<table>
<thead>
<tr>
<th>On-site</th>
<th>Distance Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Session 1</strong></td>
<td><strong>Fall Session 1</strong></td>
</tr>
<tr>
<td>Registration Session 1</td>
<td>Registration Session 1</td>
</tr>
<tr>
<td>10 August - 23 August 2009</td>
<td>29 June - 30 August 2009</td>
</tr>
<tr>
<td>24 August - 18 October 2009</td>
<td>31 August - 8 November 2009</td>
</tr>
<tr>
<td><strong>Fall Session 2</strong></td>
<td><strong>Fall Session 2</strong></td>
</tr>
<tr>
<td>Registration Session 1</td>
<td>Registration Session 2</td>
</tr>
<tr>
<td>12 October - 25 October 2009</td>
<td>29 June - 8 November 2009</td>
</tr>
<tr>
<td>26 October - 20 December 2009</td>
<td>9 November 2009 - 24 January 2010</td>
</tr>
<tr>
<td><strong>Spring Session 1</strong></td>
<td><strong>Spring Session 1</strong></td>
</tr>
<tr>
<td>Registration Session 1</td>
<td>Registration Session 1</td>
</tr>
<tr>
<td>4 January - 17 January 2010</td>
<td>23 November 2009 - 24 January 2010</td>
</tr>
<tr>
<td>18 January - 14 March 2010</td>
<td>25 January - 4 April 2010</td>
</tr>
<tr>
<td><strong>Spring Session 2</strong></td>
<td><strong>Spring Session 2</strong></td>
</tr>
<tr>
<td>Registration Session 2</td>
<td>Registration Session 2</td>
</tr>
<tr>
<td>8 March - 21 March 2010</td>
<td>23 November 2009 - 4 April 2010</td>
</tr>
<tr>
<td>22 March - 16 May 2010</td>
<td>5 April - 13 June 2010</td>
</tr>
<tr>
<td><strong>Summer Session 1</strong></td>
<td><strong>Summer Session 1</strong></td>
</tr>
<tr>
<td>Registration Session 1</td>
<td>Registration Session 1</td>
</tr>
<tr>
<td>17 May - 30 May 2010</td>
<td>12 April - 13 June 2010</td>
</tr>
<tr>
<td>31 May - 25 July 2010</td>
<td>14 June - 21 August 2010</td>
</tr>
</tbody>
</table>

**ContacT Us!**

DSN 314-370-6762  ❄  CIV +49-(0)6221-3780  ❄  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 adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is the largest provider of education to the U.S. military worldwide and serves 36,000 active duty military servicemembers. With more than 150 worldwide locations and 110 undergraduate and graduate degree and certificate programs offered entirely online, UMUC makes it possible to earn a widely respected degree from just about anywhere.

UMUC’s commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for students to register for courses, pay tuition, and order textbooks when it’s convenient for them. Students can also access academic and career advising, financial aid counseling, library services, and much more online via the university’s Web site or by phone or e-mail. All over the world, UMUC gives its students 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
- Civilian (Germany) 06221-3780
- International +49-6221-3780
- Fax +49-(0)6221-378300
- E-mail edstudent_svc@ed.umuc.edu
- Web www.ed.umuc.edu
I am delighted to welcome you to UMUC Europe. Our mission is to serve your needs and provide top quality academic programs and services to members of U.S. military communities throughout the European and Central Commands. On these pages you will find information about rich and rewarding academic programs that will set you on a path of not only achieving your educational goals, but also establishing a solid base for your professional future.

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

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

On behalf of the faculty and staff of this great institution, I extend to you my very best wishes as you embark on your educational journey with UMUC.

Allan J. Berg, PhD, JD
Vice President and Europe Director

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 page 223.
A UNIQUE INSTITUTION

University of Maryland University College (UMUC) is unique among institutions of higher education. From its founding in 1947, UMUC was designed to meet the educational needs of adult students—students who must balance study with the demands of work and family life.

Today, UMUC has grown to be the largest state university in the nation, serving students throughout the state, the nation, and the world. Yet its focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep students from achieving their educational goals—remains unchanged.
MILITARY PARTNERSHIPS

For over 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 2009, 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 are 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 select “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.
STUDENTS FIRST
At UMUC, student success is of paramount importance. The university seeks not only to help students fulfill their current education goals but also to create an educational partnership that will last throughout their lives.

To that end, the university looks first for ways to ensure that students can easily access programs and services. Admission policies are designed to simplify the process (standardized tests are not required), making it possible for students to apply and register at the same time.

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

Convenience and flexibility are not the only concern, however. UMUC seeks to create a learning environment that students will find respectful of their diverse backgrounds, inclusive, responsive, and relevant. Recognizing that financial concerns are often the biggest obstacle to higher education, UMUC also strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military or community college students.

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).

INNOVATION
UMUC has always looked for new and better ways to serve students. Long before the online revolution, UMUC was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, students access both courses and services online, using WebTycho, UMUC’s proprietary course-delivery system, and MyUMUC, the university’s online gateway to services and information. UMUC’s faculty also strive to find new ways to best use these technologies to assist their students’ learning.

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 broad-based education and specific disciplines to the undergraduate experience, and thus incorporates cross-curricular context and analytical approaches in all programs to complement practice.

Instruction and curricula at UMUC are based on the belief that certain abilities are the hallmarks of successful learning. UMUC expects students to demonstrate knowledge and skills not only in the major areas of study, but also in critical analysis, reasoning, and problem solving; diverse cultures and historical periods; the use of technology; key concepts and principles of the natural, social, and behavioral sciences; information literacy; effective writing and communication; mathematical and quantitative reasoning; and the application of frameworks for ethical decision making. These hallmarks of a UMUC undergraduate education are instilled through a broad foundation in general education in combination with a strong and focused major area of study. Students are expected to master and practice these skills throughout their study toward the undergraduate degree.

