morality, and War (3)
Recommended prerequisite: GVPT 100. An exploration of fundamental moral and legal issues concerning war.

GVPT 405 Defense Policy and Arms Control (3)
Recommended prerequisite: GVPT 100. A survey of contemporary issues of military strategy and international security. The processes of formulating defense-related political and economic policy are examined. Topics include nuclear war and conventional (limited) warfare, insurgency by guerrillas, arms control and disarmament, and the possibilities for moderation of war.

GVPT 406 Global Terrorism (3)
(Formerly GVPT 401A.) An examination of the development of global terrorism and its impact on modern civilization. The course provides an understanding of the threat of terrorism upon the international community since the attacks of September 11, 2001. Course content addresses: the definition of terrorism; the historical antecedents of modern terrorism; the motivations, organizations, and support networks of terrorists; and the linkages of state terrorism to global terrorism. The course survey includes Europe, Latin America, and the Middle East. Students may receive credit for only one of the following: GVPT 401A or GVPT 406.

GVPT 443 Contemporary Political Theory (3)
Recommended Prerequisite: GVPT 100 or GVPT 107. A survey of the principal political theories and ideologies from Karl Marx to the present.

GVPT 444 American Political Theory (3)
Recommended prerequisite: GVPT 100. A study of the development and growth of American political concepts from the colonial period to the present.

GVPT 455 Contemporary Middle Eastern Politics (3)
Recommended prerequisite: GVPT 100. A survey of contemporary developments in the international politics of the Middle East. Emphasis is on the role emerging Middle Eastern nations have been taking in world affairs.

GVPT 457 American Foreign Relations (3)
Recommended prerequisite: GVPT 100. A study of the principles and machinery of American foreign relations. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis of the major foreign policies of the United States is provided.

GVPT 475 The Presidency and the Executive Branch (3)
Recommended Prerequisite: GVPT 100 or GVPT 107. An examination of the various roles of the president in the political process of the United States. The president’s involvement in legislative matters, the president’s function in the executive branch, and the president’s role in his or her political party are assessed.

GREEK
See Modern Greek.
Courses in history (designated HIST) may be applied as appropriate, for example, toward:

- the general education requirements in the arts and humanities for historical perspective coursework;
- a major or minor in history;
- a minor in women's studies; and
- electives.

Any 3-credit HIST course can fulfill the arts and humanities historical perspective requirement.

**HIST 141 Western Civilization I (3)**
A survey of the history of Western civilization from antiquity through the Reformation. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

**HIST 142 Western Civilization II (3)**
A survey of the history of Western civilization from the Reformation to modern times.

**HIST 156 History of the United States to 1865 (3)**
A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

**HIST 157 History of the United States Since 1865 (3)**
A survey of economic, intellectual, political, and social developments since the Civil War. The rise of industry and the emergence of the United States as a world power are emphasized. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

**HIST 255 African American History (3)**
A survey of the African American in American history. Topics include the African background, slavery, and the role of blacks in the social, political, economic, cultural and artistic life of the United States. Emphasis is on enduring themes and the black experience in American society, including contemporary problems in race relations.

**HIST 364 Emergence of Modern America: 1900 to 1945 (3)**
A study of the emergence of modern American institutions and identities in the years 1900-45. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Special consideration is also given to emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.

**HIST 365 Recent America: 1945 to the Present (3)**
A survey of U.S. history from the presidencies of Truman and Eisenhower to the present. Topics include 1960s’ radicalism, the Cold War, Vietnam, Watergate, and changes in American society.

**HIST 392 History of the Contemporary Middle East (3)**
An exploration of the causes underlying the rise of sovereign nation-states in the Middle East. Topics include modernization, Westernization, and secularization in a traditional society, and shifting political and economic power groupings in a regional and worldwide context.

**HIST 438 Modern Italy (3)**
A study of the history of Italy since national unification in 1859. Topics include unification, problems of the new nation, World War I, the rise of Socialism and Fascism, World War II, postwar reconstruction and the Cold War, and Republican Italy from 1946 to the present. Students may receive credit for only one of the following courses: HIST 216D, HIST 316D, or HIST 438.

**HIST 440 Germany in the 19th Century: 1815 to 1914 (3)**
An examination of the social, economic, cultural, and political development of the major German states before 1871 and of the united Germany from 1871 to 1914.
HIST 441 Modern Germany (3)
An examination of the history of Germany during the 20th century. Topics include the aims and policies of Germany during World War I, the country’s condition and policies in the period between the wars, the rise of national socialism, the outbreak of World War II, and postwar conditions.

HUMAN RESOURCE MANAGEMENT
Courses in human resource management (designated HRMN) may be applied as appropriate, for example, toward:
- a major or minor in human resource management, or business administration
- a major in management studies; and
- electives.

HRMN 300 Human Resource Management (3)
A basic study of human resource management. Topics include human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)
A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)
A study of the development and methods of organized groups in industry, with reference to the settlement of labor disputes. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Topics include collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 400 Human Resource Management: Analysis and Problems (3)
Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. The critical evaluation of human resource problems is supported with a review of research findings, readings, discussions, case studies, and applicable federal regulations. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 408 Employment Law for Business (3)
Recommended prerequisite: BMGT 380. A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace in the domestic and global environment. Topics include discrimination based on race, sex, age, and disability; testing and performance appraisal; wrongful discharge; labor/management issues; and employee benefits. Salient transnational employment issues are also explored. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

INFORMATION SYSTEMS MANAGEMENT
Courses in information systems management (designated IFSM) may be applied as appropriate, for example, toward:
- the general education requirement in computing;
- a major in information systems management, computer studies, or management studies;
- a minor in computing;
- a Computer Studies Certificate; and
- electives.

IFSM 201 Introduction to Computer-Based Systems (3)
(Course activities require access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software.) An overview of computer information systems in which hardware, software, procedures, systems, and human resources are explored in relation to their integration and application in business and other segments of society. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.
IFSM 300 Information Systems in Organizations (3)
Recommended prerequisite: IFSM 201. An overview of information systems, their role in organizations, and the relationship between information systems and the objectives and structure of an organization. Discussion covers human aspects of computing, types of computer systems, and general theory of systems.

IFSM 302 Workplace Productivity (3)
Recommended prerequisite: IFSM 201. A survey of techniques for improving the productivity of practices and procedures in the workplace. Teaming (e.g., encouraging employees’ participation in group activities, brainstorming, and making meetings more effective) and problem solving (e.g., simplifying work; charting work-flow processes; diagramming causes and effects; and using Pareto analysis, histograms, and total quality management) are the two major approaches emphasized.

IFSM 303 Human Factors in Information Systems (3)
Recommended prerequisite: IFSM 201. A general survey of the application of human factors to the design and use of information systems. Topics include the history, evolution, and current state of the human/computer interface. The contributions of psychology, engineering, and physiology to the development of ergonomics are described.

IFSM 304 Ethics in the Information Age (3)
Recommended prerequisite: CMIS 102, CMIS 102A, CMSC 101, or IFSM 201. An introduction to information systems as used to provide information for decision making in a democratic society. Discussion covers the philosophy, techniques, and ethical considerations involved in evaluating information systems.

IFSM 310 Software and Hardware Concepts (3)
Prerequisites: CMIS 102 or 102A. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. Topics include the architectures of processors and storage systems and implications for system software design. Discussion also covers the effects of the design of hardware and system software on the development of application programs in a business environment. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 320 Office Automation (3)
Recommended prerequisite: IFSM 201. An examination of office information systems and decision-support systems as emerging critical elements of data and information systems for business uses. Emphasis is on information-processing considerations at the systems level, including analysis and management of support activities. Discussion covers interfaces between machines and their users, current and future technological trends, and their effects on data processing and the office environment.

IFSM 410 Database Concepts (3)
Prerequisites: CMIS 102 (or CMIS 102A) and IFSM 300. An introduction to the design and management of database systems in a business environment. Topics include the role of databases in organizations, the management of information as a critical business resource, types and functions of database management systems, conceptual data modeling and entity/relationship and semantic data models, and the fundamental principles of relational and object-oriented database design. The implementation and maintenance of database management systems and the role of the database administrator are discussed. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

IFSM 425 Decision Support and Expert Systems (3)
Prerequisite: IFSM 300. An analysis of information support systems that serve the management user at all levels of the decision-making process. The information provided by such systems is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are related to examples from specific organizations. Research on the development of expert systems and commercially available applications is included.

IFSM 430 Information Systems and Security (3)
Prerequisite: IFSM 300. A survey covering aspects of establishing and maintaining a practical information security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along with techniques used to assess risks and discover abuses of systems.

IFSM 435 Information Security and E-Commerce (3)
Prerequisite: IFSM 300. An introduction to the four essential elements of safe electronic commerce: the data transaction, the server, the client, and the host network. Topics include encryption, firewalls, transaction security, securing Web commerce, and Web security risk management. Students may receive credit for only one of the following courses: IFSM 435 or IFSM 498H.
IFSM 438 Project Management (3)
Prerequisite: IFSM 300. An exposition of planning, scheduling, and controlling a system project during its life cycle. Topics include the use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts and other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 461 Systems Analysis and Design (3)
Prerequisite: IFSM 300. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. Implementation of the operational system, integration of computer technology, and aspects of organizational behavior in the design support system are examined. Topics include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification and physical design for an operational system. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

ITALIAN
Courses in Italian (designated ITAL) may be applied as appropriate, for example, toward:
- the general education requirements in the arts and humanities;
- a major or minor in humanities;
- a Foreign Language Area Studies Certificate; and
- electives.

ITAL 111 Elementary Italian I (3)
A basic foundation in listening, speaking, reading, and writing in Italian. Italian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Italian speakers orally and in writing at an elementary level.

ITAL 112 Elementary Italian II (3)
Prerequisite: ITAL 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Italian. Italian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Italian speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Italian.

ITAL 211 Intermediate Italian I (3)
Prerequisite: ITAL 112. Further development of skills in listening, speaking, reading, and writing in Italian. Italian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Italian speakers orally and in writing at an intermediate level. Class is conducted primarily in Italian. Students may receive credit for only one of the following courses: ITAL 114 or ITAL 211.

ITAL 212 Intermediate Italian II (3)
(Serves as preparation for upper-level courses in Italian language, culture, and literature.) Prerequisite: ITAL 211. Improvement of skills in listening, speaking, reading, and writing in Italian. Italian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Italian speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Italian. Students may receive credit for only one of the following courses: ITAL 115 or ITAL 212.

ITAL 250 Intermediate Conversation (3)
Prerequisite: ITAL 212. Further development of conversational skills in Italian. Focus is on comprehending and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work), comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed ITAL 201 may not earn credit for this course.

ITAL 301 Review Grammar and Composition I (3)
Prerequisite: ITAL 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

ITAL 333 Italian Life and Culture I (3)
(Conducted in English.) A study of Italian life and culture from Roman times to the Renaissance.

ITAL 334 Italian Life and Culture II (3)
(Conducted in English.) A study of Italian life and culture from the Renaissance to the present.
LIBRARY SKILLS AND INFORMATION LITERACY

Courses in library skills (designated LIBS) may be applied toward:

- the general education requirement in information literacy; and
- electives.

Degree-seeking students must complete LIBS 150 (or present its equivalent in transfer) during their first 18 credits of enrollment at UMUC.

LIBS 150 Information Literacy and Research Methods (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. Development of a research topic and the creation of effective strategies for finding relevant information are discussed and practiced. The following information literacy skills are emphasized: understanding the research process; selecting appropriate print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Services’ electronic resources to find information; and evaluating, organizing, and correctly citing the information found. Credit for LIBS 150 may not be earned through challenge exam or portfolio credit. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

MACEDONIAN

Courses in Macedonian (designated MACE) may be applied as appropriate, for example, toward:

- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives.

MACE 111 Elementary Macedonian I (3)

A basic foundation in listening, speaking, reading, and writing in Macedonian. Macedonian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Macedonian speakers orally and in writing at an elementary level.

MGST 140 Personal Financial Management (3)

An examination of personal financial management, blending financial theory with financial applications. Focus is on developing personal skills in financial management (such as balancing a checkbook, budgeting personal income and expenditures, and planning for financial security and retirement). Topics include elements of the U.S. financial structure (such as savings and investment alternatives, financing and credit sources, the role of insurance in protecting income and assets, and federal income tax requirements).

MGST 160 Principles of Supervision (3)

An introductory study of the skills required to effectively supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management.

MGST 161 Managerial Communications Skills (3)

An examination of the communication model. Practice is provided in sending and receiving information through reading, writing, listening, speaking, and observing nonverbal cues using job-related situations.
MGST 162 Personnel Counseling (3)

A study of counseling as part of a supervisor’s responsibilities. The counseling process is examined through role-playing exercises. Focus is on developing skills in areas such as active listening and observing, focusing on the problem, empathetic understanding, guiding decision making, and recognizing referral situations. Counseling situations (e.g., performance appraisals, gender issues, personal crises that affect work performance, and performance problems) are drawn from the work environment.

MARKETING

Courses in marketing (designated MRKT) may be applied as appropriate, for example, toward:

- a major or minor in marketing or business administration, or a management studies; and
- electives.

MRKT 310 Marketing Principles and Organization (3)

An introduction to the field of marketing, intended to develop a general understanding and appreciation of the forces, institutions, and methods involved in marketing a variety of goods and services. Topics include segmentation, target marketing, positioning, developing new products, pricing, distributing and promoting goods and services, and sales and marketing management. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 354 Integrated Marketing Communications (3)

Prerequisite: MRKT 310. An in-depth study of promotional activities such as advertising, personal selling, sales promotions, and direct marketing (including use of the Internet). Emphasis is on strategic planning of promotional activities to communicate with customers to achieve marketing objectives. The relationship of integrated marketing communications to other elements of promotional activities is also explored. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MATH 001 Pre-Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: An appropriate result on the placement test. A study of whole numbers, integers, fractions, decimals and real numbers, variable expressions, first degree equations, ratio and proportion, percent, and geometry. All topics are employed to solve applied problems. Students may receive credit for only one of the following courses: MATH 001, MATH 100, or UCSP 198 Transitional Mathematics.

MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate result on the placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.
MATH 012 Intermediate Algebra (3)
(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate result on the placement test. A study of problem-solving techniques in intermediate-level algebra. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics). Topics include polynomials; factoring; exponents and their notation; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

MATH 103 College Mathematics (3)
Recommend prerequisite: MATH 012 or approval of the department. This course is not intended for students planning to take MATH 107 or higher-numbered mathematics courses and does not serve as a prerequisite for these courses. This course focuses on data driven applications and the development of critical thinking skills related to mathematics. Topics include problem solving, equations, inequalities, linear systems, graphs, functions, consumer mathematics, financial management, probability and statistics. Additional topics may include set theory, Venn Diagrams, deductive and inductive reasoning, and logic.

MATH 105 Mathematics: Contemporary Topics and Applications (3)
(Not intended for students planning to take MATH 107 or higher-numbered courses; does not serve as a prerequisite for these courses.) Prerequisite: MATH 012 or an appropriate result on the placement test. A survey of contemporary topics in mathematics, covering applications and projects. Topics include problem solving, sequences and series, financial management, geometry, probability and statistics. Students may receive credit for only one of the following courses: MATH 105 or MATH 106.

MATH 106 Finite Mathematics (3)
(Not intended for students planning to take MATH 107, higher-numbered mathematics courses, or STAT 200.) Prerequisite: MATH 012 or an appropriate result on the placement test. A survey of selected topics from contemporary mathematics to introduce the student to mathematical thinking, covering applications and projects of other disciplines. Topics include problem solving, finance, probability and statistics, linear models, set theory, and logic. Other topics may include sequences and series, geometry, and game theory. Students may receive credit for only one of the following courses: MATH 105 or MATH 106.

MATH 107 College Algebra (3)
(The first course in the two-course series MATH 107-108. An alternative to MATH 115 Pre-Calculus.) Prerequisites: MATH 012 or an appropriate result on the placement test. An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)
(The second course in the two-course series MATH 107-108. An alternative to MATH 115 Pre-Calculus.) Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. Analytical geometry and conic sections are covered. Additional topics may include matrices, determinants, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 130 Calculus A (3)
Prerequisite: MATH 108, MATH 115, or an appropriate result on the placement test. An introduction to calculus. Topics include functions, continuity, derivatives, and applications of derivatives including maximum-minimum problems, related rates and graphs of functions. Students may receive credit for only one of the following courses: MATH 130, MATH 140, or MATH 220.
MATH 131 Calculus B (3)
(A continuation of MATH 130.) Prerequisite: MATH 130. A study of definite and indefinite integrals. Topics include calculations of area between curves; applications of integrals (including volumes, arc length, surface, work, and moments); area in polar coordinates; exponential, logarithmic, inverse trigonometric, and hyperbolic functions; and integration by parts. Students may receive credit for only one of the following courses: MATH 131, MATH 140, MATH 141, MATH 220, or MATH 221.

MATH 132 Calculus C (3)
(A continuation of MATH 131.) Prerequisite: MATH 131. Further study of integrals. Topics include techniques of integration (including parts, trigonometric substitution, and partial fractions); improper integrals; sequences and series (including convergence tests, Taylor polynomials, and Taylor’s theorem); conic sections; and multivariable calculus. Students may receive credit for only one of the following courses: MATH 132, MATH 141, or MATH 221.

MODERN GREEK
Courses in modern Greek (designated MGRK) may be applied as appropriate, for example, toward:
♦ the general education requirements in the arts and humanities;
♦ a major or minor in humanities; and
♦ electives.

MGRK 111 Elementary Modern Greek I (3)
A basic foundation in listening, speaking, reading, and writing in modern Greek. Greek culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Greek speakers orally and in writing at an elementary level.

MGRK 112 Elementary Modern Greek II (3)
Prerequisite: MGRK 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in modern Greek. Greek culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Greek speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Greek.

MGRK 211 Intermediate Modern Greek I (3)
Prerequisite: MGRK 112. Further development of skills in listening, speaking, reading, and writing in modern Greek. Greek culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Greek speakers orally and in writing at an intermediate level. Class is conducted primarily in Greek.

MGRK 212 Intermediate Modern Greek II (3)
(Serves as preparation for upper-level courses in Greek language, culture, and literature.) Prerequisite: MGRK 211. Improvement of skills in listening, speaking, reading, and writing in modern Greek. Greek culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Greek speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Greek.

MGRK 333 Greek Life and Culture I (3)
(Conducted in English.) A study of Greek contribution to western civilization, including architecture, art, literature, philosophy, and political thought. Emphasis is on ancient Greece.

MGRK 334 Greek Life and Culture II (3)
(Conducted in English.) A study of Greek contribution to western civilization, including architecture, art, literature, philosophy, and political thought. Emphasis is on modern Greece.
MUSIC

Courses in music (designated MUSC) may be applied as appropriate, for example, toward:

- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

MUSC 130 Survey of Western Music Literature (3)

An introduction to the major historical styles and forms of Western classical music. Focus is on selected masterworks, their composers and cultural context, and hallmarks of the styles they represent. Works are studied through reading, discussion, and active listening to recordings and live performances. Students may receive credit for only one of the following courses: HUMN 130, MUSC 130, or MUSC 131.

PHILOSOPHY

Courses in philosophy (designated PHIL) may be applied as appropriate, for example, toward:

- the general education requirement in the arts and humanities;
- a major or minor in humanities;
- a minor in philosophy; and
- electives.

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The subject is approached either by studying some of the main figures in philosophic thought or by considering some central, recurring problems of philosophy. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 140 Contemporary Moral Issues (3)

An exploration of how philosophical analysis can be a foundation for thinking clearly about moral issues. Problems approached analytically include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 170 Introduction to Logic (3)

A general introduction to the discipline of logic. Traditional and modern deductive techniques are demonstrated and used; informal fallacies are clarified. Students may receive credit for only one of the following courses: HUMN 170 or PHIL 170.

PHIL 236 Philosophy of Religion (3)

A philosophical study of some of the main problems of religious thought: the nature of religious experience, the justification of religious belief, the conflicting claims of religion and science, and the relation between religion and morality. Students may receive credit for only one of the following courses: HUMN 236 or PHIL 236.

PHIL 245 Political and Social Philosophy (3)

A critical examination of classical political theories. Examples are drawn from the work of Plato, Hobbes, Locke, Rousseau, Mill, and Marx. Contemporary theories (such as those of Hayek, Rawls, and recent Marxist thinkers) are also covered. Students may receive credit for only one of the following courses: HUMN 245, PHIL 245, or PHIL 345.

NATURAL SCIENCE

Courses in natural science (designated NSCI) may be applied as appropriate, for example, toward:

- the general education requirement in the biological and physical sciences; and
- electives.

NSCI 100 Introduction to Physical Science (3)

(For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics, chemistry, astronomy, geology, oceanography, and meteorology. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GNSC 100 or NSCI 100.

NSCI 101 Physical Science Laboratory (1)

(For students not majoring or minoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 100.) Prerequisite: MATH 012 or higher. Prerequisite or corerequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry that illustrates how they apply to everyday life as well as to the fields of astronomy, geology, oceanography, and meteorology. Assignments include experiments, observations, and exercises.
PHYSICS

Courses in physics (designated PHYS) may be applied as appropriate, for example, toward:

- the general education requirement in the biological and physical sciences; and
- electives.

PHYS 111 General Physics I (3)
Prerequisite: MATH 107. Recommended: MATH 108. A general study of physics covering classical mechanics and the science of force and motion, at the level of college algebra. Topics include velocity, acceleration, statics, work, energy, power, momentum, rotation, length, time, and mass. Elementary trigonometric and vector properties are introduced.

PHYS 112 General Physics II (3)
(A continuation of PHYS 111) Prerequisite: PHYS 111. Further study of general physics covering thermal physics, electric and magnetic fields, circuits, waves, sound, radiation, and light.

PORTUGUESE

Courses in Portuguese (designated PORT) may be applied as appropriate, for example, toward:

- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives.

PORT 111 Elementary Portuguese I (3)
A basic foundation in listening, speaking, reading, and writing in Portuguese. Portuguese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Portuguese speakers orally and in writing at an elementary level.

PORT 112 Elementary Portuguese II (3)
Prerequisite: PORT 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Portuguese. Portuguese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Portuguese speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Portuguese.

PORT 211 Intermediate Portuguese I (3)
Prerequisite: PORT 112. Further development of skills in listening, speaking, reading, and writing in Portuguese. Portuguese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Portuguese speakers orally and in writing at an intermediate level. Class is conducted primarily in Portuguese. Students may receive credit for only one of the following courses: PORT 114 or PORT 211.

PORT 212 Intermediate Portuguese II (3)
(Serves as preparation for upper-level courses in Portuguese language, culture, and literature.) Prerequisite: PORT 211. Improvement of skills in listening, speaking, reading, and writing in Portuguese. Portuguese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Portuguese speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Portuguese. Students may receive credit for only one of the following courses: PORT 115 or PORT 212.

PORT 333 Portuguese Life and Culture I (3)
(Conducted in English.) A study of Iberian and Portuguese contributions to world culture as embodied in history, literature, art, and social traditions.

PORT 334 Portuguese Life and Culture II
(Conducted in English.) A study of Portuguese culture as embodied in its literary, artistic, and social traditions. Emphasis is on contemporary Portugal.
PSYCHOLOGY

Courses in psychology (designated PSYC) may be applied as appropriate, for example, toward:
- the general education requirement in the behavioral and social sciences;
- a major in psychology or social science;
- a minor in psychology; and
- electives.

PSYC 100 Introduction to Psychology (3)
A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 101 Psychology of Adjustment (3)
(Formerly PSYC 235.) A study of theory and research on the psychology of personal adjustment in everyday life. Emphasis is on self-concept, emotions, self-control, interpersonal relations, and stress. Students may receive credit for only one of the following courses: PSYC 101 or PSYC 235.

PSYC 301 Biological Basis of Behavior (3)
Prerequisite: PSYC 100; Recommended: STAT 225 (or STAT 200). An introduction to the anatomical structures and physiological processes that determine behavior. Topics include the acquisition and processing of sensory information; the neural control of movement; and the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction) as well as the basic functioning of the nervous system.

PSYC 305 Research Methods in Psychology (3)
Prerequisites: PSYC 100 and STAT 225 (or STAT 200). A survey of research methods in sensory systems, memory and cognition, motivation, development, and personality and social behavior. Statistical and computer applications are introduced. Opportunities to enhance laboratory skills and gain experience in the psychological sciences are provided.

PSYC 310 Perception (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. A survey of phenomena and theories of perception. Topics include the psychological, anatomical, physiological, and environmental factors important in determining how humans perceive the world. Historical background and contemporary research are examined.

PSYC 321 Social Psychology (3)
(Formerly PSYC 221.) Prerequisite: PSYC 100. An examination of the influence of social factors on individual and interpersonal behavior. Topics include conformity, attitudinal change, personal perception, interpersonal attraction, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, or PSYC 321.

PSYC 339 Educational Psychology (3)
Prerequisite: PSYC 100. An overview of educational psychology focusing on processes of learning. Discussion covers measurement of differences between individuals (in intelligence, styles of thinking, understanding, attitudes, ability to learn, motivation, emotions, problem solving, and communication of knowledge) and the significance of those differences. Problems in the field are introduced and outlined. Examination of research in educational psychology supplements study. Students may receive credit for only one of the following courses: EDHD 460, PSYC 309J, or PSYC 339.

PSYC 341 Introduction to Memory and Cognition (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. An introduction to basic models, methods of research, and findings in the fields of memory, problem solving, and language. Applications as well as theory are explored.

PSYC 345 Group Dynamics (3)
Prerequisites: PSYC 100 and PSYC 221 (or PSYC 321). Recommended: STAT 225 (or STAT 200). An analysis and exploration of psychological forces in small-group behavior. Issues of growth, conflict, and successful performance are considered. Emphasis is on the application of rigorous scientific theory and research to the impact group dynamics have on real organizational and community problems. Topics include group development, team building, sports psychology, multicultural influence, social advocacy, and leadership. Students may receive credit for only one of the following courses: PSYC 309A, PSYC 345, or SOCY 447.
PSYC 353 Adult Psychopathology (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. An examination of mental disorders among adults. Topics include the identification and diagnosis of specific disorders as well as their etiology and treatment. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. An exploration of cultural components of theory and research in the fields of personality, social psychology, and community psychology. The interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being, as well as in cross-cultural and cross-ethnic communication, is stressed. Counseling and psychotherapeutic interactions are discussed.

PSYC 355 Child Psychology (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. A survey of research and theory focusing on psychological development, from conception through childhood. Physiological, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

PSYC 357 Psychology of Adulthood and Aging (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200) and PSYC 305. An overview of the development of physiological, intellectual, and interpersonal social functioning from early adulthood through the aging years. The dual theme is that of stability and change. Discussion covers theory and research, and their implications.

PSYC 361 Survey of Industrial and Organizational Psychology (3)
Prerequisite: PSYC 100. Recommended: STAT 255 (or STAT 200). A general survey of the field of industrial/organizational psychology. Topics include entry into the organization (recruitment, selection, training, socialization); organizational psychology (motivation, attitudes, leadership); and productivity in the workplace (quality of work, performance appraisals, absenteeism, turnover). The role that the larger environment plays in influencing behavior and attitudes on the job is also considered.

PSYC 424 Psychology of Persuasion (3)
Prerequisites: PSYC 100 and PSYC 221 (or PSYC 321). Recommended: STAT 225 (or STAT 200). A study of the effect of social communication on behavior and attitudes. Theory and research concerning social influence and change of attitude are examined.

PSYC 432 Introduction to Counseling Psychology (3)
Prerequisite: PSYC 100. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. Historical as well as current trends in content and methodology are examined.

PSYC 435 Personality Theories (3)
Prerequisite: PSYC 100. A study of major theories and perspectives on personality, including trait, psychodynamic, behavioristic, and humanistic theories. Methods of personality research and relevant findings are also introduced and applied to real-world settings.

PSYC 436 Introduction to Clinical Psychology (3)
Prerequisites: PSYC 100. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The scientist-practitioner model is emphasized through the critical analysis of theories and empirical research that provide the foundation for determining effective treatments of mental disorders.

PSYC 441 Psychology of Human Learning (3)
Prerequisite: PSYC 100. Recommended: STAT 225 (or STAT 200). A review and analysis of the major phenomena and theories of human learning. Conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research are also presented.
COURSE DESCRIPTIONS — SERC 111 THROUGH SOCY 423

SERBO-CROATIAN

Courses in Serbo-Croatian (designated SECR) may be applied as appropriate, for example, toward:
- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives.

SECR 111 Elementary Serbo-Croatian I (3)

A basic foundation in listening, speaking, reading, and writing in Serbo-Croatian. Serbo-Croatian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Serbo-Croatian speakers orally and in writing at an elementary level.

SECR 112 Elementary Serbo-Croatian II (3)

Prerequisite: SECR 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Serbo-Croatian. Serbo-Croatian culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Serbo-Croatian speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Serbo-Croatian.

SOCIOLOGY

Courses in sociology (designated SOCY) may be applied as appropriate, for example, toward:
- the general education requirement in the behavioral and social sciences;
- a minor in sociology;
- a major in social science; and
- electives.

SOCY 100 Introduction to Sociology (3)

An introduction to the fundamental concepts and principles of sociology. Topics include the study of cultures, patterns of social values, social institutions, stratification, and social change. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 105 Introduction to Contemporary Social Problems (3)

An exploration of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105 or SOCY 210.

SOCY 300 American Society (3)

A survey of the social structure and organization of American society, with special reference to recent social changes. The character, structure, values, and ideology of American social movements are examined from a sociological perspective. Topics include urban demographic changes and other population trends, as well as changes in the conduct of work, family life, and recreation.

SOCY 325 The Sociology of Gender (3)

Prerequisite: SOCY 100. An inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

SOCY 403 Intermediate Sociological Theory (3)

Prerequisite: SOCY 100. A study of major theoretical approaches to sociology, including functionalism, conflict, and symbolic interactionism. Original works of major theorists are examined in historical perspective.

SOCY 410 Social Demography (3)

Prerequisite: SOCY 100. A study of social demography. Topics include types of demographic analysis, demographic data, population characteristics, migration, mortality, fertility, population theories, world population growth, and population policy.

SOCY 423 Ethnic Minorities (3)

Prerequisite: SOCY 100. An exposition of basic social processes in the relations of ethnic groups, immigrant groups, African Americans, and Native Americans in the United States, and of ethnic minorities in Europe.
SOCY 427 Deviant Behavior (3)
Prerequisite: SOCY 100. An exploration of current theories of the genesis and distribution of deviant behavior. Topics include definitions of deviance, implications for a general theory of deviant behavior, labeling theory, and secondary deviance.

SOCY 443 The Family and Society (3)
Prerequisite: SOCY 100. An examination of the family as a social institution. Its biological and cultural foundation; its historical development, changing structure, and function; the interaction of marriage and parenthood; and the disorganizing and reorganizing factors in current trends are explored.

SOCY 461 Industrial Sociology (3)
A study of the sociology of human relations in American industry and business. Topics include complex industrial and business organizations as social systems and social relationships within and between industry, business, community, and society. Students may receive credit only once under this course title.

SOCY 464 Military Sociology (3)
Prerequisite: SOCY 100. An overview of social change and its effects on the growth of military institutions. Topics include the structure of complex formal military organizations, the sociology of military life as a distinct cultural ethos, and the interrelations of military institutions, civilian communities, and society. Military service is evaluated as an occupation or a profession.

SPANISH
Courses in Spanish (designated SPAN) may be applied as appropriate, for example, toward:
- the general education requirement in the arts and humanities;
- a major or minor in humanities;
- a Foreign Language Area Studies Certificate; and
- electives.

SPAN 111 Elementary Spanish I (3)
A basic foundation in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an elementary level. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)
Prerequisite: SPAN 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Spanish. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPAN 211 Intermediate Spanish I (3)
Prerequisite: SPAN 112. Further development of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an intermediate level. Class is conducted primarily in Spanish. Students may receive credit for only one of the following courses: SPAN 201, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)
(Serves as preparation for upper-level courses in Spanish language, culture, and literature.) Prerequisite: SPAN 211. Improvement of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Spanish. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

SPAN 250 Intermediate Conversation (3)
Prerequisite: SPAN 212. Further development of conversational skills in Spanish. Focus is on comprehending and responding to questions seeking concrete information (such as personal background, interests, needs, family, and work), comprehending media announcements and reports, and describing visual situations. Emphasis is on vocabulary building and idiomatic expression. Short readings from a variety of increasingly sophisticated formal and informal sources are used. Students who have already successfully completed SPAN 201 may not earn credit for this course.
SPAN 301 Review Grammar and Composition I (3)
Prerequisite: SPAN 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

SPAN 333 Spanish Life and Culture I (3)
(Conducted in English.) A study of Spanish culture as embodied in its literary, artistic, and social traditions. Emphasis is on historical development. Field trips are included.

SPAN 334 Spanish Life and Culture II (3)
(Conducted in English.) A study of Spanish culture as embodied in its literary, artistic, and social traditions. Emphasis is on contemporary Spain. Field trips are included.

**SPEECH**
Courses in speech (designated SPCH) may be applied as appropriate, for example, toward:
- the general education requirement in communications;
- a major or minor in communication studies; and
- electives.

SPCH 100 Foundations of Speech Communication (3)
(Fulfills the prerequisite for all 300- or 400-level speech courses.) An overview of the principles of communication. Verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 324 Communication and Gender (3)
Prerequisite: Any SPCH course or COMM 300. An investigation of the way communication creates images of male and female. Consideration is given to what constitutes masculine and feminine characteristics, the differences between male and female behavior and styles in communicating, and the implications of those images and styles for interpersonal transactions.

SPCH 482 Intercultural Communication (3)
Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

**STATISTICS AND PROBABILITY**
Courses in statistics and probability (designated STAT) may be applied as appropriate, for example, toward:
- the statistics requirement for a variety of majors and minors;
- a Certificate in Mathematics; and
- electives.

STAT 200 Introduction to Statistics (3)
Prerequisite: MATH 103 or MATH 107. An introduction to statistics. Topics include descriptive statistics, methods of sampling, tables, graphs, percentiles, concepts of probability, normal and chi-square distributions, sampling distributions, confidence intervals, hypothesis testing of one and two means, proportions, binomial experiments, sample size calculations, correlation, and regression. Applications in business, social sciences, and other fields are discussed. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 200, STAT 225, or STAT 230.

STAT 230 Business Statistics (3)
(Formerly BMGT 230.) Prerequisite: MATH 103 or MATH 107. An introduction to the essential concepts of statistics for business and management. Concepts reviewed include descriptive statistics, probability theory, discrete and continuous probability distributions, sampling theory, estimation, hypothesis testing, regression and decision theory. Discussion also covers the application of these concepts to solving problems in business and management. Student may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, SOCY 201, STAT 200, STAT 225, or STAT 230.
THEATRE

Courses in theatre (designated THET) may be applied as appropriate, for example, toward:

- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

THET 110 Introduction to the Theatre (3)

An introduction to the people of the theatre: actors, directors, designers, and backstage personnel. Topics include the core and characteristics of a script, theatrical forms and styles, and theatre history. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.

TURKISH

Courses in Turkish (designated TURK) may be applied as appropriate, for example, toward:

- the general education requirements in the arts and humanities;
- a major or minor in humanities; and
- electives.

TURK 111 Elementary Turkish I (3)

A basic foundation in listening, speaking, reading, and writing in Turkish. Turkish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Turkish speakers orally and in writing at an elementary level.

TURK 112 Elementary Turkish II (3)

Prerequisite: TURK 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Turkish. Turkish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Turkish speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Turkish.

TURK 211 Intermediate Turkish I (3)

Prerequisite: TURK 112. Further development of skills in listening, speaking, reading, and writing in Turkish. Turkish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Turkish speakers orally and in writing at an intermediate level. Class is conducted primarily in Turkish.

TURK 212 Intermediate Turkish II (3)

(Serves as preparation for upper-level courses in Turkish language, culture, and literature.) Prerequisite: TURK 211. Improvement of skills in listening, speaking, reading, and writing in Turkish. Turkish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Turkish speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Turkish.

TURK 333 Turkish Life and Culture I (3)

(Conducted in English.) A study of Turkish and Moslem culture as embodied in literary, artistic, social, and religious traditions. Emphasis is on historical development.

TURK 334 Turkish Life and Culture II (3)

(Conducted in English.) A study of Turkish and Moslem culture as embodied in literary, artistic, social, and religious traditions. Emphasis is on contemporary Turkey.

WOMEN’S STUDIES

Courses in women’s studies (designated WMST) may be applied as appropriate, for example, toward:

- a minor in women’s studies; and
- electives.

WMST 200 Introduction to Women’s Studies: Women and Society (3)

(Fulfills the general education requirement in behavioral and social sciences.) An interdisciplinary study of the status, roles, and experiences of women in contemporary society. Sources from a variety of fields (such as literature, psychology, history, and anthropology) focus on the writings of women themselves.
WRITING

Courses in writing (designated WRTG) may be applied as appropriate toward:
- the general education requirement in communications;
- the major in communication studies; and
- electives.