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.
SERVING ADULT STUDENTS

UMUC welcomes all students and helps them achieve their educational goals, but has a special focus on the needs of adult students in the workforce. In 2007, 82 percent of UMUC undergraduates worked full-time, and more than half had at least one child. Currently, the median age for stateside undergraduate students is 32 years old.

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 (described on pp. 18) 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 (described on pp. 24).

UMUC understands the demands of balancing work, family, and study and responds by offering undergraduate classes at convenient locations and times, including evenings and weekends. Courses are also provided in innovative formats, including accelerated sessions, online delivery, and hybrid courses that combine on-site and online delivery. The rapid growth in undergraduate enrollments at UMUC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.

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 School 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 the UMUC Europe Web site at www.ed.umuc.edu/graduate.
CONTENTS

II WELCOME TO UMUC
A Unique Institution
Military Partnerships
GoArmyEd
Students First
Academic Quality
Innovation
Preparing Citizens for the 21st Century
Serving Adult Students
Graduate Programs in Europe

VIII PROGRAM CHOICES

1 ADMISSION
Eligibility
Admission Requirements

5 ENROLLMENT
Official Registration
Waiting List
Course Load
Certificate of Enrollment
Withdrawal

7 FEES
List of Fees
Refunds
Military or Employer Provided Tuition Assistance (TA)
Textbook Fees
Indebtedness to the University

10 FINANCIAL AID
Scholarships
Forms of Financial Aid
Satisfactory Academic Progress

16 VETERANS EDUCATION BENEFITS
Applying for VA Benefits
Certification Process
Requesting Certification
Payments
Student Responsibilities
Points of Contact

18 WAYS OF EARNING CREDIT
Classroom, Online, and Individualized Learning
Resident Credit
Learning Gained through Experience
External Sources of College Credit
Educational Experiences in the Armed Services
Credit by Examination
Graduate Work by UMUC Europe Seniors

26 ACADEMIC ADVISEMENT
Official Evaluation / Degree Progress Report
Servicemembers Opportunity Colleges

28 GRADES AND RECORDS
Grading Method
Change of Grade
Grading Repeated Courses
Institutional Credit
Calculation of Grade Point Average
Academic Warning and Dismissal
Scholastic Recognition
Transcripts
Change of Address or Name
Family Educational Rights and Privacy Act (FERPA)

34 CERTIFICATES, DIPLOMAS, AND GRADUATION
Certificate/Diploma Application
Deadlines
Graduation Review
Noncompletion of Degree Requirements
Issuance of Diplomas, Official Transcripts, and Letters of Completion
Conference Courses

vi
## 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. 72</td>
<td></td>
<td>p. 74</td>
<td>pg. 46</td>
<td>p. 40</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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business administration</td>
<td>p. 79</td>
<td></td>
<td>p. 81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and management</td>
<td></td>
<td></td>
<td></td>
<td>p. 48</td>
<td></td>
</tr>
<tr>
<td>Business law and public policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 82</td>
</tr>
<tr>
<td>Communication studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and information science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer studies</td>
<td>p. 88</td>
<td></td>
<td></td>
<td>p. 50</td>
<td>p. 40</td>
</tr>
<tr>
<td>Computing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>p. 90</td>
</tr>
<tr>
<td>Criminal justice</td>
<td>p. 91</td>
<td></td>
<td></td>
<td>p. 93</td>
<td></td>
</tr>
<tr>
<td>Economics *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>p. 97</td>
<td></td>
<td></td>
<td>p. 99</td>
<td></td>
</tr>
<tr>
<td>Foreign language area studies-Arabic and the Middle East *</td>
<td>p. 100</td>
<td></td>
<td></td>
<td>p. 52</td>
<td>p. 41</td>
</tr>
<tr>
<td>Foreign language area studies-German *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign language area studies-Italian *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign language area studies-Spanish *</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</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>
</tr>
</thead>
<tbody>
<tr>
<td>General and Comparative Literature *</td>
<td></td>
<td>p. 108</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General studies</td>
<td>p. 110</td>
<td></td>
<td></td>
<td>p. 44</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>p. 112</td>
<td></td>
<td>p. 114</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human resource management</td>
<td>p. 115</td>
<td></td>
<td>p. 117</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>p. 118</td>
<td></td>
<td>p. 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information systems management</td>
<td></td>
<td>p. 121</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International business management</td>
<td></td>
<td></td>
<td></td>
<td>p. 123</td>
<td></td>
</tr>
<tr>
<td>Management studies</td>
<td>p. 124</td>
<td></td>
<td>p. 60</td>
<td>p. 41</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>p. 126</td>
<td></td>
<td>p. 128</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics *</td>
<td>p. 128</td>
<td></td>
<td>p. 62</td>
<td>p. 41</td>
<td></td>
</tr>
<tr>
<td>Philosophy *</td>
<td>p. 130</td>
<td></td>
<td>p. 132</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political science</td>
<td>p. 133</td>
<td></td>
<td>p. 135</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>p. 136</td>
<td></td>
<td>p. 138</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social science</td>
<td>p. 139</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology *</td>
<td>p. 141</td>
<td></td>
<td>p. 143</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s studies</td>
<td>p. 144</td>
<td></td>
<td>p. 64</td>
<td>pg. 41</td>
<td></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 are admissible.