WRTG 101 Introduction to Writing (3)
(Students for whom English is not a first language should consider taking WRTG 101X instead.) Prerequisite: Satisfactory performance on a placement test or EDCP 103. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: WRTG 101, WRTG 101X, ENGL 101, or ENGL 101X.

WRTG 288 Standard English Grammar (3)
(Formerly ENGL 281. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) An overview of grammatical structures of standard formal and written English. Topics include parts of speech, punctuation, choice and usage of words, sentence patterns, and advanced grammatical issues. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

WRTG 289 Introduction to Principles of Text Editing (3)
(Formerly ENGL 278F. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) An introduction to the practice of editing. Focus is on striving for correctness, consistency, and clarity of style, while writing, evaluating, and rewriting various documents. Students may receive credit for only one of the following courses: WRTG 289 or ENGL 278F.

WRTG 291 Expository and Research Writing (3)
(Fulfills the general education requirement in communications.) Prerequisites: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X) and LIBS 150. Continued practice in critical reading, thinking, and writing skills. Focus is on analyzing, evaluating, and synthesizing diverse sources and viewpoints to develop persuasive and argumentative writing projects. Assignments include written exercises, two short research essays, and a research paper, resulting in a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: WRTG 291, ENGL 291, or ENGL 291H.

WRTG 293 Introduction to Technical and Business Writing (3)
(Formerly COMM 293. Fulfills the general education requirement in communications.) Prerequisites: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X), and LIBS 150. An introduction to the process of technical and business writing. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct workplace prose; and producing a variety of routine professional reports and correspondence. Students may receive credit for only one of the following courses: WRTG 293, COMM 293, or ENGL 293.

WRTG 388 Advanced Grammar and Style (3)
(Formerly ENGL 384. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) An examination of the basic units of grammatical description, the nature of grammatical categories and structures and the reasons for creating and using them, and the application of grammatical concepts to written style. Students may receive credit for only one of the following: ENGL 384 or WRTG 388.

WRTG 390 Writing for Managers (3)
(Formerly COMM 390. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) A practicum in the kinds of writing skills that managers need for the workplace. Communication skills emphasized include planning information, developing reader-based prose, improving personal writing performance and guiding the writing of subordinates, and mastering such writing tasks as strategic plans and performance appraisals. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, or WRTG 390.
WRTG 391 Advanced Expository and Research Writing (3)
(Formerly ENGL 391. Students for whom English is a not a first language should consider taking WRTG 391X instead. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) Instruction and practice in methods of presenting ideas and factual information clearly and effectively. Emphasis is on developing skills fundamental to academic writing. Published writings are discussed and evaluated. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: WRTG 391, WRTG 391X, ENGL 391, or ENGL 391X.

WRTG 393 Technical Writing (3)
(Formerly COMM 393. Students for whom English is a not a first language should consider taking WRTG 393X instead. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) The writing of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the resume, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: WRTG 393, WRTG 393X, COMM 393, COMM 393X, ENGL 393, or ENGL 393X.

WRTG 394 Business Writing (3)
(Formerly COMM 394. Students for whom English is not a first language should consider taking WRTG 394X instead. Fulfills the general education requirement in intensive upper-level writing.) Prerequisite: WRTG 101 (or WRTG 101X, ENGL 101, or ENGL 101X.) An introduction to professional workplace writing. Topics include context, purpose, audience, style, organization, format, technology, results, and strategies for persuasion when writing typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates data analysis and support for conclusions or recommendations is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, ENGL 394X, WRTG 394, or WRTG 394X.
UMUC EUROPE

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HEIDELBERG OFFICE

**Addresses**
University of Maryland University College
Unit 29216
APO AE 09102
(from the U.S. and overseas commands)

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

**Telephone numbers**
Military: DSN 314-370-6762
Civilian: 06221-3780 (within Germany)
+49-6221-3780 (outside Germany)

**Fax**
06221-378300 (within Germany)
+49-6221-378300 (outside Germany)

**E-mail**
edstudent_svc@ed.umuc.edu (for Student Services)

**Web**
www.ed.umuc.edu

UMUC EUROPE LOCATIONS

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

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<th>Afghanistan</th>
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DIRECTORY — UMUC ASIA

UMUC ASIA

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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)

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

Telephone
800-888-UMUC

Fax
301-985-7977

E-mail
umucinfo@umuc.edu

Web
www.umuc.edu
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Baltimore City Community College
Bethesda National Naval Medical Center
Carroll Community College
Cecil Community College
Chesapeake College
College of Southern Maryland (La Plata, Leonardtown, Prince Frederick)
Community College of Baltimore County
Dorsey Station*
Fort Detrick
Fort Meade
Frederick Community College
Garrett Community College
Hagerstown (University System of Maryland)
Hagerstown Community College
Harford Community College
Howard Community College
Laurel College Center
Montgomery College
Patuxent River Naval Air Station
Prince George’s Community College

Shady Grove*
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University of Maryland, College Park
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South Carolina
Fort Jackson

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

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

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Jacksonville Naval Air Station
Mayport Naval Station

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<td>Colleague Associate Professor</td>
<td>Economics, Bus. &amp; Mgmt.; BBA, New Mexico State University; MBA, New Mexico State University; MA, New Mexico State University</td>
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<td>Ailstock, Charles A.</td>
<td>Adjunct Instructor</td>
<td>University of Pennsylvania; MA, Wheaton College</td>
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Brod, Ivan, Adjunct Professor, Bus. & Mgmt.; BA, Hastings College; MA, The Fletcher School of Law and Diplomacy; JD, University of Michigan

Brodie, Doris, Adjunct Assistant Professor, Counseling; BSE, Central Connecticut State University; MS, Central Connecticut State University; EdD, University of Southern California

Brooks, Lisa R., Collegiate Associate Professor, Psychology; BA, University of Southern Maine; MS, University of Montana; PhD, University of Montana

Brown, Pamela M., Adjunct Assistant Professor, Mathematics; BS, Pennsylvania State University; MS, Johns Hopkins University

Brown, Roy A., Adjunct Associate Professor, Management Studies, Bus & Mgmt.; BA, University of Texas; BS, University of Missouri; MSBA, Boston University; MEd, Boston University

Brown, Sidney A., Adjunct Professor, History; BA, University of Hull; MA, University of Maryland, College Park; MEd, University of Manchester; PhD, University of Bradford

Brudowsky, John M., Collegiate Assistant Professor, Mathematics; AB, University of California, Berkeley; Diplom, University of Kaiserslautern

Bunch, Cameron D., Adjunct Associate Professor, Computer Studies, Information Systems; BS, University of Maryland University College; MS, Bowie State University

Burchett, Richard E., Adjunct Associate Professor, Psychology; BA, Western Washington University; PhD, University of California, Riverside

Burga, Robert W., Collegiate Associate Professor, English; Speech; BS, Northwestern University; MA, San Francisco State University; MDiv, Union Theological Seminary

Burman-Holtom, Jane, Adjunct Associate Professor, Bus. & Mgmt.; BBA, University of Oklahoma; MBA, University of Oklahoma

Busch, Angelika, Adjunct Associate Professor, Mathematics; Diplom, Technical University of Mannheim

Butts, Duncan R., Collegiate Professor, Bus. & Mgmt., Mathematics; BS, Arizona State University; MBA, Eastern New Mexico University; EdD, College of William and Mary

Cakir Surmeli, Emine, Adjunct Professor, Turkish; BA, Hacettepe University; MA, Bilkent University; PhD, Cukurova University

Calabresi, Leonello, Adjunct Associate Professor, Computer Studies; Laurea, University of Salerno

Calvin, James B., Adjunct Professor, Psychology, Computer Studies; MA, Kent State University; PhD, Kent State University

Cameron, Janice K., Adjunct Associate Professor, Computer Studies; MBA, University of Warwick

Campbell, Helen S., Collegiate Professor, Bus. & Mgmt., Criminal Justice; MM, Yale University; MSW, California State University, Los Angeles; JD, Temple University

Campbell, Leslie W., Adjunct Assistant Professor, Computer Studies, Bus. & Mgmt.; BS, University of West Florida; PhD, Nova University

Campbell, Philip C., Collegiate Professor, Sociology; BS, Eastern Michigan University; MA, University of Iowa; PhD, University of Iowa

Cann, Brian, Collegiate Associate Professor, Mathematics; BS, University of Warwick; ME, University of Sheffield; PGCE, University of Sussex

Cantor, Roberto, Adjunct Associate Professor, Italian; Laurea, University of Venice

Capirail, Maria Camille, Adjunct Assistant Professor, Mathematics; BA, University of Southern California; MS, University of Nevada, Las Vegas

Capparelli, Margo R., Sociology; BA, Rutgers University; MA, Northeastern University; PhD, Northeastern University

Carder, Jennifer B., Adjunct Associate Professor, Biology, Chemistry; BS, Towson University; MS, University of Tennessee, Knoxville; PhD, University of Hawaii

Cardwell, Kevin F., Adjunct Associate Professor, Computer Studies; BS, National University; MS, Southern Methodist University

Carlucci, Michele, Adjunct Instructor, Italian; BS, Georgetown University

Cassel, Diana G., Adjunct Instructor, English; BA, Smith College; MA, State University of New York, Buffalo; MLS, State University of New York, Buffalo

Celle, Olga R., Adjunct Professor, Sociology; MA, University of Iowa; PhD, University of California, Santa Cruz

Chambers, Deborah E., Adjunct Instructor, Accounting; BS, University of South Florida; MS, University of South Florida

Chomiak, Anna M., Collegiate Professor, Psychology, Bus & Mgmt.; BS, Butler University; MS, Oklahoma State University; PhD, Oklahoma State University

Churchville, Patrick R., Adjunct Assistant Professor, Bus & Mgmt.; BA, University of Maryland University College; MBA, University of Central Florida

Cobb, Melvin N., Collegiate Associate Professor, Computer Studies, Mathematics; BS, University of California, Berkeley; MSEE, Santa Clara University; MS, University of Hawaii

Colby, Sarah T., Adjunct Associate Professor, Art History; BS, Brigham Young University; MA, Brigham Young University

Cole, Trafford R., Adjunct Professor, Psychology; Laurea di Dortore, University of Padua

Coleman, Margo S., Collegiate Professor, Psychology, BA, Connecticut College; MA, University of Chicago; PhD, Hahnemann University

Collison, Earl B., Adjunct Professor, Criminal Justice, Sociology; BS, California State University, Fresno; MS, California State University, Fresno; PhD, University of Edinburgh

Cooley, Charles P., Adjunct Instructor, Biology; BSN, Central Methodist College; MSN, Duke University
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<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Degree(s)</th>
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<td>Council, James T.</td>
<td>Collegiate Associate</td>
<td>University of Southern California; Columbia University</td>
<td>MA, Columbia University; MA, Union Theological Seminary</td>
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<td>Cox, Aysen A.</td>
<td>Adjunct Associate</td>
<td>Bogazici University</td>
<td>BS, Bogazici University; ME, University of Florida</td>
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<td>Cutting, Laurence</td>
<td>Adjunct Associate</td>
<td>Boston University</td>
<td>MS, University of Wisconsin; MS, University of Florida</td>
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<td>Daneker, Roger G.</td>
<td>Adjunct Instructor</td>
<td>University of Maryland College</td>
<td>BS, University of Maryland College</td>
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<td>Darab, Thomas J.</td>
<td>Collegiate Associate</td>
<td>University of Montclair State College</td>
<td>BA, John J. Pershing College; MA, University of Southern California; MIM, American Graduate School of International Management</td>
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<td>Dangel, Terri L.</td>
<td>Adjunct Associate</td>
<td>Montclair State College</td>
<td>French; MA, Royal College</td>
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<td>Darab, Thomas J.</td>
<td>Collegiate Associate</td>
<td>University College of Idaho; University of Idaho</td>
<td>BA, College of Idaho; MA, Utah State University; PhD, University of Utah</td>
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<td>Di Stefano, Denise M.</td>
<td>Collegiate Associate</td>
<td>The American University</td>
<td>Psychology; BA, The American University; JD, The American University</td>
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<td>Dittmeier, Daniel T.</td>
<td>Adjunct Assistant Professor</td>
<td>University of New Hampshire; Manchester; MBA, Golden Gate University</td>
<td>Management Studies; BA, University of New Hampshire; Manchester; MBA, Golden Gate University</td>
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<td>Dolan, Carol A.</td>
<td>Collegiate Professor</td>
<td>Saint Michael's College; University of North Carolina, Greensboro; PhD, University of North Carolina, Greensboro</td>
<td>Psychology; BA, Saint Michael's College; MA, University of North Carolina, Greensboro; PhD, University of North Carolina, Greensboro</td>
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<td>Dorny, Mark R.</td>
<td>Collegiate Associate</td>
<td>University of Utah</td>
<td>English; BA, University of Utah; MA, University of Utah</td>
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<td>Drouet, Joel</td>
<td>Adjunct Assistant Professor</td>
<td>Northeast Louisiana University</td>
<td>French; BA, Northeast Louisiana University; MA, University of Oklahoma</td>
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<td>Dryden, Konrad C.</td>
<td>Adjunct Professor</td>
<td>University of Maryland College</td>
<td>German; BA, University of Maryland College; MA, California State University, Dominguez Hills; Dr.phil., University of Marburg</td>
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<td>Dua, Patrick</td>
<td>Adjunct Professor</td>
<td>University of Heidelberg</td>
<td>German; BA, University of Heidelberg; Dr.phil., University of Heidelberg</td>
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<td>Dullmaier, Karl-Heinz</td>
<td>Adjunct Associate</td>
<td>University of Mannheim</td>
<td>Professor; BA, University of Mannheim</td>
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<td>Michigan State University</td>
<td>Professor; BA, Michigan State University; MA, University of South Carolina</td>
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Flores, Maria V., Adjunct Associate Professor, Spanish; BA, University of Tennessee; Knoxville, MA, University of Tennessee, Knoxville

Foehr, Sherry L., Adjunct Associate Professor, History; BA, Wesleyan University; MA, Georgetown University; PhD, University of Hawaii

Fournier, Constance A., College; MA, Georgetown University; MA, University of Hawaii; PhD, University of Hawaii

Fowler, James E., Adjunct Instructor, Mathematics; BSc, University of Reading; PGCE, University of Cambridge

Fox, Raymond G., PGCE, University of Cambridge

Frey, Sherry L., Adjunct Professor, English; MA, University of Reading; BA, University of Reading; MA, University of Reading; PhD, University of Reading

Gewirtz, Aaron A., College Associate Professor, English; MA, University of Reading; BA, University of Reading; MA, Northeastern University; MA, University of Reading; MA, University of Reading

Gillette, Philip D., College Associate Professor, Sociology, Spanish; BA, University of California, Los Angeles; MA, University of California, Los Angeles

Glass, Frank P., College Associate Professor, English, Theatre; BA, Oklahoma State University; MA, Oklahoma State University; PhD, University of Texas

Glover, Jeremy, College Associate Professor, Bus. & Mgmt., Criminal Justice; LLB, University of Warwick; LLM, University of Toronto; LLM, University of Warwick

Goeke, Josef, Adjunct Professor, History; MA, Pennsylvania State University; Dr.phil., University of the Ruhr

Goeller, Alison D., College Associate Professor, English; BA, West Chester University; MA, Villanova University; PhD, Temple University

Gooing, Stephanie B., College Instructor, English; BA, California State University, Long Beach; MA, California State University, Long Beach

Gorter, Susan M., College Associate Professor, Mathematics; BA, Montclair State College; MS, Delft University of Technology

Gould, Leslie R., Adjunct Instructor, Bus. & Mgmt.; BA, University of Memphis; MBA, University of Phoenix

Gould, Robert W., Adjunct Associate Professor, Accounting; BA, Oberlin College; MBA, University of California, Berkeley

Griffith, Peter R., Adjunct Instructor, Art History; BA, Middlebury College; MA, University of Massachusetts

Grey, Robert A., College Instructor, German; BA, Brigham Young University

Griggs, Deborah K., Adjunct Associate Professor, English, Communications; BA, San Francisco State University; MA, San Francisco State University

Grigianti, Antonella, Adjunct Instructor, Italian; University of Padua

Gross-Raath, Claudia C., Adjunct Assistant Professor, Art History; MA, University of Bonn

Gruetter, Richard C., College Associate Professor, Art History; AB, Occidental College; MFA, Claremont Graduate School

Gualtieri, Paolo, Adjunct Professor, Biology, Computer Studies; Laurea, University of Pisa

Güngördü, Nafia F., Adjunct Associate Professor, Computer Studies; BS, University of Bosphorus; MS, University of Bosphorus

Hadjidakis, Spyros, Adjunct Professor, Economics; BA, Degree College; MA, University of Reading; PhD, University of Reading

Hady-Robson, Barry, Adjunct Associate Professor, Bus. & Mgmt.; BA, University of Durham; MS, University of Leeds

Hamilton, Brett, College Associate Professor, Bus. & Mgmt.; BA, University of California, Los Angeles; PhD, University of California, Los Angeles

Hardin, Linda L., Adjunct Assistant Professor, Computer Studies, English; BS, Appalachian State University; MA, Appalachian State University

Harlowe, William N., College Associate Professor, Gov. & Pol., History; AB, University of California, Berkeley; MA, University of California, Berkeley

Harris, Albert L., Adjunct Professor, Bus. & Mgmt., Computer Studies; BS, Indiana University; MS, George Washington; PhD, Georgia State University

Hartman, Robert, College Professor, Psychology; BA, San Diego State University; MA, United States International University; PhD, United States International University

Hastings, Howard, College Associate Professor, English, Communications; BA, Eastern Montana College; MA, University of Montana

Hatlie, Mark R., Adjunct Instructor, History; BA, St. Olaf College; MA, University of Constance

Hawley, Robert V., Adjunct Assistant Professor, Biology, DVM, Oklahoma State University

Hayes, William M., Adjunct Associate Professor, Computer Studies; BA, Northwestern University; MA, Pennsylvania State University; MIM, American Graduate School of International Management
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<td>Heisler, Eva L.</td>
<td>Collegiate Associate Professor, English, Art History</td>
<td>BA, Kirkland and Hamilton College; MA, Syracuse University; PhD, Ohio State University</td>
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<td>Henderson, William C., II</td>
<td>Collegiate Professor, Bus. &amp; Mgmt., Criminal Justice</td>
<td>BS, Babson College; JD, Boston University; LLM, George Washington University</td>
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<td>Henders, Patricia M.</td>
<td>Collegiate Associate Professor, Biology</td>
<td>BS, Birmingham Southern College; Diplom, University of Freiburg</td>
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<td>Henrich, Elmar J.</td>
<td>Adjunct Assistant Professor, History</td>
<td>BA, Dalhousie University; MA, Dalhousie University; PhD, York University</td>
</tr>
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<td>Heisler, Patricia A.</td>
<td>Adjunct Instructor, Library Research</td>
<td>BA, Sweet Briar College; MLIS, University of South Carolina</td>
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<td>Herrin, Jennifer L.</td>
<td>Adjunct Assistant Professor, English</td>
<td>BS, University of Oklahoma; MS, Oklahoma State University</td>
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<td>Hibler Tuchrello, Anita</td>
<td>Adjunct Professor, English, Communications</td>
<td>BA, University of Dayton; MA, University of Wisconsin; PhD, George Washington University</td>
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<td>Hinkey, Lynne M.</td>
<td>Adjunct Assistant Professor, Biology</td>
<td>BS, University of the Virgin Islands; MA, University of Rhode Island; PhD, University of Puerto Rico</td>
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<td>Hinz, Yurek K.</td>
<td>Adjunct Instructor, Management Information Systems</td>
<td>MS, Bowie State University</td>
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<td>Hlucky, Stefanie L.</td>
<td>Adjunct Instructor, Spanish</td>
<td>BA, State University of New York at Binghamton; MA, Hunter College</td>
</tr>
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<td>Hoag, Bruce G.</td>
<td>Adjunct Assistant Professor, Bus. &amp; Mgmt.</td>
<td>BS, University of Maryland University College; MPA, Troy State University; PhD, University of Manchester</td>
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<td>Hoepfner, Helga</td>
<td>Adjunct Associate Professor, German</td>
<td>Diplom, University of Wuerzburg</td>
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<td>Holladay, Gae A.</td>
<td>Collegiate Professor, English, Communications</td>
<td>BA, University of Nevada, Las Vegas; MA, University of Nevada, Las Vegas; MEd, Temple University; PhD, Arizona State University</td>
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<tr>
<td>Hopkins, David E., Jr.</td>
<td>Collegiate Instructor, English</td>
<td>BA, University of Maryland University College; MA, Saybrook Institute; MA, University of Maryland, College Park</td>
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<td>Hosch, Mary L.</td>
<td>Adjunct Assistant Professor, Psychology</td>
<td>BS, Longwood College; MSW, University of Tennessee, Memphis</td>
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<td>House, Frank C.</td>
<td>Adjunct Professor, Astronomy, Computer Studies</td>
<td>BS, Trinity College, Dublin; PhD, York University</td>
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<td>Houston, Emine</td>
<td>Adjunct Instructor, Mathematics</td>
<td>BS, Fayetteville State University; MS, Fayetteville State University</td>
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<td>Howell-Kubler, Alexa N.</td>
<td>Adjunct Assistant Professor, Biology</td>
<td>BS, Southwest Missouri State University; MS, University of Washington</td>
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<td>Huffman, William H.</td>
<td>Adjunct Professor, Counseling</td>
<td>BA, East Carolina University; MAEd, East Carolina University; PhD, Duke University</td>
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<td>Hull, Bruce W.</td>
<td>Collegiate Associate Professor, History</td>
<td>BA, University of California, Riverside; MA, University of California, Riverside</td>
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<td>Hull, Monique</td>
<td>Adjunct Instructor, Biology</td>
<td>BA, University of Colorado</td>
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<td>Hunsberger, Roger</td>
<td>Collegiate Professor, English</td>
<td>BS, Arizona State University; MA, Indiana State University; MS, Vanderbilt University; PhD, University of East Anglia</td>
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<td>Jablonske, Sandra</td>
<td>Adjunct Instructor, German, English</td>
<td>BA, University of Trier; MA, Clark University; MA, University of Trier</td>
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<td>Jameson, Patricia A.</td>
<td>Adjunct Instructor, Counseling, Psychology</td>
<td>BS, University of Maryland University College; MA, University of Maryland, College Park</td>
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<td>Jarvis, Zdenka J.</td>
<td>Adjunct Assistant Professor, Biology</td>
<td>MS, Institute of Chemical Technology; PhD, Charles University</td>
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<td>Jeswein, Kathy S.</td>
<td>Collegiate Associate Professor, German</td>
<td>BA, Valparaiso University; MA, State University of New York, Buffalo</td>
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<td>John, Mervyn R.</td>
<td>Adjunct Instructor, Economics</td>
<td>BSc, University of London; PGCE, University of London</td>
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<td>Johnson, Mark A.</td>
<td>Adjunct Assistant Professor, Psychology, Counseling</td>
<td>BS, University of Minnesota, Duluth; MS, University of Wisconsin; PhD, Fielding Institute</td>
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<td>Johnson, Warren R.</td>
<td>Collegiate Associate Professor, Sociology</td>
<td>BA, Northern Illinois University; MA, Northern Illinois University</td>
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<td>Jones, Jacob J.</td>
<td>Collegiate Assistant Professor, History</td>
<td>BA, Washington and Lee University; MA, Purdue University; PhD, Purdue University</td>
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<td>Jones-Palm, Diane</td>
<td>Collegiate Professor, Sociology</td>
<td>BS, University of Illinois; MSW, Portland State University; PhD, Emory University</td>
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<td>Kalfaoglu, Turgut</td>
<td>Adjunct Associate Professor, Computer Studies</td>
<td>BS, Elmira College; MS, Ege University</td>
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<td>Kavadari, Gungor</td>
<td>Adjunct Associate Professor, Turkish</td>
<td>BA, Robert College; MA, Robert College; MS, University of Nottingham</td>
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<td>Keating, John</td>
<td>Adjunct Associate Professor, Psychology</td>
<td>BA, College of William and Mary; MEd, College of William and Mary</td>
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<td>Collegiate Associate Professor, Bus. &amp; Mgmt.</td>
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<td>Adjunct Instructor, English</td>
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<td>Collegiate Professor, Computer Studies</td>
<td>BA, Bowdoin College; MS, State University of New York, Stony Brook; PhD, State University of New York, Stony Brook</td>
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<td>Kerr, William O., Jr.</td>
<td>Collegiate Professor, Philosophy, Psychology</td>
<td>BA, Saint Bonaventure University; MA, Antioch University; MA, State University of New York, Buffalo; PhD, State University of New York, Buffalo</td>
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Kissick, Gary R., Collegiate Professor, English; BA, Miami University; MFA, University of Iowa

Koch, Kathleen L., Collegiate Professor, English, Communications; BS, Keene State College; MA, Keene State College; MPhil, Drew University; D Liu, Drew University

Komar, Raymond E., Collegiate Associate Professor, English, Speech; BA, La Salle Seminary; BA, University of Houston; MA, University of Texas; PhD, University of Houston

Kovach, Kenneth J., Collegiate Professor, Public Administration, Bus. & Mgmt.; BS, University of Tennessee, Knoxville; MA, University of Wisconsin, Platteville; MA, Loras College

Kissick, Gary R., Collegiate Professor, Public Administration, Bus. & Mgmt.; BS, University of Tennessee, Knoxville; MA, University of Texas; PhD, University of Houston

Kooy, Corina, Adjunct Assistant Professor, Bus. & Mgmt.; BA, University of Utrecht; MA, University of Amsterdam

Kuenne, Brunhilde M., Collegiate Associate Professor, German; BA, University of Colorado; MS, University of Southern California

Kurmann, Werner G., Adjunct Associate Professor, German; Staatsexamen, University of Erlangen

Kurz, Manfred A., Adjunct Associate Professor, German; Lehramtsprüfung, University of Munich

Ladelfa, Joseph, Collegiate Associate Professor, Computer Studies, Mathematics; BS, St. John Fisher College; MS, Bowie State University

Lalena, John N., Adjunct Assistant Professor, Chemistry; BS, Louisiana State University, Shreveport; MS, University of New Orleans; PhD, University of New Orleans

Lampp, Roland, Adjunct Associate Professor, Computer Studies, Mathematics; Diplom, University of Karlsruhe

Langan, William B., Adjunct Assistant Professor, Gov. & Pol.; BA, Villanova University; MSBA, Boston University; MA, University of Kansas; PhD, University of Kent at Canterbury

Leahy, Anna, Adjunct Associate Professor, Italian; Laurea, University of Naples

Leitch, Gordon A., Collegiate Professor, Economics; BA, Hillsdale College; MA, Tulane University; PhD, Tulane University

Lemons, Melissa P., Adjunct Assistant Professor, Psychology; BA, Yale University; MS, University of California, San Diego

Lerner, Bruno, Adjunct Professor, History, German; Dr. phil., University of Vienna

Levin, Tobe J., Collegiate Professor, English; BA, Ithaca College; Maitrise, University of Paris; MA, Cornell University; MA, New York University in Paris; PhD, Cornell University

Lindquist, Sheryl R., Adjunct Associate Professor, English; BA, University of Wisconsin, Platteville; MA, Loras College

Lopez, Louis, Jr., Adjunct Assistant Professor, Bus. & Mgmt., Management Studies; BS, University of Maryland University College; MS, Central Michigan University; PhD, Capella University

Lunt, Steven A., Adjunct Associate Professor, Economics; BS, Kansas State University; MS, Fort Hays State University

MacGregor, James W., Collegiate Associate Professor, English, Speech; BS, Columbia College; AM, Indiana University; MEd, John Hopkins University

Mackles, Joshua, Collegiate Associate Professor, Mathematics; BA, State University of New York, Binghamton; MA, University of Wisconsin

Mahanty, Aroop, Adjunct Professor, Bus. & Mgmt., Economics; BA, University of Wyoming; MA, Colorado State University; PhD, Colorado State University

Maksimyadis, Niko, Adjunct Assistant Professor, Anthropology, Management Studies; AB, University of California, Berkeley; MA, University of Chicago; MBA, University of Chicago

Mandola, Mary J., Collegiate Associate Professor, Art History; BA, Michigan State University; MA, Michigan State University

Manley, Craig A., Adjunct Instructor, English; BA, University of Maryland University College; MA, California State University, Dominguez Hills

Mann, Robert E., Collegiate Professor, Public Administration, Bus. & Mgmt.; 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 Colorado; PhD, University of Northern Colorado

Marenka, Stephen, Jr., Collegiate Associate Professor, Computer Studies; BS, University of Maryland, College Park; MBA, St. Mary's University; MS, Bowie State University

Marotta, Samuel A., Adjunct Associate Professor, History; BA, Loyola University of Chicago; PhL, Loyola University of Chicago; MA, Loyola University of Chicago; Cand. Phil, University of Michigan

Marsh, Devin L., Adjunct Assistant Professor, Psychology; BA, Westminster College; MS, Washington State University; PhD, Washington State University

Martin, Carroll Q., Collegiate Associate Professor, Mathematics, Biology; BS, United States Air Force Academy; MS, Colorado State University

Massey, Barry H., Adjunct Professor, Bus. & Mgmt., Chemistry; MBA, INSEAD; PhD, Brunel University

Matthews, Jeffry, Adjunct Associate Professor, English, Communications; BA, University of Maryland University College; MA, University of Hawaii

Mattsson-Smith, Dorrit H., Adjunct Professor, Mathematics; AB, Vassar College; MA, Columbia University Teachers College; PhD, Pontifical Catholic University of Sao Paulo
Maus, Marilyn E., Collegiate Professor, Bus. & Mgmt.; BA, Moorhead State University; BS, Moorhead State University; MS, Moorhead State University; DBA, Mississippi State University

Mavruk, Can, Adjunct Instructor, Mathematics; Baccalaureate, Çukurova University; MS, Illinois Institute of Technology

McCord, Mark C., Adjunct Assistant Professor, Bus. & Mgmt.; BS, University of Maryland University College; MBA, East Texas State University; MS, East Texas State University

McCulloch, Scott A., Adjunct Associate Professor, University; MS, Touro University International

McFarland-Icke, Bronwyn R., Adjunct Associate Professor, History, Philosophy; BA, Brandeis University; MA, University of Chicago; PhD, University of Chicago

McHan, Jane, Collegiate Professor, Psychology; BSN, University of Tennessee; MPH, Harvard University; MA, University of Memphis; PhD, Tulane University

McIlroy, Rosemary, Adjunct Associate Professor, Spanish; MA, University of Glasgow

McKee, Jennifer L., Adjunct Assistant Professor, Chemistry, Biology; BA, Syracuse University; MS, University of Colorado, Colorado Springs

McMahon, Carol, Adjunct Professor, Psychology; BS, University of Miami; BS, University of Florida; MA, State University of New York, Albany; MS, George Washington University

McNellie, James P., Adjunct Associate Professor, Administration, Business; BA, Arizona State University; MS, University of Illinois, Chicago

McKee, Jennifer L., Collegiate Associate Professor, Psychology; BA, University of South Africa; BA, University of the Witwatersrand; MA, University of South Africa

McNellie, Aliero, Adjunct Associate Professor, Italian; Laurea, University of Perugia

McNeely, Christopher D., Collegiate Professor, English, Philosophy; BA, Marist College; MA, Columbia University; Dr.phil., University of the Saar

Meneses, George H., Collegiate Associate Professor, English, Portuguese; BA, California State College, Stanislaus; MA, University of California, Davis

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

Metz, Richard S., Adjunct Instructor, Computer Studies; BA, State University of New York, Albany; MA, George Washington University

Milano, Enzo, Adjunct Associate Professor, Italian; Laurea, Oriental Institute, Naples

Milano, Rosanna, Adjunct Instructor, Italian; Laurea, Oriental Institute, Naples

Millington, Walter S., Adjunct Associate Professor, Bus. & Mgmt.; BA, University of Oklahoma; MBA, Syracuse University

Mircheva, Marion S., Adjunct Professor, Mathematics; Diplom, University of Sofia; PhD, University of Sofia

Mitra, João L., Adjunct Associate Professor, English; BA, University of South Africa; BA, University of the Rand; BA, University of the Witwatersrand; MA, University of South Africa

Mueller, William, Collegiate Associate Professor, History; BA, University of Massachusetts, Amherst

Moon, David S., Adjunct Assistant Professor, Computer Studies, Mathematics; BS, University of Arizona; PhD, Harvard University

Moss, James, Collegiate Associate Professor, English, Philosophy; AB, College of William and Mary; MA, St. John’s College

Mousalimas, Sotiros A., Adjunct Professor, Anthropology; BA, Hellenic College; MDiv, Holy Cross College; MST, University of Oxford; Dr.phil., University of Oxford

Muldoon, William J., Collegiate Instructor, Govt. & Pol.; BA, Ashland University; MA, Boston College

Murphy, Thomas K., Collegiate Associate Professor, History; BA, Catholic University of America; MA, Catholic University of America; PhD, University of Illinois, Chicago

Muscinelli, Aliero, Adjunct Associate Professor, History; BA, University of Perugia

Naas, Joseph W., Collegiate Professor, English, Speech; BS, University of Kansas; MA, University of Kansas; JD, University of Kansas

Navarra, James C., Collegiate Associate Professor, Mathematics; BS, United States Air Force Academy; MS, University of California, Los Angeles

Nawrocki, Aloysius D., Adjunct Professor, Physics, Mathematics; MS, Indiana University; MSW, Our Lady of the Lake University; PhD, University of Illinois

Nebbitt, George C., Collegiate Professor, Govt. & Pol.; Economics; BA, Arizona State University; MA, Arizona State University; Dr.phil., University of Wuerzburg

Nedlin, Gennady M., Collegiate Professor, Mathematics; Diplom, Chernishevsky State University; PhD, A. Ioffe Physical-Technological Institute

Neubert, Gunter H., Adjunct Associate Professor, Mathematics; BS, University of Michigan; MS, University of Texas, El Paso

Newkirk, Charles R., Collegiate Associate Professor, Govt. & Pol.; BS, United States Naval Academy; MA, University of Maryland, College Park

Nicoll, Frank C., Jr., Adjunct Instructor, Italian; BA, San Francisco State University

Nolan, John S., Collegiate Professor, History; BA, Centre College; MA, Tulane University; PhD, Tulane University

Nucci, Barbara D., Collegiate Associate Professor, Italian; BA, Mount Holyoke College; BA, University of Maryland University College; EdM, Boston University

Obermeier, Wolfgang, Adjunct Associate Professor, Computer Studies; Diplom, Technical University of Furtwangen

O’Brien, Linda K., Collegiate Associate Professor, Art History; Lic., Free University of Brussels
Ochs, Achim F., Adjunct Instructor, Studio Art; Diplom, Technical University of Mannheim

Ochs-Oliver, Diane, Adjunct Associate Professor, Govt. & Pol.; BA, University of Maryland University College; MA, Boston University

Olcott, Susan A., Professor, University of New Hampshire

Olsen, Mary E., Adjunct Professor, English; BA, Colby College; MS, University of New Hampshire

Olsen, Mary E., Adjunct Professor, English; BA, Colby College; MA, University of Arizona; MA, University of Minnesota

Orguze, Emmanuel D., Collegiate Associate Professor, Sociology, MA, California State University, Fullerton; PhD, New School for Social Research

Painter, Kerry C., Collegiate Associate Professor, Computer Studies; BA, University of Hawaii; MS, Drexel University

Parente, Flaviana, Adjunct Instructor, Italian; Laurea, Oriental Institute, Naples

Park, Ralph E., Collegiate Associate Professor, Govt. & Pol.; BA, Lock Haven University of Pennsylvania; MA, Troy State University

Parkinson, Joshua S., Adjunct Instructor, English; BA, University of Utah; MA, University of Utah

Pate, Sandra K., Collegiate Professor, Bus. & Mgmt.; BS, University of Nebraska, Kearney; MBA, University of Nebraska; PhD, University of North Texas

Pawlak-Cleet, Rebecca J., Collegiate Associate Professor, Sociology, Criminal Justice; BA, Central Connecticut State University; MA, University of Connecticut; JD, Quinnipiac College

Payne, Christopher, Adjunct Professor, Computer Studies; BS, University of London; MSc, University of Newcastle Upon Tyne; PhD, University of Liverpool

Peacock, Jennifer, Adjunct Instructor, German; BA, University of Colorado; MA, Kent State University

Peers, Elizabeth, Mathematics; BS, Metropolitan State College of Denver; MA, Grand Canyon University

Pepper, Alan S., Collegiate Associate Professor, Bus. & Mgmt.; BA, University of Maryland University College; BS, University of Illinois; MSBA, Boston University

Perkins, Leasa L., Collegiate Associate Professor, Computer Studies; BA, University of Maryland University College; MSIT, University of Maryland University College

Pickering, Andrew J., Adjunct Associate Professor, Computer Studies; BA, University of Essex; MSc, University of Essex

Pinebrook, Sharon H., Adjunct Professor, Bus. & Mgmt., Management Studies; BBA, University of Houston; BS, University of Houston; MS, Texas A&M University; EdD, Virginia Polytechnic Institute and State University