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

Students who plan to earn a certificate or degree at UMUC must ensure that official transcripts and documents relating to their educational background, including high school transcripts and military documents, are on file with UMUC by the end of their first term (fall: August-December; spring: January-May; summer: June-July) of attendance with the university.

All home-schooled students must submit documentation prior to their first enrollment from a regionally accredited or state approved home school program in accordance with the University System of Maryland requirements for admission of home-schooled students.
Procedures for Admission

To apply for admission, students must complete an undergraduate admission application and pay the nonrefundable fee. Before attempting to register, students must have been officially admitted to the university. Applications for admission may be submitted online through MyUMUC (my.umuc.edu).

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 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.

Students are not required to submit official transcripts for admission. However, students must have all official documents of their education background, including their high school transcripts or GED scores, on file by the end of the first term of attendance.

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 per term (fall: August-December; spring: January-May; summer: June-July). 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. If the student’s term grade point average at UMUC is less than 2.0, the student is placed on probation. If, while on probation, the student’s term grade point average is 2.0 or better, she or he returns to provisional status. If, while on probation, the student’s term and cumulative grade point averages are less than 2.0, he or she is dismissed and must follow the standard procedures that apply to all dismissed students. 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 and documentation of English proficiency. 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.

GoArmyEd 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 (fall: August-December; spring: January-May; summer: June-July) 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 between UMUC campuses (Asia, Stateside, and Europe) are simple and free of charge. Students who previously attended classes with UMUC Stateside or UMUC Asia may request that their student records be sent to UMUC Europe. Divisional transfers may be requested through MyUMUC (my.umuc.edu) or by contacting a UMUC Europe field representative.

Reenrollment

Students who have not attended UMUC for two years or more must file a new application before they will be allowed to register. However, they need not pay another application fee. Students may reapply by selecting “Apply Online” at my.umuc.edu.
Foreign-Educated Students

Prospective students who were educated outside of the United States will need to provide documentation of English proficiency prior to being considered for admission to the university and the equivalency of a U.S. secondary education during their first term (fall, spring, or summer) of enrollment. Prospective students who were educated outside of the United States will need to complete the following steps:

1. If English is not the student’s native language, the student may not be admitted until college-level proficiency in written English is demonstrated in one of the following ways:
   - A score of at least 550 on a written version, 213 on a computer-based version, or 79 on the Internet-based version of the TOEFL (Test of English as a Foreign Language),
   - A score of at least 6.5 on the International English Language Testing System (IELTS), including the academic writing and reading modules,
   - A minimum score of Grade Pre-1 on the EIKEN Test in practical English proficiency.
   - A grade of C or higher in an English composition course from an accredited U.S. college or university,
   - Graduation from a U.S. high school or regionally-accredited university.

GoArmyEd students must provide the same documentation.

2. If the applicant has earned fewer than 24 credits at a regionally accredited U.S. college or university, completion of the equivalent of a U.S. secondary education must be verified by:
   - An evaluation from an approved international credit evaluation agency. Specific information is available at www.ed.umuc.edu.
   - Official transcripts showing successful completion of the U.S. GED exam with a total score of at least 225 and no individual test score below 40 (for tests completed before January 2002) or a total score of at least 2250 and no individual test score below 410 (for tests completed in or after January 2002)

All documentation should be sent to:
University of Maryland University College
Attn: Transcripts Office
3501 University Boulevard East
Adelphi, MD 20783-8080 USA
UMUC Europe conducts five sessions each academic year, which begin in August and end in July. Face-to-face (on-site) classes are generally eight weeks long. Session 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 session dates to accommodate military exercises or deployments. Distance education (online) classes are 10 weeks long and have different session dates. On-site classes are usually held on or near military installations and registration is held at education centers, or online at MyUMUC (my.umuc.edu).

**GoArmyEd** Army students must register for all classes through the GoArmyEd portal.

Further information about on-site and online schedules, session dates, and registration can be found on the UMUC Europe Web site at www.ed.umuc.edu or at MyUMUC.

**OFFICIAL REGISTRATION**

**GoArmyEd** GoArmyEd students 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 by selecting campus “Univ of MD Univ Coll-Europe” or entering the GoArmyEd class number listed on the online class schedule
- Follow instructions in the portal to receive TA
- Pay all fees in full prior to the first class meeting

**Note:** The UMUC Europe non-refundable application fee is not covered by Army TA.

**All other students must:**
- Complete an eApplication and register online at MyUMUC (my.umuc.edu); and pay the nonrefundable application fee when registering for the first time
- Register online through MyUMUC or contact their UMUC Europe field representative
- 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

**WAITING LIST**

If a class is already full at the time of registration, students have the option of placing names on a waiting list for that class.

**Waiting list policies**

Regardless of how the student registers, the following policies apply:
- Students may not attend a class for which they are on the waiting list.
- If a space becomes available, the first student on the waiting list will automatically be registered for it, and the charge will appear on his or her account. The student may receive an e-mail notifying the student of the enrollment. If that student is ineligible for enrollment (because he or she has not met prerequisites or is enrolled in another class that conflicts in time), the space will go to the next person on the waiting list.

Students who no longer want a class should remove their name from the waiting list to prevent the possibility of automatic enrollment and being charged for the class.
COURSE LOAD

One course, or three credits during a session, is considered a normal course load for a student who is fully employed. This course load will require at least 6 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 session.

In no case may a student register for more than 9 credits per session without prior permission from the UMUC Europe registrar in Heidelberg. 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 or may be generated from the MyUMUC student portal. Enrollment can be certified only for the current term and for previous terms.