Pinebrook, William E., Adjunct Professor, Mathematics, Sciences; BSEE, Royal Netherlands Naval Academy; BSEE, New York Institute of Technology; MS, Florida Atlantic University; PhD, University of Houston

Planelles, Juan, Adjunct Instructor, Spanish; BA, University of Seville

Pleiss, Kerstin S., Collegiate Instructor, Speech, Communications; BA, Western Illinois University; MA, Ball State University

Polser, Kymberly, Adjunct Instructor, Bus. & Mgmt.; BS, University of Arizona; MPA, University of Oklahoma

Powers, Richard J., Collegiate Associate Professor, English; BA, Wake Forest University; MA, New York University

Price, Brian K., Adjunct Professor, Psychology, Counseling; BS, Central Missouri State University; MSEd, University of Kansas; PhD, Iowa State University

Pulido, Pilar M., Collegiate Assistant Professor, Management Information Systems, Computer Studies; BA, University of Maryland University College; MSIT, University of Maryland University College

Radinovsky, Lisa M., Adjunct Associate Professor, English; AB, Princeton University; PhD, Duke University

Rambow, Andreas, Adjunct Associate Professor, Bus. & Mgmt.; BS, George Mason University; MBA, Marymount University

Raphael-Hernandez, Heike J., Adjunct Professor, English; Diplom, University of Heidelberg; MA, University of Louisville; Dr.phil., University of Heidelberg

Ratcliff, Bill G., Adjunct Associate Professor, History; BA, Cameron University; MS, Cameron University

Reale, Anthony V., Adjunct Associate Professor, Economics; BA, Northeastern University; MSBA, Boston University

Reuterman, Francis W., Collegiate Associate Professor, Sociology, Computer Studies; AB, Our Lady of the Snows College; BA, University of Maryland University College; BS, University of Maryland University College; MS, Saint Louis University

Ribic, Ayla, Adjunct Instructor, Bus. & Mgmt., Management Studies; BA, Rochester Institute of Technology; MBA, Cypress College

Richards, Stephen E., Collegiate Professor, English, German; BA, University of Cambridge; MA, Cornell University; MA, University of Cambridge; PhD, Cornell University

Richardson, Phillip, Collegiate Associate Professor, Bus. & Mgmt., Computer Studies; BS, United States Air Force Academy; MA, University of Hawaii; MBA, University of Arizona

Richmond, Peter, Adjunct Associate Professor, Accounting; BA, Dartmouth College; MBA, Amos Tuck School of Business

Riether, Andreas, Adjunct Associate Professor, Dutch, MEng, Catholic University of Nijmegen

Riggs, John, Collegiate Professor, Public Administration, Bus. & Mgmt., Govt. & Pol.; BA, University of Cincinnati; MA, University of Cincinnati; PhD, University of Cincinnati

Rockenhaus, Melanie A., Adjunct Instructor, English; BA, University of Dallas; MA, Emory University

Rogowski, Simona G., Collegiate Instructor, English; BA, Pepperdine University; MA, St. John’s College

Romain, Ashley M., Collegiate Associate Professor, English, Communications; BA, University of Kent at Canterbury; MA, University of Kent at Canterbury
/** */

FACULTY

Root, Charles A., Jr., Collegiate Associate Professor, Theatre, Speech; BS, Texas A&M University; MS, Texas A&M University

Roou, John C., Adjunct Instructor, Mathematics; BS, United States Military Academy; MA, University of Wisconsin, Green Bay

Rosser, Robert L., Collegiate Professor, English, Theatre; BA, Conception Seminary College; MA, Conception Seminary College; STB, Catholic University of America; MA, Florida State University; PhD, University of Southern California

Rossman, Patricia A., Adjunct Assistant Professor, Bus. & Mgmt.; BS, Northwood Institute; MAcc, Indiana University

Rowson, Rebecca, Adjunct Associate Professor, Computer Studies, Information Systems Management; BA, North Carolina State University; MS, North Carolina A&T State University; MS, University of Southern Mississippi

Rugg, Gerald D., Adjunct Associate Professor, Computer Studies, Natural Science; BS, Texas A&M University; MS, Brown University

Ruiz-Cañavate, Antonio, Adjunct Professor, Biology, Chemistry; MS, Naval Postgraduate School; PhD, Naval Postgraduate School

Russo, Roberto, Adjunct Professor, Mathematics, Chemistry; laurea, University of Naples

Rysten, Felix S., Collegiate Professor, English; BA, University of Miami; BS, University of Miami; MA, University of Miami; PhD, University of Southern California

Sagella, Mary Ann T., Adjunct Professor, Italian; BA, Connecticut College; MA, University of Connecticut; PhD, University of Connecticut

Sartain, Stephen P., Adjunct Assistant Professor, Arabic, Computer Studies; BA, University of New York, Regents College; MA, Bowie State University

Saunders, David J., Collegiate Associate Professor, Mathematics; BA, University of West Florida; MS, Naval Postgraduate School

Scano, Concetta M., Adjunct Instructor, Italian; MA, University of Rome

Schepf, Carl A., Adjunct Associate Professor, Computer Studies; BA, University of Florida; MS, University of Southern California

Scheulling-Nicholson, Birgit, Adjunct Instructor, German, French; BA, University of North Dakota; Magister, University of Trier

Schlundt, Ronald A., Collegiate Professor, History; BA, Valparaiso University; PhD, Rice University

Schmidt, Franziska, Collegiate Instructor, English, German; Diplom, University of Heidelberg; MA, University of Massachusetts, Amherst

Schmidt, Thomas G., Adjunct Assistant Professor, Counseling, Psychology; BS, University of Iowa; MEd, Boston University; PhD, University of Connecticut

Schmitt, Linda, Collegiate Associate Professor, German; BA, University of Wisconsin; MA, University of Wisconsin

Schreiner, Andrea M., Adjunct Assistant Professor, German; Staatl. Prüfung, Neunkirchen City Seminar Studies; Staatl. Prüfung, University of the Saar

Schultz, Walter W., Collegiate Associate Professor, Mathematics; BS, Indiana Institute of Technology; MS, University of Idaho

Schulz, Gerhard A., Adjunct Professor, German; Dr.phil., Technical University of Frankfurt

Schwarzkopf, Hartmut H., Adjunct Professor, Bus. & Mgmt.; BA, Wagner College; JD, New England School of Law; Dr.Jur., University of Heidelberg

Scott-Drew, Suzanna R., Adjunct Associate Professor, Biology; BSc, University of Leicester; PhD, University of Cambridge

Sedran, Licia, Adjunct Instructor, Italian; laurea, University of Udine

Seeholzer, Roger V., Adjunct Instructor, Computer Studies; BS, University of Southern Maine; MS, Bowie State University

Seminara, Lella, Adjunct Associate Professor, Italian; laurea, University of Catania

Sepe, Joseph, Adjunct Professor, Biology; BS, Elmira College; MD, University of Naples

Sepeda, Toni E., Collegiate Professor, English; BA, University of West Florida; MA, University of West Florida; PhD, University of Reading

Serrano, Hilda I., Adjunct Instructor, Biology; BS, University of Puerto Rico; DPM, Barry University

Sirimanne, Quintus F., Adjunct Instructor, Mathematics; BS, Hatfield Polytechnic

Siston, Amy K., Adjunct Associate Professor, Psychology; BSc, Loyola University of Chicago; PhD, Illinois Institute of Technology

Skidmore, Wayne F., Adjunct Associate Professor, Computer Studies; BA, Portland State University; EdM, Boston University

Skoog, M. Aline, Collegiate Associate Professor, Bus. & Mgmt.; BA, Monterey Institute of Foreign Studies; MBA, Monterey Institute of Foreign Studies

Slane, Dorothy A., Adjunct Professor, History, Art History; AB, Bryn Mawr College; MA, Texas A&M University; PhD, Bryn Mawr College

Sokolowski, Denise, Library Research, BA, California State College, Stanislaus; MLIS, University of California, Berkeley

Sola, Andrew R., Collegiate Assistant Professor, English, Philosophy; BA, Washington University; PhD, University of East Anglia

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

Souverein, Ronald F., Collegiate Professor, Mathematics; BSc, University of Amsterdam; MS, University of Amsterdam

Spieza, Antonio, Adjunct Associate Professor, Italian; BA, University of California, Berkeley; Laurea, Oriental Institute, Naples; MA, Middlebury College

Squillaci, Salvatore, Adjunct Associate Professor, Sociology; Laurea, University of Catania
Stachurski, Dale R., Adjunct Associate Professor, Computer Studies; BA, University of Maryland University College; MS, University of Maryland University College

Stanton, Nile, Collegiate Professor, History, Criminal Justice; BS, Ball State University; MA, Ball State University; JD, Indiana University

Stephens, Phillip G., Professor, History; BA, University of LaVerne; MA, State University of New York, Albany

Stevenson, Francis L., Collegiate Associate Professor, English; AB, Saint Joseph’s University; Lic., University of Strasbourg

Stelter, Elaine, Adjunct Assistant Professor, Music; BME, Lindenwood College; Magister, University of Heidelberg

Stein, William R., MSc, University of London

Stilgenbauer, Roger P., University of Oklahoma; Bus. & Mgmt.; MBA, College of Notre Dame; MS, University of London; MSc, University of London

Stitere, John B., Adjunct Associate Professor, Bus. & Mgmt.; MBA, College of Notre Dame; MS, University of London; MSc, University of London

Steinke, William R., Collegiate Associate Professor, English; AB, Saint Joseph’s University; Lic., University of Strasbourg

Stifter, Elaine, Adjunct Assistant Professor, Music; BME, Lindenwood College; Magister, University of Heidelberg

Stokem, Phillip G., Adjunct Associate Professor, History; BA, University of LaVerne; MA, State University of New York, Albany

Stevenson, Francis L., Collegiate Professor, Bus. & Mgmt.; BABS, Southern Illinois University, Carbondale; MBA, Western Illinois University, Carbondale; PhD, University of Oregon

Stewart, William G., Collegiate Professor, Public Administration, Bus. & Mgmt.; BA, Brigham Young University; MBA, University of South Dakota; PhD, University of Oklahoma

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

Stryker, Bruce W., Adjunct Associate Professor, Bus. & Mgmt., Economics; BA, St. Lawrence University; MBA, Michigan State University

Stuart, Howard E., Adjunct Associate Professor, Computer Studies; BS, University of Maryland University College; MSBA, Boston University

Sturk, Roland M., Adjunct Assistant Professor, Mathematics; BS, Boston College; MA, University of Denver

Swartz, Fred G., Collegiate Associate Professor, Computer Studies; BA, University of Michigan; MA, Eastern Michigan University

Swartz, Judith B., Collegiate Professor, Psychology, Philosophy; MA, Eastern Michigan University; PhD, University of Michigan; PhD, Yale University

Sweeney, James L., Adjunct Assistant Professor, Anthropology; PhD, Capella University

Swierski, Silvana A., Adjunct Instructor, Music; MMus, University of Catania

Tabija, Jon R., Adjunct Assistant Professor, Psychology; BA, Columbia State University, Hayward; MA, University of California, Davis; PhD, California School of Professional Psychology

Tadros, Friez E., Collegiate Professor, Economics, Arabic; MS, University of Bucharest; PhD, University of Bucharest

Takach, Martin, Adjunct Instructor, Biology; MBA, Queen’s University; MSc, Queen’s University

Takach, Sarah L., Adjunct Assistant Professor, Bus. & Mgmt.; MBA, York University

Tamersoy, Mahmut, Adjunct Professor, Computer Professor, Computer Studies; BS, Middle East Technical University; MS, Middle East Technical University

Tamulonis, Delphina T., Adjunct Associate Professor, Portuguese; BA, University of Lisbon; Lic., University of Lisbon

Taibitz, Ronald M., Collegiate Professor, English; BA, Arizona State University; MA, Arizona State University; PhD, Arizona State University

Tayfur, Gokmen, Adjunct Assistant Professor, Mathematics; BSc, Istanbul Technical University; MS, University of California, Davis; PhD, University of California, Davis

Taylor, Ralph E., Jr., Adjunct Instructor, Bus. & Mgmt.; BS, University of New York, Regents College; MS, Troy State University

Tedesco, Paul H., Adjunct Professor, History; AB, Harvard University; AM, Boston University; PhD, Boston University

Tenney, William S., Collegiate Associate Professor, Mathematics; AB, Kenyon College; MS, University of North Carolina

Tevis-Noelting, Deborah D., Collegiate Professor, Bus. & Mgmt.; BS, Northern Arizona University; MBA, Northern Arizona University; JD, University of Arizona

Thiriot, David C., Mathematics; BSEE, Brigham Young University; MEE, Brigham Young University; MSBA, Boston University

Totten, Columbus J., Adjunct Assistant Professor, Management Studies; BS, Kent State University; MA, Pepperdine University

Townsley, Sara E., Adjunct Instructor, Bus. & Mgmt., Biology; BA, University of Illinois; MS, Cornell University; JD, Tulane University

Traunsteiner, Albert G., Collegiate Instructor, German; BA, University of Pittsburgh

Trost, Horst E., Adjunct Associate Professor, German; Magister, University of Trier

Trostmann, Manfred, Adjunct Associate Professor, Management Information Systems, Computer Studies; Diplom, Rhenish-Westphalian Technical University; Staatl. Prüfung, State Engineering School Cologne

Tulloch, Thomas C., Collegiate Professor, History, English; BA, Yale University; MA, University of Maryland, College Park; PhD, University of Maryland, College Park

Twitchell, Archie J., Adjunct Professor, Public Administration; BA, Colby College; MPA, University of Colorado, Denver; DPA, University of Southern California

Ugo, Caterina, Adjunct Instructor, Italian; MA, University of Pisa

Underwood, Catherine S., Collegiate Associate Professor, Mathematics; BA, University of South Florida; MA, University of South Florida; MS, Virginia Polytechnic Institute

Uzer, Umut, Adjunct Assistant Professor, Gov. & Pol., Turkish; BS, Bilkent University; MSc, Middle East Technical University
FACULTY

Valle-Flor, Maria A., Adjunct Assistant Professor, Economics; BA, Technical University of Lisbon; MS, Technical University of Lisbon

Van Dyke, Thomas J., Collegiate Associate Professor, Mathematics; BSE, Arizona State University; MS, Troy State University

Vanderborght-Elbl, Alena, Collegiate Professor, Biology, Botany; BS, University of Maryland, College Park; MS, University of Maryland, College Park; PhD, University of Maryland, College Park

Visaloco, Antonio, Adjunct Associate Professor, Italian; Laurea, University of Catania

Waldman, Richard J., Adjunct Associate Professor, Govt. & Pol.; AB, Columbia University; MA, The American University; MS, George Washington University

Walker, Robert A., Collegiate Associate Professor, Accounting, Bus & Mgmt.; BA, Goddard College; JD, Vermont Law School; LLM, Boston University

Walsh, Shelley L., Adjunct Professor, Mathematics; BA, University of California, Irvine; MA, University of California, Berkeley; MA, University of California, Irvine; PhD, University of California, Berkeley

Wandasiewicz, Stefania, Collegiate Professor, Mathematics; MA, Adam Mickiewicz University; MA, University of Essex; PhD, University of Essex

Wardle, Rinda A., Adjunct Assistant Professor, Biology; BA, Columbia University; PhD, University of California, San Diego

Wark, Richard L., Adjunct Professor, Psychology, Sociology; BA, University of California, Berkeley; MA, San Jose State University; PhD, University of Nevada, Reno

Warren, Martin K., Adjunct Associate Professor, Computer Studies; BSc, Cranfield Institute of Technology; MSc, Cranfield Institute of Technology

Washetko, Igor, Collegiate Professor, Spanish, German; BS, California State University, Los Angeles; MSEd, University of Southern California; PhD, Ukrainian Free University

Watkins, Evelyn A., Adjunct Associate Professor, English; BA, Carleton College; MA, University of East Anglia

Watkins, Roy, Adjunct Professor, English; BA, University of Hull; MFA, Columbia University

Wazlavek, Bernard E., Adjunct Associate Professor, Psychology; BA, Western Maryland College; MA, Towson University; PhD, Utah State University

Weiss, Therese B., Collegiate Associate Professor, History; BA, University of Illinois; MA, University of Illinois; PhD, University of Illinois

Wenglowski, Edward, Collegiate Associate Professor, Computer Studies; BS, University of Maryland University College; MS, University of Southern California

Wenzel, Ileana, Adjunct Assistant Professor, Biology; BS, Catholic University of Puerto Rico; MA, Ohio State University; PhD, Ohio State University

Wiley, Stefania G., Adjunct Assistant Professor, Italian; Laurea, University of Urbino

Wilkinson, Pamela, Adjunct Professor, English, Communications; BA, Smith College; MA, Columbia University; MPhil, Columbia University; PhD, Columbia University

Willis, Peter G., Collegiate Professor, Geography, Philosophy; BSc, University of Sydney; MSc, University of Aberdeen; MPhil, University of Cambridge

Wills, Michael S., Adjunct Instructor, Information Systems Management; MA, King’s College London (KQC)

Wilson, Samuel P., Adjunct Professor, History; BA, Baylor University; MA, Southwest Texas State University; PhD, University of North Texas

Wilson, William A., Adjunct Assistant Professor, Music; BS, University of Alabama; MA, University of Alabama

Wittig, Carol B., Adjunct Associate Professor, Library Research, English; BA, University of Akron; MA, University of Akron; MLS, Kent State University

Woda, Barbara S., Adjunct Instructor, German; BA, Manhattan College

Wray, Nadu S., Collegiate Associate Professor, Mathematics; BS, Oklahoma State University; MS, Oklahoma State University

Wright, Bradford W., Adjunct Associate Professor, History; BA, University of Vermont; MA, Purdue University; PhD, Purdue University

York, Charles D., Adjunct Assistant Professor, Counseling; BA, DePaul University; MS, University of Tennessee, Knoxville

York, James E., Adjunct Instructor, Information Systems; BS, University of Maryland University College; MAS, Embry-Riddle Aeronautical University

Zakaras, Paul, Adjunct Associate Professor, English; MA, University of Washington

Zumbrunnen, Wanita, Collegiate Professor, English; BA, Coe College; MA, Mills College; PhD, University of Iowa
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 1-10)

I. Scope and Applicability.

This chapter applies only to public institutions of higher education.

II. Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms defined.