WITHDRAWAL

Students who must withdraw (drop) from a course are responsible for completing the withdrawal (drop) through MyUMUC or by visiting the UMUC Europe field office. The date a student withdraws in MyUMUC will determine the withdrawal date for refunds. 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 who do not formally withdraw may receive a failing grade and forfeit any refund.

In addition, students using tuition assistance must contact the education counselor at the education center that issued the tuition assistance to discuss the reason(s) for withdrawing from the class and possible repayment of funds.

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

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

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

- Students who register for on-site classes or weekend seminars must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday before the final week of the course.

Note: Students may not withdraw after the final meeting day of a weekend seminar, even if they did not take the final exam.

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.
FEES

Fees charged to UMUC Europe students are listed below.

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

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

Application for Admission $30
UMUC Europe charges a non-refundable fee for establishing the student's permanent record, the official university document from which transcripts are issued. Payment should be made through the MyUMUC portal the first time the eApplication with University of Maryland University College Europe is completed.

GoArmyEd students, who complete a Common Application in the GoArmyEd portal, must pay the $30 application fee at the nearest UMUC field site 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
Tuition is payable at the time of registration and may be paid through the MyUMUC portal by credit card (Discover, MasterCard, or Visa). Payment made via check or money order should be presented directly to the field representative at the education center or mailed directly to the UMUC Europe Business Office.

A member of the U.S. Armed Forces may be entitled to tuition assistance (TA) from the U.S. government. TA students other than GoArmyEd students must give the field representative at their education center a copy of the TA form or mail it directly to the UMUC Europe Business Office.

Students may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Information on financial assistance (loans and grants) and VA benefits is presented later in this Catalog.

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

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

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

Rush Transcript $25
A special handling fee is charged for transcripts processed within 24 hours.

Certificate/Diploma $50
For each certificate and diploma application filed, students are assessed an application fee.

Field Study
The tuition for a field study course is the same as any three credit-hour course. Additionally, a student may be charged a hotel accommodation fee depending on the specific course. Students who cancel the course after the registration deadline will be charged a $100 cancellation fee. The cancellation fee may be waived for those students who must cancel due to official, duty-related reasons.

Details on field study courses and fees are located at www.ed.umuc.edu/fieldstudy.

UMUC Stateside and UMUC Asia Campus Fees and Activity
Charges incurred from UMUC Stateside or UMUC Asia campuses will be reflected on the student’s financial account along with any UMUC Europe charges. The student may direct all financial account inquiries to the UMUC Europe Business Office.
REFUNDS
The refund policy applies to tuition only. Other fees are not refundable. A student who withdraws from a course before the first class session will receive a full refund. A student who withdraws on or after the class start date may be refunded a portion of the tuition as determined by the date of withdrawal. For one-credit weekend seminars, no tuition will be refunded unless the withdrawal is initiated prior to the start date.

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

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

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

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

On-site (face-to-face)
Refunds for the traditional eight-week on-site or hybrid course will be calculated according to the following schedule.

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

Distance Education (online)
Refunds for a ten-week online course will be calculated according to the following schedule.

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

One-credit Online Seminars
For one-credit online seminars (four or five weeks), refunds will be calculated according to the following schedule.

- A 75% refund will be applied if the student withdraws within the first 5 days after the course start date.
- A 25% refund will be applied if the student withdraws between the 6th and 9th day after the course start date.
- No refund will be applied for withdrawals initiated after the 9th day from the course start date.
MILITARY OR EMPLOYER PROVIDED TUITION ASSISTANCE (TA)

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

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

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

TEXTBOOK FEES

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

INDEBTEDNESS TO THE UNIVERSITY

Students who incur debts to UMUC during a particular session must clear them to be permitted to register for the next session. Requests for services including transcripts and diplomas will be denied until all debts have been paid. Outstanding debts are collected against any refunds due the student.

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

DSN: 314-370-6762,
ext. 326 (General) or ext. 210 (TA)
CIV: +49-(0)6221-378326/210
Fax: +49-(0)6221-378305
E-mail: edaccounts@ed.umuc.edu (General) or edtabilling@ed.umuc.edu (TA)

UMUC Europe
Attn: Business Office
Unit 29216
APO AE 09102
(from the U.S. and overseas commands)
UMUC Europe
Attn: Business Office
Im Bosseldorn 30
69126 Heidelberg
Germany
(for non-U.S. post)

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

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

Students can contact SCCU at 001-866-272-1548 or https://www.paybill.com/payccu/.
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 may 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 2009-2010 Free Application for Federal Student Aid (FAFSA), FAFSA on the Web Worksheet and the Military/Civilian Untaxed Income Worksheet are available online at www.ed.umuc.edu/fso or through your student portal and at all education centers. It is advisable for students to use the Helpful Hints Guide (also available online) when completing the Untaxed Income Worksheet and before attempting to complete the FAFSA. Students may complete the online FAFSA form and submit it electronically at www.fafsa.ed.gov.

The Untaxed Income Worksheet may be submitted online through your student portal; however, paper copies must be mailed to the UMUC Europe Financial Aid Office in Heidelberg. It may take several weeks to process an application for any type of financial aid, so students should take note of the priority processing deadlines and other important dates listed on the UMUC Europe Web site.

Financial aid is awarded by academic year, and students must reapply each year. Students may apply until 30 June 2010 for the 2009-2010 academic year. Financial aid may 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 submit a FAFSA application. 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 fully admitted to UMUC and 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 term. 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 66 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.
Federal Pell Grants

Federal Pell Grants range from $976 to $5,350 per academic year and will vary based upon the Expected Family Contribution (EFC) and enrollment status. Federal Pell Grants do not need to be repaid. Students eligible for a Federal Pell Grant who have submitted their completed FAFSA and all required documentation to the Financial Aid Office will receive an Award and Acceptance Letter. All Pell Grant funds are automatically awarded in an accepted status.