1. “AA degree” means the Associate of Arts degree.
2. “AAS degree” means the Associate of Applied Sciences degree.
3. “Arts” means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
4. “AS degree” means the Associate of Sciences degree.
5. “Biological and physical sciences” means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
6. “English composition courses” means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
7. “General education” means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
8. “General education program” means a program that is designed to
   a. Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
   b. Encourage the pursuit of lifelong learning; and
   c. Foster the development of educated members of the community and the world.
9. “Humanities” means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
10. “Mathematics” means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
11. “Native student” means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
12. “Parallel program” means the program of study or courses at one institution of higher education that has objectives comparable to those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a parallel program to a baccalaureate psychology program at a four-year institution of higher education.
13. “Receiving institution” means the institution of higher education at which a transfer student currently desires to enroll.
14. “Recommended transfer program” means a planned program of courses, both general education and courses in the major, taken at a community college, that is applicable to a baccalaureate program at a receiving institution—and ordinarily the first two years of the baccalaureate degree.
15. “Sending institution” means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
16. “Social and behavioral sciences” means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects that focus on:
   a. History and cultural diversity;
   b. Concepts of groups, work, and political systems,
   c. Applications of qualitative and quantitative data to social issues, and
   d. Interdependence of individuals, society, and the physical environment.
17. “Transfer student” means a student entering an institution for the first time, having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. Admission of Transfer Students to Public Institutions.

A. Admission to Institutions.

1. A student attending a public institution who has completed an AA, AAS, or AS degree or who has completed 56 or more semester hours of credit shall not be denied direct transfer to another public institution if the student attained a cumulative grade point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in Section A.4 below.
2. A student attending a public institution who has not completed an AA, AAS, or AS degree or who...
has completed fewer than 56 semester hours of credit is eligible to transfer to a public institution regardless of the number of credit hours earned if the student
  a. Satisfied the admission criteria of that receiving public institution as a high school senior; and
  b. Attained at least a cumulative grade point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
3. A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
4. If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be
   a. Based on criteria developed and published by the receiving public institution; and
   b. Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.
1. A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program
   a. Are developed and published by the receiving public institution; and
   b. Maintain fair and equal treatment for native and transfer students.
2. If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be
   a. Based on criteria developed and published by the receiving public institution; and
   b. Made to provide fair and equal treatment for native and transfer students.
3. Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.
1. The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
2. A receiving public institution may set program requirements in major fields of study that simultaneously fulfill general education requirements.
3. A receiving public institution, in developing lower division coursework, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

IV. General Education Requirements for Public Institutions.
A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by
1. Requiring each program leading to the AA or AS degree to include no fewer than 30 and no more than 36 semester hours and each baccalaureate degree program to include no fewer than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
   a. Arts and humanities,
   b. Social and behavioral sciences,
   c. Biological and physical sciences,
   d. Mathematics, and
   e. English composition;
   or
2. Conforming with COMAR 13B.02.02.16D (2)(b) - (c).
B. Each core course used to satisfy the distribution requirements of Section A.1 of this regulation shall carry at least 3 semester hours.
C. General education programs of public institutions shall require at least
1. One course in each of two disciplines in arts and humanities,
2. One course in each of two disciplines in social and behavioral sciences,
3. Two science courses, at least one of which shall be a laboratory course,
4. One course in mathematics at or above the level of college algebra, and
5. One course in English composition.
D. Interdisciplinary and Emerging Issues.
1. In addition to the five required areas in Section A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may
   a. Be integrated into other general education courses or may be presented as separate courses; and
   b. Include courses that
      (i) Provide an interdisciplinary examination of issues across the five areas; or
      (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
2. Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor
equivalent to the areas in Section A.1 of this regulation.

E. General education programs leading to the AAS degree shall include at least 20 semester hours from the same course list designated by the sending institution for the AA and AS degrees. The AAS degree shall include at least one 3-semester-hour course from each of the five areas listed in Section A.1 of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding Section A.1 of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution’s curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

V. Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student’s sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in Regulation IV of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation IV.M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. AAS Degrees.

1. While there may be variance in the numbers of hours of general education required for AA, AS, and AAS degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

2. An AAS student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in Regulation IV.M of this chapter, the total general education credits for baccalaureate degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities.

A student is held accountable for the loss of credits that result from changes in the student’s selection of the major program of study; were earned for remedial coursework; or exceed the total course credits accepted in transfer as allowed by this chapter.

2. Responsible for meeting all requirements of the academic program of the receiving institution.

VI. Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

1. Credit earned at any public institution in the State is transferable to any other public institution if the:
   a. Credit is from a college- or university-parallel course or program,
   b. Grades in the block of courses transferred average 2.0 or higher, and
   c. Acceptance of the credit is consistent with the policies of the receiving institution governing
APPENDICES

native students following the same program.
2. If a native student's “D” grade in a specific course is acceptable in a program, then a “D” earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of “C” or better in a required course, the transfer student shall also be required to earn a grade of “C” or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:
1. One-half the baccalaureate degree program requirement, but may not be more than 70 semester hours, and
2. The first two years of the undergraduate education experience.

C. Nontraditional Credit.
1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.
2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
   a. Technical courses from career programs,
   b. Course credit awarded through articulation agreements with other segments or agencies,
   c. Credit awarded for clinical practice or cooperative education experiences, and
   d. Credit awarded for life and work experiences.
3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
4. The receiving institution shall inform a transfer student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program.

D. Program Articulation.
1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower division coursework requirement.
2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VII. Academic Success and General Well-Being of Transfer Students.
A. Sending Institutions
1. Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
3. The sending institution shall
   a. Provide to community college students information about the specific transferability of courses at four-year colleges;
   b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
   c. Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions
1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
3. A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results no later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.
4. A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may...
satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

VIII. Programmatic Currency.
A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.
B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.
C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

IX. Transfer Mediation Committee.
A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public four-year colleges and universities and the community colleges.
B. Sending and receiving institutions that disagree on the transferability status of courses. Community college students shall have access to this information.
C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

D. Appeal to Sending Institution.
1. If a student has been denied transfer credit after an appeal to the receiving institution, the student may request that sending institution intercede on the student’s behalf by contacting the transfer coordinator of the sending institution.
2. A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.
3. Unless a student appeals to the sending institution, the written decision in Section C.2 of this regulation constitutes the final decision and is not subject to appeal.

E. Consultation Between Sending and Receiving Institutions.
1. Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
2. As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
3. The receiving institution shall inform a student in writing of the result of the consultation.

XI. Periodic Review.
A. Report by Receiving Institution
1. A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary.
2. An annual report shall include ongoing reports...
3. A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator

A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

APPENDIX B

Statement on Transferring Undergraduate College-Level Credits to UMUC

University of Maryland University College actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (found in Appendix A) and welcomes transfer students. UMUC is also a designated four-year Servicemembers Opportunity College (SOC); the SOC institutions have developed degree networks corresponding to Army, Navy, Coast Guard, and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts (AA), a Bachelor of Arts (BA), a Bachelor of Science (BS), or a Bachelor of Technical and Professional Studies degree (BTPS).

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC. Students must submit official transcripts from all colleges and universities previously attended in order to receive a degree progress report including transfer credit.

Maximum Number of Transfer Credits Accepted

UMUC accepts up to 90 semester hours (45 semester hours for the associate’s degree) of transfer credit from all sources combined toward the bachelor’s degree. No more than 70 of the 90 semester hours may be accepted from two-year institutions.

Maximum Number of Credits Allowed for Innovative Learning

UMUC allows up to 60 semester hours of credit (one-half the total credits required for the bachelor’s degree) for innovative learning that is applicable to the student’s curriculum (subject to limitations as follows.)

- Up to 30 semester hours credit for a combination of portfolio assessment, course challenge examinations or military occupational specialities (MOS, NER, etc).
- Up to 60 semester hours of credit for learning evaluated by means of standardized examinations such as the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), DANTES examinations, or the Excelsior College Testing Program, if (1) there is no duplication of other academic credit and (2) the scores presented meet the standards of UMUC.
- Up to 15 semester hours of cooperative education credit. Students seeking a second bachelor’s degree may receive up to 9 semester hours of cooperative education credit.
- Up to 60 semester hours of credit for study completed in military service schools, schools based on recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services.
- Up to 60 semester hours of credit for professional (not technical) courses that have been evaluated by either (1) the ACE National Guide to Educational Credit for Training Programs or (2) the University of the State of New York National Program on Noncollegiate Sponsored Instruction (PONSI) College Credit Recommendations.
- Up to 15 semester hours of credit for study completed in military service schools, schools based on recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services.
- Up to 60 semester hours of credit for professional (not technical) courses that have been evaluated by either (1) the ACE National Guide to Educational Credit for Training Programs or (2) the University of the State of New York National Program on Noncollegiate Sponsored Instruction (PONSI) College Credit Recommendations.

Minimum Number of Credits Required for Instruction in the Major and for the Degree

UMUC requires students to complete 120 semester hours of credit for the bachelor’s degree. Regardless of the number of transfer credits they present, students must complete a minimum of 30 credits at UMUC. Students must earn at least one-half of the credits required for the major, minor or certificate through graded coursework. Graded coursework does not include credit earned through portfolio assessment, examination, or internship/Cooperative Education.

Grade Level Acceptable for Transfer

UMUC may accept transfer credits from regionally accredited two- and four-year colleges and universities for courses graded C or above, if they apply to the student’s curriculum. The grade of C-minus is not acceptable in transfer.
Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC’s general education requirement, as stated in Appendix A. For other students, courses are evaluated on a case-by-case basis.

APPENDIX C

Policy on Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities. UMUC 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 (including Vietnam Era veterans). All inquiries regarding UMUC’s nondiscrimination statement or compliance with applicable statutes and regulations should be directed to the:

Director, Diversity Initiatives
Office of the President
3501 University Boulevard East
Adelphi, MD 20783-8000
Phone: 301-985-7940
Fax: 301-985-7678
E-mail: diversity-initiatives@umuc.edu
Web site: www.umuc.edu/diversity

In accordance with this nondiscrimination statement and UMUC’s commitment to equal access, UMUC has revised Policy 40.3 (Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment). Students may access the revised policy and procedures, online at www.umuc.edu/policy/admin04030.shtml or may contact the Office of Diversity Initiatives to have a copy mailed to them.

Note: Any questions or complaints relating to UMUC’s nondiscrimination policy or compliance with applicable statutes and regulations should be directed to the:

APPENDIX D

Policy on Religious Observances

UMUC Policy 51.00

I. UMUC conforms to the Board of Regents Policy III-5.10 Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, approved on January 11, 1990.

II. So that the academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. Students who miss a course session because of an observance of their religious beliefs must be allowed

A. To make up any examinations, other written tests, or class work;
B. To have access to any handouts or other material distributed in class; and
C. To have the opportunity to obtain or review any duplicated lecture notes or slides presented in class.

III. UMUC prohibits scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

APPENDIX E

Disclosure of Student Records

UMUC Policy 210.14

I. Introduction

UMUC complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 (also known as “the Buckley Amendment”) which protects the privacy of students. In accordance with FERPA, this policy informs students of their rights to

A. Inspect and review their education records;
B. Seek an amendment of their education records, where appropriate;
C. Limit disclosure to others of personally identifiable information from education records without the student’s prior written consent; and
D. File formal complaints alleging a violation of FERPA with the Department of Education.

II. Definitions

A. “Student” is an individual who is attending or who has attended UMUC. It does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC.
B. “Education records” are records that contain information directly related to a student that are maintained by UMUC or by a third party on behalf of UMUC. The following records are not education records:

1. Campus police or security (“law enforcement unit”) records maintained solely for law enforcement purposes;
III. Inspection and Review of Education Records by Students

A. Right of Access
1. Each student has a right of access to his or her education records, except financial records of the student’s parents and confidential letters of recommendation received prior to January 1, 1975.
2. A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

B. Custodians of Education Records
The custodian of education records is:
1. For UMUC-Stateside: the registrar located in Adelphi, Maryland.
2. For UMUC-Asia: the registrar located in Tokyo, Japan.
3. For UMUC Europe: the registrar located in Heidelberg, Germany.
4. For Mannheim: the registrar located in Heidelberg, Germany.
5. For Schwäbisch Gmünd: the registrar located in Adelphi, Maryland.

C. Procedure to Request Review and/or Inspection of Education Records
Requests for review and/or inspection of education records should be made in writing to the appropriate custodian of records, as defined above. The custodian of records or designee will comply with a request for access within a reasonable time by arranging for the student to review his or her records in the presence of a staff member. If facilities permit, a student may obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student’s records other than the student’s current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

IV. Amendment of Education Records
Students may request an amendment of their education records in accordance with this procedure:

A. Request to Amend Education Records
A student who believes that his or her education records are inaccurate, misleading, or in violation of the student’s rights of privacy may ask the custodian of the education records to amend the records. The custodian of the education records or designee will decide whether to amend the records within a reasonable time after the request. If the custodian of the education records or designee decides not to amend the records, he or she will inform the student of the right to a hearing.

B. Hearings
1. A student may submit a written request for a hearing to challenge the content of his or her education record to the university registrar. The written request must state what records the student believes are inaccurate, misleading, or in violation of the privacy rights of the student.
2. A hearing will be conducted by the university registrar, or designee. The hearing may take place via telephone or video conferencing. The student will be given an opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
3. Within a reasonable period of time after the conclusion of a hearing, the university registrar will notify the student in writing of his or her decision. The written decision will include a summary of the evidence and the reasons for the decision.
   a. If the university registrar determines that the education records are inaccurate, misleading, or in violation of the privacy of the student, the education records will be amended. The university registrar will inform the student of the amendment in writing.
   b. If, as a result of the hearing, the university registrar decides that the education records are not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, he or she will inform the student of the right to place a statement in the records commenting on the contested information in the records or stating why he or she disagrees with the decision of the agency or institution, or both. Any such explanation will be kept as part of the student’s records as long as the contested portion of the records is kept and will be disclosed whenever the contested portion of the records is disclosed.
V. Disclosures
UMUC will not disclose education records or the personally identifiable information contained therein unless permitted by FERPA and under the following circumstances:

A. Prior Written Consent - The custodian of the records will provide the education records or personally identifiable information contained therein if the student provides prior written consent that the information may be disclosed. The consent must:
1. Specify the records that may be disclosed;
2. State the purpose for the disclosure;
3. Identify to whom the disclosure is to be made; and
4. Be signed and dated by the student.
At the student’s request and expense, a copy of the records disclosed will be provided to the student.

B. Directory Information
1. UMUC designates the following categories of information as directory information:
   a. Name,
   b. Major field of study,
   c. Dates of attendance,
   d. Degrees and awards received,
   e. Previous educational institution most recently attended, and
   f. Birth date
2. Directory information may be disclosed in the absence of consent unless the student files a written notice, within three weeks of the first day in which the student is enrolled, informing UMUC not to disclose any or all of the categories. To prevent automatic disclosure of directory information, this notice must be filed annually within the time allotted above, with the appropriate custodian of the education records, as defined in this Policy.

C. Additional Disclosures without Prior Consent
Prior consent is not required for disclosure of education records or the personally identifiable information contained therein in the following circumstances:
1. The disclosure is to other school officials generally within the University System of Maryland or UMUC who have legitimate educational interests.
   a. “School officials” includes internal and external instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate educational objective, such as to provide student services. This includes, but is not limited to, faculty, staff members, and security personnel.
   b. “Legitimate educational interests” include interests directly related to the academic environment.
2. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
3. The disclosure is to authorized representatives of the comptroller general of the United States, the secretary of the U.S. Department of Education, and state or local educational authorities.
4. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid—but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
5. The disclosure is to state and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is destroyed when it is no longer needed for those purposes.
7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.
8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)
9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action.
10. The disclosure is in connection with a health or safety emergency.
11. The disclosure is to an alleged victim of any crime of violence, of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.

D. Record of Disclosures
UMUC maintains with the student’s education records a record of each request and each disclosure, except for:
1. Disclosures to the student himself or herself.
2. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
3. Disclosures to USM instructional or administrative officials.
4. Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of UMUC and governmental officials.
VI. Right to File Complaint

A student alleging that UMUC has not complied with the Family Educational Rights and Privacy Act (FERPA) may file a student grievance in accordance with UMUC’s Student Grievance Procedures (Policy 130.70) or submit a written complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDICES

APPENDIX F

Procedures for Review of Alleged Arbitrary and Capricious Grading

UMUC Policy 130.80

I. Introduction

In accordance with Board of Regents III - 1.20 Policy for Review of Alleged Arbitrary and Capricious Grading, approved January 11, 1990, UMUC has developed procedures to provide a means for a student to seek review of final course grades alleged to be arbitrary or capricious. These Procedures will not be used to review the intellectual judgment of a faculty member or to require another faculty member to re-grade or re-examine a student’s work. In every case of alleged arbitrary and capricious grading, the burden of proof rests with the student.

II. Definitions

A. “Arbitrary and capricious grading” is defined as

1. A final course grade assigned on some basis other than performance in the course; or
2. A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
3. A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member’s previously articulated grading standards.

B. The “Appeal Administrator” for undergraduate courses originating in Adelphi is the dean, School of Undergraduate Studies, and vice provost, Academic Affairs; for graduate courses originating in Adelphi is the dean, Graduate Programs, and vice provost, Academic Affairs; and for courses originating from UMUC Europe or UMUC-Asia is the respective associate dean.

III. Student Procedures

A. If the student believes his/her final course grade is arbitrary and capricious as defined in section II.A, the student must first request a conference with the faculty member within 30 days from the date the grade was posted to discuss how the grade was calculated.

B. If a satisfactory resolution is not reached and the student wishes to continue the process, the student must file a written request to know how the final grade was calculated with the appeal administrator within 60 days from the date the grade was posted.

C. The appeal administrator or designee(s) will direct the appropriate departmental chairperson, academic director, or area director to review how the final grade was determined and to provide a written explanation within 30 days of the receipt of the written request. The appeal administrator shall be copied on the departmental response.

D. If after receiving the response the student still believes that the final grade is arbitrary and capricious, or if after the 30-day period the student has not received a response, the student may file a written appeal of the final grade with the appeal administrator within 45 days after filing the written request. The appeal must be confined to information relevant to the allegation(s) and be accompanied by supporting documentation. The faculty member will be notified of the filing of the appeal.

E. Within 30 days of receipt of the student’s appeal, the appeal administrator or designee(s) will conduct a preliminary administrative inquiry. The appeal administrator or designee(s) may communicate with the student and faculty member and give them the opportunity to present any relevant evidence. Upon request, the student may see the information submitted by the faculty member relating to how the grade was calculated. However, the student will not have the right to see any information that violates the privacy rights of other students. The appeal administrator will dismiss the appeal if

1. The student has failed to comply with procedure;
2. The student made allegations that, even if true, do not constitute arbitrary and capricious grading as defined; or
3. There is no evidence of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

F. Dismissal of the appeal for any of the reasons listed above constitutes the final UMUC action on the appeal and is not itself appealable. The student and faculty member will be notified of the appeal administrator’s decision in writing within 40 days of the receipt of the student’s appeal.