Eligible Federal Pell Grant students will be considered for aid for the entire academic year. Students are responsible for tracking the use of their grant. The amount of the grant, based upon the EFC and the cost of education, may vary each term depending on the enrollment level.

For the summer term, students may either telephone the Financial Aid Office or access the MyUMUC portal to determine the amount of available Pell funds.

The Pell Grant is adjusted for students’ actual enrollment on the Pell census date. These census dates are listed on the UMUC Europe Web site. 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 (ACG)

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 half-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 is available for the 2009-10 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 half-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 2009-2010 academic year and must successfully complete a minimum of half-time enrollment each term 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 period(s) can be for one term only or a combination of terms, e.g. Fall only or Fall/Spring or Summer only. Enrollment in both on-site and DE classes can be combined for the purpose of the half-time enrollment necessary for a student loan within a term. For financial aid purposes, 6 credits in a term is considered half-time enrollment and 12 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 for a subsidized loan, first disbursement made on or after July 1, 2009, is 5.6%. There is a 2.0 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.

The William D. Ford Federal Direct Unsubsidized Loan Program

This student loan program has the same terms, conditions, and deadlines, as the subsidized Direct Loan except the interest rate is fixed at 6.8% and 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. Dependent students supported by their parents are eligible for amounts equal to the subsidized Direct Loan limits plus $2,000 per academic year. Independent students are eligible for amounts equal to the subsidized Direct Loan limits plus $6,000 per academic year as freshmen and sophomores and $7,000 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. There is a 4.0 percent origination fee that is subject to reduction by the Department of Education. 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. Students whose parents are denied a PLUS loan may be eligible for additional unsubsidized loan funds. The repayment for a PLUS loan begins on the date the loan is fully disbursed. 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.

UMUC requests students and their parents to complete the FAFSA and take all necessary steps to apply for financial aid through UMUC Europe. Parent borrowers must complete the additional federally required Federal Direct PLUS Loan Data Sheet available on the Web site.

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 $2,000 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

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, and/or 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 August. 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.

Satisfactory academic progress cannot be determined until enrollment and grades have been submitted. As a result of 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 66 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 (e.g., 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 grades are not included in the GPA calculation, but are considered noncompletion of attempted coursework until the incomplete 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 66 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 August 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 are not able to regain eligibility in this manner. They may only regain financial aid eligibility on a term-by-term basis through the appeal process.

Appeal 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 Financial Aid 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, may lose some or all of the aid already disbursed to their account, and may be personally responsible for payment of any charges for tuition and fees 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 Web site.

CONTACT THE UMUC EUROPE FINANCIAL AID OFFICE

For details concerning financial aid, refer to the UMUC Europe Web site or contact:
University of Maryland University College Europe
Financial Aid Office
Unit 29216
APO AE 09102
or (civilian address)
University of Maryland University College Europe
Financial Aid Office
Im Bosseldorn 30
69126 Heidelberg
Germany
DSN:  370-6762, ext. 324
CIV:  +49-(0)6221-378324
Fax:  +49-(0)6221-378398
E-mail:  edfso@ed.umuc.edu
Web:  www.ed.umuc.edu/fso
UMUC students who are active duty or veterans may be eligible for educational assistance programs administered by the U.S. Department of Veterans Affairs (DVA). Information and application forms may be obtained at local education centers. Please ask the education counselor for assistance in applying for VA benefits. Other forms and additional information can be found on the GI Bill Web site at www.gibill.va.gov. Students may also contact the VA Office in Heidelberg for assistance.

**Applying for VA Benefits**

A student who is applying for benefits for the first time should:

- Complete the DVA form 22-1990 (Application for Educational Benefits).
- Have the education services officer (ESO) also sign the 22-1990 form, if the student is on active duty.
- Submit a photocopy of his or her DD214 if the student is a veteran.
- Mail the form(s) to the DVA Regional Office in Buffalo, NY, or to the UMUC VA Office in Heidelberg.

A student who has already used VA benefits either at another university or at UMUC must:

- Complete the DVA form 22-1995 (Request for Change of Program or Place of Training).
- Have the education services officer (ESO) also sign the 22-1995 form, if the student is on active duty.
- Mail the form(s) to the DVA Regional Office in Buffalo, NY, or to the UMUC VA Office in Heidelberg.

**Please note:** Submitting your application online using VONAPP will delay the processing of your benefits.

**Certification Process**

Notification that a student wishes to use VA benefits is a student's responsibility and must be submitted through MyUMUC (my.umuc.edu) each term or session the student is requesting benefits. UMUC acts as a certifying agent for the Department of Veteran Affairs. The VA Office in Heidelberg confirms the course(s) are part of the student's degree program and submits DVA form 22-1999, certifying enrollment, to the DVA Regional Office in Buffalo, NY. Students may view the status of the processing of their certification through MyUMUC by selecting “View My Veterans Benefits.” 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 students are not eligible for the VA Advanced Payment program.

**Requesting Certification**

All students requesting VA benefits must submit their request for certification each term or session through MyUMUC (my.umuc.edu).

- **Applying for VA Benefits**
  Students using their VA education benefits must complete the Apply for Veterans Benefits form each registration period (Fall, Spring, and Summer) to request that certification of enrollments be submitted by UMUC to the DVA Regional Office. To apply, students should a) select MyAcademics > Veterans Benefits > Apply for Veterans Benefits; b) indicate the term VA benefits will be used; and c) complete and submit the certification form.