G. If the appeal is not dismissed or the student has not received a response within 40 days of the receipt of the student’s appeal, the appeal administrator will appoint a three-member ad hoc Arbitrary and Capricious Grade Appeal Committee (known as “Appeal Committee”). The Appeal Committee may be advised by legal counsel during this process. The appeal administrator or designee(s) will instruct this Appeal Committee to review the materials obtained during the inquiry conducted by the appeal administrator or designee(s).

H. The Appeal Committee will conduct an investigation, which may include a fact-finding meeting, to obtain additional information. The appeal administrator or designee(s) will communicate with the student and
faculty member and give them the opportunity to present any relevant evidence.

I. If a fact-finding conference is held, the student and the faculty member will be entitled to participate. If the student is unable to participate, the student may submit questions in writing for the faculty member regarding how the grade was determined and the grading process. The student and faculty member may be accompanied by a representative, who may be an attorney, at the student’s or faculty’s own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the appeal administrator in writing at least 5 calendar days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.

J. After the investigation is complete, the Appeal Committee will deliberate and render a recommendation to the appeal administrator. If the Appeal Committee finds the allegation of arbitrary and capricious grading to be supported by clear and convincing evidence, the Appeal Committee will recommend an appropriate remedy to the appeal administrator. The appeal administrator will review the recommendations and render a decision. Appropriate remedies include

1. directing the faculty member to grade the student’s work anew;
2. directing, if the student agrees to the action and the student has been made aware of the implications, that the course registration status be changed such that the grade does not affect the student’s grade point average;
3. directing the cancellation of the student’s registration in the course with full tuition refund if no reasonable alternative is available; or
4. directing that other action be taken.

K. If the appeal administrator determines that arbitrary and capricious grading has not taken place, the student’s appeal will be dismissed. This constitutes the final UMUC action and is not itself appealable.

L. Within 75 days of the student’s appeal, the appeal administrator or designee will notify the student and faculty member of the decision in writing. A copy of the final decision will be filed in the student’s academic records and in the faculty member’s portfolio.

APPENDIX G

Code of Student Conduct

UMUC Policy 151.00

I. Introduction

A. In accordance with the Board of Regents Policy V-1.00 Policy on Student Affairs, approved on January 11, 1990, disciplinary regulations are set forth in writing to give students general notice of prohibited conduct. UMUC reserves the right to take appropriate action to protect the safety and well-being of the UMUC community.

B. Students may be accountable to both civil authorities and to UMUC for acts that constitute violations of law and of this Code. Disciplinary action at UMUC will normally go forward pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

C. To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMUC has created the Code of Civility, which is available at www.umuc.edu and in UMUC publications.

D. In every case of alleged Code of Conduct violation, the burden of proof rests with the complainant who must establish the guilt of the person accused by clear and convincing evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the administrator. See Section VI. Standards of Due Process.

II. Definitions

When used in this code:

A. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal UMUC- or University System of Maryland (USM)-sponsored activities.

B. The term “cheating” means using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

C. The term “distribution” means sale or exchange for personal profit.

D. The term “fabrication” means falsification or invention of any information or citation in an academic exercise.

E. The term “plagiarism” means the presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; or using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

F. The term “reckless conduct” means conduct that one should reasonably be expected to know would create a substantial risk of harm to persons or property or that would otherwise be likely to result in interference with normal UMUC- or USM-sponsored activities.

G. The term “student” means a person who has been admitted to UMUC and is eligible to register for courses.

H. The term “UMUC premises” means buildings, grounds, Web sites, or computer networks owned, leased, operated, controlled, or supervised by UMUC.

I. The term “USM premises” means buildings, grounds,
III. Prohibited Conduct

The following misconduct is subject to disciplinary action:

A. All forms of academic dishonesty, including, but not limited to: cheating; fabrication; bribe offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student; presenting another student’s work as one’s own; and plagiarism. Allegations of academic dishonesty will be handled in accordance with Policy 150.25 Academic Dishonesty and Plagiarism.

B. The written or spoken use of words, epithets, or phrases that are widely recognized to be derogatory references to personal characteristics including, but not limited to, race, ethnicity, religion, gender, sexual orientation, and disability, when such words are used to create a hostile or intimidating environment for any person on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

C. Participation in any form of discrimination or harassment (including sexual harassment) against UMUC faculty, staff, and/or students on UMUC or USM premises, or at UMUC- or USM-sponsored activities. Allegations of harassment may be processed in accordance with Policy 40.3 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment.

D. Intentional and substantial interference with the freedom of expression of others on UMUC or USM premises or at UMUC- or USM-sponsored activities.

E. Intentional or reckless assault or harm caused to any person on UMUC- or USM-premises or at UMUC- or USM-sponsored activities, or intentional or reckless cause of reasonable apprehension of such harm.

F. Intentional or reckless interference with normal USM or UMUC activities, or USM- or UMUC-sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.

G. Intentional use of the UMUC or USM computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the UMUC computing resources or the hardware or software of any other person.

H. Intentional or reckless destruction of or damage to the property of others on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

I. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on UMUC or USM premises or at UMUC- or USM-sponsored activities.

J. Intentional or reckless misuse of or damage to fire-safety equipment.

K. Theft of property or of services on UMUC or USM premises, or at UMUC- or USM-sponsored activities; knowing possession of stolen property on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

L. Unlawful use, distribution, or possession of any controlled substance, illegal drug, or alcohol on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

M. Unauthorized use, possession, or storage of any weapon on UMUC or USM premises or at UMUC- or USM-sponsored activities.

N. Intentional submission of false information to UMUC or the USM.

O. Failure to comply with the directions of UMUC or USM officials, including UMUC or USM security officers, or the University of Maryland Campus Police, acting in performance of their duties.

P. Forgery, unauthorized alteration, or unauthorized use of any UMUC or USM document or instrument of identification.

Q. Unauthorized use or possession of fireworks on UMUC or USM premises or at UMUC- or USM-sponsored activities.

R. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code.

S. Violation of published UMUC or USM regulations or policies.

T. Guilt of any crime, other than a traffic violation, as determined in a court of law.

IV. Reporting Alleged Violations

A. Any person may report a violation to the provost and chief academic officer (“provost”), or designee within a reasonable period of time of knowing of the alleged violation. All referrals will be treated as confidential. The provost or designee may refer the case to another officer of UMUC or administrator according to the standards of due process described in Section VI. Persons making such referrals are required to provide information pertinent to the case and will normally be expected to provide information as requested and appear before a Investigation Committee (referenced in Section VI.B) as the complainant.
V. Interim Suspension

A. The provost may suspend a student for an interim period pending a preliminary inquiry and an investigation, such interim suspension to become immediately effective without prior notice, whenever there is evidence that the continued presence of the student on UMUC or USM premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal USM- or UMUC-sponsored activity.

B. A student suspended on an interim basis shall be given an opportunity to appear personally before or communicate in writing to the provost or designee within 10 calendar days from the effective date of the interim suspension to discuss the following issues only:

1. The reliability of the information concerning the student’s conduct, including the matter of identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student at UMUC or USM premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal USM- or UMUC-sponsored activity.

VI. Standard of Due Process

A. Initial Inquiry

1. The provost may refer the case to one of the following administrators to handle the initial inquiry: the university registrar and vice provost; Student Affairs for UMUC-Stateside students; the director, UMUC-Asia for UMUC-Asia students; the director, UMUC Europe for UMUC Europe students (known hereafter as the “administrator”).
2. The focus of this inquiry shall be the guilt or innocence of those accused of violating this Code. Upon receipt of the referral, the administrator will immediately inform the person accused, in writing, of the alleged Code of Conduct violation. Within 30 calendar days of receipt of the referral, the administrator will conduct a preliminary administrative inquiry, which can be staffed by the administrator’s designee(s). The administrator or administrator’s designee must consult the central records file in the Office of the Provost to determine if the student has a previous record of violations of this Code. All material reviewed will be considered confidential and shared only with those with a need to know. The administrator or designee(s) may communicate with the person accused and give him or her the opportunity to present any relevant evidence. Upon request, the person accused may see the information submitted against him or her relating to the alleged violation of this Code. However, the person accused will not have the right to see any information that violates the privacy rights of other students.
3. The provost will dismiss the referral if:
   a. The complainant has failed to comply with procedure;
   b. The allegations, even if true, do not constitute violation of this Code; or
   c. There is no evidence of violation of this Code based upon the inquiry conducted by the administrator or designee(s).
4. The complainant and the person accused will be notified of the decision in writing within 40 calendar days of the referral. See Section VI.C for Appeals.

B. Investigation Committee

1. If the referral is not dismissed within 40 calendar days of the reporting, the administrator will appoint a three-member ad hoc Investigation Committee within 14 calendar days. This committee will consist of exempt staff or faculty members, with one member appointed chair of the committee. The Investigation Committee may be advised by legal counsel during this process. The administrator or designee(s) will instruct this Investigation Committee to review the materials obtained during the inquiry conducted by the administrator or designee(s).
2. The Investigation Committee will hold a fact-finding conference or conduct an investigation in conjunction with the administrator or designee(s) to obtain additional information. Witnesses and the complainant (if not anonymous) may be requested to submit to questioning, either in person, via video-link, or in writing, by the Investigation Committee. The administrator or designee(s) will communicate with the person accused and the complainant and give them the opportunity to present any relevant evidence. The person accused may submit questions in writing for the complainant regarding how the Code of Conduct was violated.
3. If a fact-finding conference is held, the person accused and the complainant will be entitled to be present. The person accused or complainant may be accompanied by a representative, who may be an attorney, at his or her own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the administrator in writing at least 5 calendar days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.
4. After the review is complete, the Investigation Committee will deliberate and render a recommendation to the administrator. Final recommendations of the Investigation Committee shall be accompanied by a brief written opinion prepared by the chair. Generally, if the Investigation Committee finds the allegation to
VII. Sanctions

A. Sanctions for violations of disciplinary regulations include, but are not limited to

1. Expulsion: The student is permanently separated from UMUC. Permanent notification will appear on the student’s transcript. The student will also be barred from UMUC premises. (Expulsion requires approval by the provost.)

2. Suspension: The student is separated from UMUC for a specified period of time. Permanent notification will appear on the student’s transcript. The student shall not participate in any UMUC-sponsored activity and may be barred from UMUC premises. Suspended time will not count against any time limits of the Graduate School for completion of a degree. Credit earned elsewhere during the period of suspension may not subsequently be transferred to UMUC. (Suspension requires approval by the provost.)

3. Disciplinary probation: The student shall not represent UMUC in any extracurricular activity or run for or hold office in any student group or organization for a specified period of time. Additional restrictions or conditions may also be imposed.

4. Disciplinary reprimand: The student is warned that further misconduct may result in more severe disciplinary action.

5. Restitution: The student is required to make payment to UMUC or to other persons, groups, or organizations for damages incurred as a result of a violation of this Code.

6. Other sanctions: Other sanctions may be imposed instead of or in addition to those specified in Sections VII.A.1 through VII.A.5.

B. Attempts to commit acts prohibited by this Code shall be punished to the same extent as completed violations.

VIII. Disciplinary Files and Records

A. The reporting of any violation of this Code will result in the development of a student’s disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.

B. Disciplinary records may be expunged from the student’s disciplinary file by the provost or designee for good cause, upon written petition of student accused, three years from the date of the final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include

1. The present demeanor of the person accused.
2. The conduct of the person accused subsequent to the violation.
3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

C. Disciplinary files shall be retained in the central records file in the Office of the Provost. Denials of petitions to expunge disciplinary records shall be appealable to the president or designee.

D. The president or designee shall review the original petition and the factors outlined in section VIII.B.1 through VIII.B.3 The president will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the president denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.
E. The decision of the president is final and is not appealable.

APPENDIX H

Academic Dishonesty and Plagiarism

UMUC Policy 150.25

I. Introduction
A. In accordance with the Board of Regents Policy III-1.00 Policy on Faculty, Student and Institutional Rights and Responsibility for Academic Integrity, approved on November 30, 1989, students, faculty members and administrators share the responsibility for academic integrity.

B. All charges of academic dishonesty will be brought in accordance with this Policy. In every case of alleged academic dishonesty, the burden of proof rests with the UMUC faculty member or administrator to clearly demonstrate that the student committed an act of academic dishonesty.

C. Faculty may determine if the resubmission of coursework from previous classes (whether or not taken at UMUC), partially or in its entirety, is acceptable when assigning a grade on that piece of coursework. Faculty must provide this information in their written syllabi. If the resubmission of coursework is deemed to be unacceptable, a charge may not be brought under this Policy and will be handled as indicated in the written syllabi.

D. 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 and research projects should acknowledge these sources in references.

II. Definitions
A. “Academic dishonesty” is the failure to maintain academic integrity. Academic dishonesty includes but is not limited to: cheating, fabrication; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student, presenting another student’s work as one’s own; and plagiarism.

B. “Cheating” is using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

C. “Fabrication” is falsification or invention of any information or citation in an academic exercise.

D. “Plagiarism” is the intentional or unintentional presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; or using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.

E. A “conference” is a communication between two or more individuals by telephone, in writing (including but not limited to e-mail, fax, or posted letter), through videoconferencing, or in person.

F. “Administrators” for undergraduate courses originating at UMUC-Stateside are the director of Prior Learning, and the assistant dean and/or the academic director for the faculty member’s academic area. Administrators for graduate courses originating at UMUC-Stateside are the chair and/or program director for the faculty member’s academic area. The administrator for courses originating in UMUC Europe or UMUC-Asia is the area director for the faculty member’s location.

G. The “unit director” for undergraduate courses originating at UMUC-Stateside is the dean and vice provost or associate dean. Undergraduate Programs. The unit director for graduate courses originating at UMUC-Stateside is the dean and vice provost or associate dean, Graduate Programs. The unit director for courses originating in UMUC Europe or UMUC-Asia is the respective vice president, director, or associate dean.

III. Procedures for Handling Charges of Alleged Academic Dishonesty

A. Reports of Suspected Academic Dishonesty
1. If a student or UMUC employee (administrative employee, faculty, or staff) suspects a student has committed academic dishonesty, the alleged violation should immediately be reported to the faculty member teaching the course or to an administrator.

2. If the alleged violation is reported to the faculty member or administrator at the end of the semester, a grade of G is administratively entered until the Procedures for Handling Charges of Alleged Academic Dishonesty are completed.

B. Informing the Student of the Charge
1. Within 7 calendar days after a faculty member or administrator suspects or is informed that a student in the faculty member's course allegedly committed academic dishonesty, the faculty member or administrator shall notify the student in the faculty member’s course allegedly committed academic dishonesty, the faculty member or administrator shall notify the student of the charge. Once notified of the charge, the student shall not withdraw from the course. If the student withdraws from the course, these Procedures shall continue and a grade of G is assigned until the investigation and appeal time frame have been exhausted.

2. In the notification, the faculty member or administrator shall provide the student with an opportunity to respond to the charge within 7 calendar days of the notification.
   a. If the student responds within 7 calendar days and the faculty member or administrator determines that an act of academic dishonesty was not committed, a decision will immediately be rendered in favor of the
Appendices

C. Handling of the Charge by the Unit Director or Designee

1. Once the faculty member or administrator informs the unit director or designee of the charge, the unit director or designee will consult UMUC’s central records maintained in the Office of the Provost and Chief Academic Officer (or “provost”) to determine whether there is a previous record of academic dishonesty.

2. Within 10 calendar days of the notification, the unit director or designee will inform the student, in writing, of the charge and the unit director’s proposed sanction. Potential sanctions are listed in Section V of this Policy.

3. In the unit director’s letter, the student shall be given the opportunity to contact the unit director or designee to request a conference within 20 calendar days of the date of the letter. The purpose of the conference is for the student to present relevant evidence that he/she did not violate the Policy.

   a. If the student requests a conference within this 20 calendar day time period, the unit director or designee and the student will have a conference within 14 calendar days of the student’s request.

      (i) During the conference, the student will have the opportunity to present any relevant evidence and answer questions posed by the unit director or designee. Upon request, the student may see the information submitted against him or her relating to the allegation. However, the student will not have the right to see any information that violates the privacy rights of other students. The student may be accompanied by a representative, at his or her own expense, who shall not personally participate.

      (ii) Within 20 calendar days after the conference, the unit director will render a decision and issue a sanction, if appropriate. The unit director or designee will send the written decision to the student and faculty member and administrator within 5 calendar days after the decision is rendered. Copies of this written decision will be kept in the central records file in the Office of the Provost.

b. If the student does not contact the unit director or designee within 20 calendar days, the proposed sanction indicated in Section III.C.2 will be imposed. Copies of the letter sent in section III.C.2 will be kept in the central records file in the Office of the Provost.

IV. Appeal Process

A. If the student believes that the process and procedures outlined in this Policy were not followed, the student may appeal the unit director’s determination and/or sanction to the provost within 30 calendar days of the date of the unit director’s written decision. The faculty member, administrator, and the unit director will be notified of the filing of the appeal.

B. Upon receipt of the appeal, the provost or designee(s) may review documentation and communicate with the student, faculty member, administrator, and unit director to determine whether the process and procedures were followed. The provost may render one of the following decisions:

   1. If the provost finds evidence of violation of the process and procedures of this Policy, the provost will direct the unit director to review the case anew from the point at which the violation occurred.

   2. If the provost finds no evidence of violation of the process and procedures this Policy, the provost will uphold the decision and/or sanction of the unit director.

C. The student, faculty member, administrator, and the unit director will be informed in writing of the provost’s ruling within 40 calendar days of receipt of the student’s appeal. If the provost upholds the decision and sanction of the unit director, a copy of the letter will be filed in the central records in the Office of the Provost. This constitutes the final UMUC decision and is not itself appealable.

V. Disciplinary Action in Cases of Academic Dishonesty

A. Throughout the process and procedures outlined in this Policy, the following is a list of the sanctions that may be imposed:

   1. A zero or a grade of F on the work in question.

   2. A grade of F in the course and/or denial of portfolio credit.

   3. Suspension for Academic Dishonesty with a letter in the student’s file (requires approval of the provost).

   4. Suspension for Academic Dishonesty with a permanent notation on the student’s transcript (requires approval of the provost).

   5. Expulsion for Academic Dishonesty with a permanent notation on the student’s transcript (requires approval of the provost).

   6. Any other sanction deemed appropriate depending upon the severity of the act and the student’s prior history of academic dishonesty.

B. Students who receive a sanction that prohibits them from registering at UMUC (Suspension, or Expulsion) may not subsequently transfer to UMUC credits earned elsewhere during the time in which they were prohibited from registering.
C. Students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

VI. Disciplinary Files and Records
A. An imposition of the sanctions above will result in the development of a student's disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.