- **Adjusting VA Benefits**
  Students enrolling in additional classes or enrolling for classes in Session 2, after submitting a certification for Session 1, must submit the additional course(s) for certification. To adjust benefits, students should a) select MyAcademics > Veterans Benefits > Adjust Veterans Benefits and b) select the additional course(s).

- **Viewing Certification Status**
  Students may view the status of their certification requests by selecting MyAcademics > Veterans Benefits > View My Veterans Benefits. The status may be: 1) pending, the VA Office in Heidelberg has not yet received the request; 2) received, the VA Office is reviewing the request; 3) submitted, the certification was submitted to the DVA Regional Office on the date indicated; and 4) denied, the course has been denied and will not be submitted for certification.

**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**

Most 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. For information on training times, please see the training time chart found on www.ed.umuc.edu/undergrad/services/vabenefits.html.

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 in program. Such actions may affect payments to the student or lead to a requirement that she/he repay the VA monies already received.
- VA students must report all changes to their degree program or official evaluation by submitting DVA 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 VA Office advises students to complete and submit the correct paperwork as early as possible to ensure timely processing. Students with questions on how to proceed should write, e-mail, or phone:

- University of Maryland University College
  - Attn: VA Office
  - Unit 29216
  - APO AE 09102
  - E-mail: edva@ed.umuc.edu
  - DSN: 314-370-6762, ext. 370
  - CIV: +49-(0)6221-378370
  - Fax: +49-(0)6221-378399
  - Web: www.ed.umuc.edu/undergrad/services/vabenefits.html

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

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

**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.
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 session. In online classes, students are linked to faculty and classmates via the Internet. The faculty member leads discussions, responds to student inquiries, and posts reviewed assignments in individual folders online. Students are expected to participate frequently in online discussions. In Individualized Learning (IL) classes, course material is presented on a CD; the student proceeds at his or her own pace usually 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.

RESIDENT CREDIT

Study in the overseas divisions establishes resident credit with University of Maryland University College. Since both faculty members and courses overseas meet academic standards set by the University, courses offered overseas carry resident credit identical to that earned in the stateside programs of UMUC. Thus a student may earn a UMUC bachelor’s degree entirely through study in Asia or in combination with study in Europe and at stateside locations in Maryland and in the Washington, D.C. metropolitan area. In addition to on-site classroom courses, UMUC offers an extensive array of courses through it acclaimed Distance Education program, all of which carry UMUC resident credit.

Credit toward a certificate or degree with UMUC may be assigned from several sources.

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.
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 or at www.umuc.edu/priorlearning.

EXCEL Through Experiential Learning

The Prior Learning program teaches students to identify, articulate, and gain academic credit for the college-level learning they have gained through work and life experience. 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 for a review of transfer credit

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 or at www.umuc.edu/priorlearning.
Cooperative Education offers an opportunity for students to gain experience and develop new knowledge and skills in their chosen discipline while earning upper-level college credit through an integrated model that puts theory into practice, thus enabling them to accelerate completion of both their academic and career goals.

To be eligible for Co-op, students must:

- Be seeking a degree or certificate that includes a co-op option from UMUC
- Have completed 30 credits, including transfer credit, toward a degree (if seeking 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 position 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 position 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 180 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 or UMUC Asia by using the online Division Transfer Request form through MyUMUC (my.umuc.edu).

SUMMARY OF CREDIT SOURCES

<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, applicable as elective credit only:</td>
<td>3</td>
<td>12</td>
<td>21</td>
</tr>
<tr>
<td>E. Maximum number of transfer credits from regionally accredited junior or community colleges:</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 specialties (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>
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.

Credit from Other Colleges and Universities

When the grade earned was at least C (2.0), transfer credits from regionally accredited two- and four-year colleges and universities may be accepted for courses that apply to the student’s curriculum that do not duplicate other courses for which credit has been awarded. C minus (C-) grades cannot be transferred. 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 (2.0) 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 college-level 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, SOCSM-2, SOCMAR-2, and SOCCOAST-2 programs) and bachelor’s degrees (SOCAD-4, SOCSM-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. Microfiche records are available from the National Personnel Records Center (NPRC), 9700 Page Blvd., St. Louis, MO 63132.

Web: www.archives.gov/st-louis/military-personnel

Army
DD Form 214 or MOS documentation listed in the previous paragraphs.

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
Students who attended the Marine Corps Institute may obtain an official transcript by submitting a written request to the Marine Corps Institute, 912 Charles Poor Street SE, Washington Navy Yard, DC 20391-5680

Coast Guard
DD Form 214
Coast Guard Institute Transcript
Web: www.uscg.mil/hq/cgi/downloads/forms/cg_form_1564.pdf

Community College of the Air Force (CCAF)

UMUC awards credit for study at service schools of the U.S. Air Force after 1973 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:

- there is no duplication of other academic credit, and
- the scores presented meet UMUC's standards and do not exceed non-traditional credit limitations

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 (2.0) or better.

Students who have questions about credit by examination are encouraged to consult a UMUC Europe academic advisor.

Institutional Exam Codes For UMUC

For official exam results to be sent to UMUC, the proper code must be used:

- AP: 7213 or 5804
- CLEP: 7417 or 5804
- DANTES: 9939
- Excelsior: N00001

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 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.
APPLICATION OF CREDIT BY EXAMINATION

<table>
<thead>
<tr>
<th>CLEP General Examination</th>
<th>Credit</th>
<th>ACE Recommended Score</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>NSCI 100, BIOL 101</td>
<td>Science</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>50*</td>
<td>MATH 106</td>
<td>Mathematics**</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>50*</td>
<td>ARTH 100</td>
<td>Arts and Humanities</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td>None</td>
<td>Arts and Humanities</td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td></td>
<td>None</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/speech.

** 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 106 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 examinations in English, mathematics, 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.

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/DEGREE PROGRESS REPORT

Academic advisors provide students the information needed to plan an academic program. The purpose of the official evaluation/degree progress report 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 need to submit official documents during their first term.

An official evaluation/degree progress report:
- 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/degree progress report 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.

In the degree progress report, a student’s most recent courses are applied to requirements first. Courses that could apply to multiple requirements are assigned to the first relevant category in the following order: general education requirements, then requirements for the selected academic major and minor, and finally electives. Verification of other degree-wide requirements (such as minimum number of upper-level credits) follows and may affect the remaining credits needed for the degree.

Documents Required for an Official Evaluation

With the exception of GoArmyEd students, all students must request an official evaluation by submitting the Application for an Official Evaluation. Requests are submitted through MyUMUC (my.umuc.edu) by selecting MyAdvising > Request Europe Degree Progress.

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 UMUC. Students may request an official evaluation/degree progress report for a new program or new major/minor by submitting a new Application for an Official Evaluation through MyUMUC (my.umuc.edu).

During the student’s first session at UMUC, 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
Attn: Transcript Office
3501 University Boulevard East
Adelphi, MD 20783-8070

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.

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
**Review of International Records**

Students who attend a non-U.S. institution (e.g., German Gymnasium or Italian Liceo) or international postsecondary educational institutions for which transfer credit may be awarded should:

- Be admitted and be seeking an undergraduate degree at UMUC.
- Mail their official international transcripts or other official educational documents to the international credit evaluation services selected by UMUC. (Information and forms are available at [www.ed.umuc.edu/undergrad/services/foreign_eval_procedure](http://www.ed.umuc.edu/undergrad/services/foreign_eval_procedure).)
- Provide unofficial copies of the above documents to UMUC Europe.
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to the UMUC Transcript Office.

**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 through MyUMUC (my.umuc.edu) by selecting MyAdvising > Request Europe Degree Progress.

**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.
GRADING METHODS

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</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Substandard</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Inadequate</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>P</td>
<td>Passing (D or higher)</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>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

Passing: The Grade of P

The grade of P is conferred after a teacher has evaluated coursework under the normal procedure for letter grades. A grade of P earns credit toward graduation; however, it is not included in calculating a grade point average. A failing grade carries no credit, and the failing grade is included in the computation of grade point averages.

Degree-seeking students who have earned 30 credits (including at least 15 credits at UMUC) and who have a cumulative grade point average of 2.0 may take one course of up to 6 credits each standard session (fall, spring, or summer) on a pass/fail basis, up to a maximum of 18 credits. Students must elect pass/fail grading at the time of registration. This status may not be changed after the second week of classes has ended for a standard session and after the first week of classes for an 8-week session.

This grading method is allowed only for electives. Required courses (e.g., general education courses and courses for the major and minor) may not be taken pass/fail, nor may pass/fail grading be used in retaking a course for which a letter grade was earned previously.

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 grade of Incomplete.
Incomplete: The Grade of I

The grade 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 incomplete must be requested before the end of the course

The procedure for awarding the grade of I is as follows:

- The student must ask the faculty member for an incomplete (faculty members cannot award an incomplete 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 grade 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 grade of I on the student’s record with the grade the student has earned

If the incomplete 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 grade of I in their final semester may delay graduation.

The grade of I cannot be removed by means of credit by examination, and it cannot be replaced by a grade 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 grade of I is not used in determining grade point averages.

Withdrawal: The Grade of W

Students may receive the grade of W by officially withdrawing from a course. Ceasing to attend class does not constitute an official withdrawal. For purposes of academic retention, the grade of W is counted as attempted hours. It is not used in determining grade point averages. The W can be posted only when a student drops a course through MyUMUC prior to the last date for withdrawal. Students should confirm the last date for withdrawal as the format (online or on-site) or class location (Europe, Asia, Stateside) will determine the official withdrawal dates.

GoArmyEd 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 who do not wish to receive credit may register for courses as auditors after being admitted. Students must indicate this intention when they register. Students may request a change from credit to audit status during the first week of class in an eight-week session. Auditors pay the same fees as those taking the course(s) for credit.

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>

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 seven credits per term (Fall, Spring, Summer).

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 seven credits per term (Fall, Spring, Summer).

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 an academic term (fall, spring, summer) has 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 summer through spring term. Eligibility for the Dean’s List is calculated once a year.

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.

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, including at least 12 credits in communication studies, with a GPA of 3.5 or higher in both communication studies and overall coursework. In addition, students must have completed at least 30 credits at UMUC.
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.

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.

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.

Pi Gamma Mu

*Pi Gamma Mu* is the international honor society for the social sciences and recognizes outstanding scholarship in the social sciences at UMUC. Membership is offered to qualified students interested in anthropology, criminal justice, economics, gerontology, history, political science, social psychology, sociology, and women’s studies.

Students who are in their last 60 credits of undergraduate study, have earned at least 20 hours of social science credit (at least 9 earned from UMUC), and have a GPA that ranks in the upper 35 percent of their class may be invited to join.

Psi Chi

*Psi Chi* is the National Honor Society in psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology.

Qualified students must be invited to join. To qualify for membership, students must have declared a major or minor in psychology and earned at least 45 credits toward a bachelor’s degree, including at least 9 credits in psychology at one of UMUC’s regional locations. Additionally, qualified students must be in the top 35 percent of their class, based on rankings within sophomore, junior, and senior classes; have an overall GPA of at least 3.0; and have a psychology GPA of at least 3.0.