B. Disciplinary records may be expunged from the student's disciplinary file by the provost or designee for good cause, upon written petition of student accused, three years from the date of the final written decision. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:
   1. The present demeanor of the person accused.
   2. The conduct of the person accused subsequent to the violation.
   3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

C. The provost will respond, in writing, within 28 calendar days of the receipt of the petition. If the provost denies the petition, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer. Denials of petitions to expunge disciplinary records shall be appealable to the president or designee.

D. The president or designee shall review the original petition and the factors outlined in Section VI.B.1 through VI.B.3. The president will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the president denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.

E. The decision of the president is final and is not appealable.

APPENDIX I
Annual Information Report
University of Maryland University College (UMUC) provides an Annual Information Report to current and prospective students, faculty, and staff pursuant to U.S. Department of Education regulations.

The Report is organized into three sections:
I. Campus Crime and Security
II. Notification of Rights under FERPA for Post secondary Institutions, and
III. Drug Prevention Program

The first section lists UMUC's security policies as well as statistics on reported crimes for the last three calendar years. The second section notifies students of their rights regarding their education records under the Family Educational and Rights Privacy Act (FERPA). The third section provides information regarding UMUC's drug prevention program.

The Annual Information Report may be found at www.umuc.edu/inform/rpt.html

APPENDIX J
Policy on Shared Governance
In accordance with Board of Regents I-6.00 Policy on Shared Governance in the University System of Maryland, UMUC developed a worldwide shared governance structure. Each of the three primary stakeholder groups — students, faculty, and staff — of UMUC has an advisory council consisting of elected representatives. These councils advise senior UMUC leadership on broad issues related to the university's strategic planning, communications, academic initiatives, and other issues. Further, there is a University Advisory Council, which consists of representatives from each of the three stakeholder councils, to advise and assist the president of UMUC.

Student Advisory Council
The Student Advisory Council consists of twelve (12) student representatives from UMUC locations worldwide and includes both undergraduate and graduate students. Student Advisory Council representatives serve on the overall University Advisory Council, the Graduate Council and the Undergraduate Curriculum Committee. The Student Advisory Council provides senior management with critical input on a wide variety of institutional initiatives that affect students and student life at UMUC. To learn more about the Student Advisory Council or to contact a representative, students should visit the Web page at www.umuc.edu/gov/stac
INDEX

A

Academic Advisement, 23
Academic Honors, 27
Academic Integrity, 31
Academic Major, 62
Academic Minor, 62
Academic Quality, iv
Academic Warning and Dismissal, 27
Accounting, 36, 42, 68, 140
Accreditation, i
Accuplacer Tests, 139
ACE- American Council on Education, 19
Address Change, 29
Address, 179
Administrative Offices, Heidelberg, 178
Admission, 1
Admission Requirements, 1
Advanced Placement, 21
African American Studies, 65
Alumni Association, 34
Anthropology, 69, 141
Appeal Process (Financial Aid), 12
Appealing a Grade, 31, 201
Appendix A, 195
Appendix B, 200
Appendix C, 201
Appendix D, 201
Appendix E, 201
Appendix F, 204
Appendix G, 205
Appendix H, 209
Appendix I, 211
Appendix J, 211
Application for Admission, 6
Applying for Financial Aid, 8
Arabic, 141
Arbitrary and Capricious Grading, 31, 201
Army, Navy, and Marine Training, 20
Art, 65, 142
Art History, 65, 142
Art History and Appreciation, 71
Asian Studies, 65
Associate's Degree Curriculum Requirements, 38
Associate's Degree General Education Requirements, 38
Associate of Arts Degrees, 39
Accounting, 42
General Curriculum, 40
Specialized Curricula, 41
Path to Degree Completion, 39
Business and Management, 44
Common Associate of Arts Degree Requirements, 39
Computer Studies, 46
Curriculum Requirements, 39
Foreign Language Area Studies, 48
German, 48
Italian, 50
Spanish, 52
General Education Requirements (GER), 38
Management Studies, 54
Mathematics, 56
Women's Studies, 58
Astronomy, 142
Attendance, 32
Audit (AU), 11, 26
Bachelor of Arts and Bachelor of Science, 64
Bachelor's Degrees, 60
Expectations, 60
Requirements, 60, 62
Path to Degree Completion, 63
Bachelor's Degrees, 60
Accounting, 66
Bachelor of Arts and Bachelor of Science, 64
Business Administration, 74
Communication Studies, 79
Computer and Information Science, 81
Computer Studies, 84
Criminal Justice, 87
English, 92
Expectations, 60
Foreign Language Area Studies, 95
German, 95
Italian, 97
Spanish, 99
General Education Requirements (GER), 61
General Studies, 101
Anthropology, 69
Art History and Appreciation, 71
Economics, 89
Mathematics, 122
Philosophy, 124
Sociology, 135
History, 103
Humanities, 106
Human Resource Management, 108
<table>
<thead>
<tr>
<th>INDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Management, 65</td>
</tr>
<tr>
<td>Evaluation (Official), 23</td>
</tr>
<tr>
<td>Examinations, 32</td>
</tr>
<tr>
<td>EXCEL Through Experiential Learning, 16, 156</td>
</tr>
<tr>
<td>Excelsior College Examinations, 22</td>
</tr>
<tr>
<td>Expectations (Bachelor’s Degree), 60</td>
</tr>
<tr>
<td>External Sources of College Credit, 17</td>
</tr>
<tr>
<td>Faculty, 184</td>
</tr>
<tr>
<td>Failure: The Grade of F or FN, 11, 25</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA), 29, 201</td>
</tr>
<tr>
<td>Federal Direct PLUS Loans, 10</td>
</tr>
<tr>
<td>Federal Pell Grants, 9</td>
</tr>
<tr>
<td>Federal Perkins Loans, 10</td>
</tr>
<tr>
<td>Federal Return of Funds Policy, 12</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (FSEOG), 9</td>
</tr>
<tr>
<td>Fees, 6</td>
</tr>
<tr>
<td>Filing Students’ Grievances, 33</td>
</tr>
<tr>
<td>Finance, 65</td>
</tr>
<tr>
<td>Financial Aid, 8</td>
</tr>
<tr>
<td>Financial Aid Probation Status, 11</td>
</tr>
<tr>
<td>Financial Aid Denied Status, 12</td>
</tr>
<tr>
<td>Fire Science, 65</td>
</tr>
<tr>
<td>Foreign-Educated Students, 3</td>
</tr>
<tr>
<td>Foreign Language Area Studies, 37, 48, 95</td>
</tr>
<tr>
<td>Foreign Language Examinations, 16</td>
</tr>
<tr>
<td>Forensics, 65</td>
</tr>
<tr>
<td>Forms of Financial Aid, 8</td>
</tr>
<tr>
<td>French, 156</td>
</tr>
</tbody>
</table>

| G |
| General Education Requirements Associate of Arts Degree, 38 |
| Bachelor’s Degree, 61 |
| General Studies, 101 |
| Geology, 157 |
| German, 37, 47, 95, 157 |
| Gerontology, 65 |
| GI Bill, 13 |
| Global Business and Public Policy, 65 |
| GoArmyEd Portal, iii |
| Admission, 1 |
| Common Application, 1 |
| Registration, 4 |
| Withdrawal, 5 |
| Payment of Fees, 6 |
| Official Evaluation, 2, 3 |
| SOC Agreements, 24 |
| Government and Politics, 158 |
| Grade Appeal Process, 31, 205 |
| Grade Point Average (GPA), 26 |
| Grade Under Review: The Mark of G, 11, 25 |
| Grading System, 25 |
| Grading Repeated Courses, 11, 26 |
| Graduate Programs Bowie State University and UMUC, v |
| Graduate Work By UMUC Europe Seniors, 22 |
| Graduation Review, 30 |
| Greek (Modern Greek), 167 |
| Grievance Procedures (Student), 33 |

| H |
| Heidelberg Administrative Offices, 178 |
| High School Students–Concurrent Secondary Enrollment, 3 |
| History, 103, 160 |
| History of UMUC, ii |
| Homeland Security, 65 |
| Honor Societies, 28 |
| Human Resource Management, 108, 161 |
| Humanities, 106 |

| I |
| Incomplete (I), 11, 25 |
| Indebtedness to the University, 7 |
| Individualized Learning Courses, 15, 139 |
| Information Assurance, 65 |
| Information and Library Services, 34 |
| Information on Courses, 138 |
| Information Systems Management, 112, 161 |
| Institutional Credit, 26 |
| Institutional Exam Codes, 21 |
| International Business Management, 114 |
| Introduction to UMUC, ii |
| Investigative Forensics, 65 |
| Issuance of Certificates and Diplomas, 30 |
| Italian, 37, 50, 97, 163 |

| J |
| Journalism, 65 |
INDEX

K
Key to Course Descriptions, 138

L
Laboratory Management, 65
Late Registration Fee, 6
Learning Gained Through Experience, 15
Legal Studies, 65
Letter of Completion, 30
Levels of Progress, 27
Library Instruction and Research Assistance, 35
Library Resources, 34

M
Macedonian, 164
Major, Minor, and Elective Requirements, 60
Management, 37, 54, 115, 164
Marginal Performance:
The Grade of D, 25
Marine, Army, and Navy Training, 20
Marketing, 118, 121, 165
Mathematical Sciences, 65
Mathematics, 38, 56, 122, 165
Microbiology, 65
Middle States Association of Colleges and Schools, iv
Military Partnerships, iii
Minors
Accounting, 68
Biology, 73
Business Administration, 77
Business Law and Public Policy, 78
Communication Studies, 81
Computing, 86
Criminal Justice, 89
Economics, 91
English, 94
History, 105
Humanities, 108
Human Resource Management, 111
International Business Management, 114
International Business
Marketing, 121
Philosophy, 126
Political Science, 129
Psychology, 132
Sociology, 137
Women's Studies, 137
Mission, i
Modern Greek, 167
Music, 168

N
Name Change, 29
National Smartgram, 9
Natural Science, 65, 168
Navy, Army, and Marine Training, 20
Noncollegiate Courses, 19
Noncompletion of Degree Requirements, 30
Nondiscrimination, 34, 202

O
Official Evaluation, 23
Official Registration, 4
Official Transcripts, 29, 30
One UMUC - Europe, Stateside, and Asia, 18, 34
Online Courses, 139
Overall Bachelor's Degree Requirements, 62
Path to Associate's Degree Completion, 39
Path to BA/BS Degree Completion, 63
Philosophy, 124, 126, 168
Physics, 169
Plagiarism, 208
Political Science, 127, 129
Portuguese, 169
Preparing Citizens for the 21st Century, v
Prerequisites, 139
Prior Learning, 15
Probation (Levels of Progress), 27
Proof of English Proficiency, 3
Provisional (Student Status), 2
Psychology, 129, 132, 170
Refunds, 7
Registration, 4
Regular (Student Status), 2
Reinstatement after Dismissal, 27
Reinstatement of Aid after Financial Aid Denied Status, 12
Relocation Form, 18
Repeating a Course, 11, 26
Requirements
Certificates, 36
Associate's Degree, 39
Bachelor's Degree, 58
INDEX

Retired and Former Army, Navy, Coast Guard, and Marine Corps, 20
Returned Check Fee, 6
Rights and Responsibilities of the Student, 31
Rush Transcripts, 6

S
Satisfactory: The Grade of S, 11, 25
Satisfactory Academic Progress, 10, 27
Scholarships, 8
Scholastic Recognition, 27
Second Associate’s Degree, 39
Second Bachelor’s Degree, 63
Serbo-Croatian, 170
Serving Adult Students, iv
SOC (Servicemembers Opportunity Colleges), 19, 24
Social Science, 133
Sociology, 135, 137, 172
Spanish, 37, 52, 99, 173
Special Services, 34
Speech Communication, 65, 174
Statistics, 174
Strategic and Entrepreneurial Management, 65
Student Advisory Council, 35, 211
Student Grievance Procedures, 33
Student Indebtedness, 7
Student Learning Assessment, iv
Student Records, 29, 201
Student Responsibilities (VA), 14
Student Status
Consortium, 2
Provisional, 2
Regular, 2
Summary of Credit Sources, 18

T
Theatre, 175
TOEFL (Test of English as a Foreign Language), 3
Treatment of W, I, AU, F/FN, G, S, and Repeated Coursework, 11, 25
Transcripts, 6, 29, 30
Transfer from UMUC Stateside or UMUC Asia, 3
Transfer of UMUC Credits, 33
Transfer of Credits within UMUC, 33
Transfer of Credit to Other Institutions, 19, 33
Tuition, 6
Turkish, 175

U
UMUC
Course Descriptions, 138
Accounting, 140
Anthropology, 141
Arabic, 141
Arts, 142
Art History, 142
Astronomy, 142
Biology, 142
Business and Management, 144
Chemistry, 145
Communication Studies, 146
Computer and Information Science, 147
Computer and Information Technology, 148
Computer Studies, 149
Cooperative Education, 151
Criminology/Criminal Justice, 152
Dutch, 152
Economics, 152
Education, 153
Education Principles, 154
English, 154
Experiential Learning (EXCEL), 156
French, 156
Geology, 157
German, 157
Government and Politics, 158
History, 160
Human Resource Management, 161
Information Systems Management, 161
Italian, 163
Library Skills and Information Literacy, 164
Macedonian, 164
Management Studies, 164
Marketing, 165
Mathematics, 165
Modern Greek, 167
Music, 168
Natural Science, 168
| Philosophy, 168 | UMUC Europe Locations, 179 |
| Physics, 169 | UMUC Stateside Locations, 182 |
| Portuguese, 169 | Unit of Credit, 15 |
| Psychology, 170 | University of Maryland |
| Serbo-Croatian, 172 | University College, ii, iii, 181, 182 |
| Sociology, 172 | University System of Maryland, iii, 32, 183 |
| Spanish, 173 | |
| Speech, 174 | |
| Statistics, 174 | |
| Theatre, 175 | |
| Turkish, 175 | |
| Women's Studies, 175 | |
| Writing, 176 | |
| Individualized Learning | |
| Courses (IL), 139 | |
| UMUC Asia, 180 | |
| UMUC Asia Locations, 180 | |
| UMUC Europe, i, ii, 178 | |
| UMUC Europe Foreign Language Examinations, 16 | |

**W**

- Warning (Levels of Progress), 27
- Ways of Earning Credit, 15
- William D. Ford Federal Direct Subsidized Loan Program, 9
- William D. Ford Federal Direct Unsubsidized Loan Program, 10
- Withdrawal, 5, 7, 26
- Women's Studies, 37, 58, 137, 175
- Writing, 176
- Writing Resources, 35
- Writing Standards, 33

<table>
<thead>
<tr>
<th><strong>Catalog Staff</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Editors</strong></td>
</tr>
<tr>
<td><strong>Cover Design</strong></td>
</tr>
<tr>
<td><strong>Graphics/Layout</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Photo Credits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cover</strong></td>
</tr>
<tr>
<td>Defense Link</td>
</tr>
<tr>
<td><strong>Inside</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
### Academic Calendar 2007-2008

#### Registration Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>6 August - 17 August 2007</td>
<td>20 August - 13 October 2007</td>
</tr>
<tr>
<td>Term 2</td>
<td>15 October - 26 October 2007</td>
<td>29 October - 22 December 2007</td>
</tr>
<tr>
<td>Term 5</td>
<td>26 May - 6 June 2008</td>
<td>9 June - 19 July 2008</td>
</tr>
</tbody>
</table>

#### Commencement

- **25 May 2008**

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### On-Site

- **August 2007**
  - 6 August - 7 August
  - 12 August - 13 August
  - 19 August - 20 August
  - 26 August - 27 August

- **September 2007**
  - 2 September - 3 September
  - 9 September - 10 September
  - 16 September - 17 September
  - 23 September - 24 September

- **October 2007**
  - 1 October - 2 October
  - 8 October - 9 October
  - 15 October - 16 October
  - 22 October - 23 October

- **November 2007**
  - 5 November - 6 November
  - 12 November - 13 November
  - 19 November - 20 November
  - 26 November - 27 November

- **December 2007**
  - 2 December - 3 December
  - 9 December - 10 December
  - 16 December - 17 December
  - 23 December - 24 December

- **January 2008**
  - 1 January - 2 January
  - 8 January - 9 January
  - 14 January - 15 January
  - 21 January - 22 January

- **February 2008**
  - 2 February - 3 February
  - 9 February - 10 February
  - 15 February - 16 February
  - 22 February - 23 February

- **March 2008**
  - 1 March - 2 March
  - 7 March - 8 March
  - 13 March - 14 March
  - 20 March - 21 March

- **April 2008**
  - 6 April - 7 April
  - 12 April - 13 April
  - 19 April - 20 April
  - 26 April - 27 April

- **May 2008**
  - 2 May - 3 May
  - 8 May - 9 May
  - 15 May - 16 May
  - 22 May - 23 May

- **June 2008**
  - 1 June - 2 June
  - 7 June - 8 June
  - 14 June - 15 June
  - 21 June - 22 June

- **July 2008**
  - 6 July - 7 July
  - 13 July - 14 July
  - 20 July - 21 July
  - 27 July - 28 July
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### ACADEMIC CALENDAR 2007-2008

<table>
<thead>
<tr>
<th>REGISTRATION</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ON-SITE</strong></td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>6 August - 17 August 2007</td>
</tr>
<tr>
<td>Term 2</td>
<td>15 October - 26 October 2007</td>
</tr>
<tr>
<td>Term 3</td>
<td>7 January - 18 January 2008</td>
</tr>
<tr>
<td>Term 4</td>
<td>17 March - 28 March 2008</td>
</tr>
<tr>
<td>Term 5</td>
<td>26 May - 6 June 2008</td>
</tr>
<tr>
<td><strong>RESERVATION</strong></td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>25 June - 29 August 2007</td>
</tr>
<tr>
<td>Term 2</td>
<td>17 September - 7 November 2007</td>
</tr>
<tr>
<td>Term 3</td>
<td>19 November 2007 - 30 January 2008</td>
</tr>
<tr>
<td>Term 4</td>
<td>11 February - 9 April 2008</td>
</tr>
<tr>
<td>Term 5</td>
<td>21 April - 4 June 2008</td>
</tr>
<tr>
<td><strong>DISTANCE EDUCATION</strong></td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>6 August - 13 October 2007</td>
</tr>
<tr>
<td>Term 2</td>
<td>29 October - 22 December 2007</td>
</tr>
<tr>
<td>Term 3</td>
<td>21 January - 15 March 2008</td>
</tr>
<tr>
<td>Term 4</td>
<td>31 March - 24 May 2008</td>
</tr>
<tr>
<td>Term 5</td>
<td>9 June - 19 July 2008</td>
</tr>
<tr>
<td><strong>COMMENCEMENT</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 May 2008</td>
</tr>
</tbody>
</table>

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