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.

Upsilon Pi Epsilon

The UMUC Chapter of *Upsilon Pi Epsilon*, the international honor society for the computing and information disciplines, is open to graduate and undergraduate students. To qualify for membership, undergraduate students must be pursuing a bachelor’s degree with a major in the computing and information disciplines, and must have completed at least forty-five credit hours. Students should have completed at least 30 credits at UMUC, including at least 15 credits in the computing and information disciplines. Further, he or she must have a grade point average of at least 3.5, with a grade point average of at least 3.5 in all computing and information systems coursework.
TRANSCRIPTS

Transcript Requests

Regular transcript requests may be submitted online through the MyUMUC student portal. Transcripts should be requested at least two weeks before they actually will be needed. Forms for requesting rush or faxed transcripts are available at education centers and at www.ed.umuc.edu/undergrad/services/transcripts/index.html.

Mailed or faxed transcript requests must be signed by the student and should include the following information:

- Student's full name
- Social Security number
- Names of all divisions of the University of Maryland University College attended
- The first and last dates of attendance

If a student has not taken classes with any UMUC division in the past 10 years, then a paper transcript request form must be mailed in to the Office of the Registrar. Mailed forms should be addressed to the Office of the Registrar of the UMUC division (Europe, Asia, Stateside) where the student was most recently enrolled.

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 or by receiving a request through MyUMUC. (For students who submit requests online, the student's personal identification numbers are considered an official signature.)

Fees

A complimentary transcript is mailed with each diploma. All other transcript requests should be accompanied by payment of $10 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 $25 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 change their address through MyUMUC student portal.

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. The request can also be made through the MyUMUC student portal but must be followed by mailing in the requested forms. 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 first enrollment of each school year. To prevent automatic disclosure of directory information, this notice must be filed annually with the registrar within the time allotted above. Students may select which information they wish to release with consent through the MyUMUC student portal.

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

See Appendix E of this Catalog for additional information about access to and disclosure of student records.
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 apply for graduation through MyUMUC and pay the $50 diploma application fee. Certificate/Diploma Applications are available through the MyUMUC student portal.

It is recommended that students apply for graduation when they are within the number of credits listed below:

Certificate: A student within 6 credits of completing certificate requirements.
Associate’s Degree: A student within 9 credits of completing degree requirements.
Bachelor’s Degree: A student within 15 credits of completing the degree requirements for a BA or BS degree.

The completed Diploma Application should be submitted 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 June</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 UMUC 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. After the degree conferral date has passed students must request an official transcript for degree completion verification.

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 submitted 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. 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, the student must withdraw (drop) through MyUMUC.

GoArmyEd
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 or UMUC Asia, she/he need only complete the Division Transfer request in MyUMUC (my.umuc.edu). The student should select MyAcademics > Academic Records > Division Transfer, and then complete the short relocation form. The student’s records will then be automatically forwarded to the selected UMUC campus.

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

It is UMUC policy that all courses, with the possible exception of mathematics courses, should involve some form of written work, and that writing standards should be uniform across the curriculum.

To assist students in acquiring and improving the skills necessary to produce college-level written work, UMUC offers a sequence of writing courses with the designation WRTG. In addition, UMUC’s Effective Writing Center at www.umuc.edu/ewc provides advice and feedback on students’ writing assignments.

In general, writing assignments are graded according to four criteria: (i) organization, (ii) audience accommodation, (iii) grammar and word choice, and (iv) content. If outside sources are used, a fifth criterion is documentation of such sources.

In line with UMUC’s standard grading methods (see Grading Methods section), a grade of A is given for outstanding writing, a grade of B for superior writing, a grade of C for good writing, and a grade of D for substandard writing.

For more information on writing standards and grading, see the Effective Writing Center document “How Is Writing Graded?” at www.umuc.edu/ewc/onlineguide/chapter7/chapter7-07.shtml. Correct documentation of sources used in writing assignments is one topic covered in LIBS 150 Information Literacy and Research Methods. In addition, the Effective Writing Center offers a related self-teaching module on “How to Avoid Plagiarism” at www.umuc.edu/ewc/tutorial/start.
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. UMUC currently has more than 125,000 graduates 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. Alumni may update their contact information and activate their membership via the “Online Community” link.

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 available services can be found online at www.umuc.edu/careerservices.

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 or session.

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.
UMUC’s Information and Library Services (ILS) serves to educate students, faculty, and staff in the use of library and information resources and services, emphasizing the critical importance of information literacy knowledge and skills for success in today’s information-rich world. ILS also develops and manages extensive online library resources and user-centered services for UMUC students, faculty, and staff worldwide.

Library Resources

Information and Library Services provides access to a rich collection of research materials on a variety of topics (e.g., business, social science, science, arts and humanities, and computer and information systems). Students can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the Information and Library Services home page at www.umuc.edu/library or through WebTycho. ILS has also created subject-specific resource guides to serve as a beginning place for research. Each guide includes subject-relevant research databases, books, Web sites, and where applicable, other Web 2.0 technologies.

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. Reference and research assistance is available 24 hours a day, seven days a week, through the library Web page under Ask a Librarian. For a complete list of library services, students should visit 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/stac/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/ewc or through MyUMUC.
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 (Arabic and the Middle East, 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.

Students may not use the same course toward completion of more than one certificate. In cases where the same course is required for two certificates, the student must replace that course with an approved substitute for the second certificate.

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

### 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 102 Introduction to Problem Solving and Algorithm Design (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)

### Computer Studies Certificate

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

**Computer Core Courses (6 credits)**

- CMIS 102 Introduction to Problem Solving and Algorithm Design (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, F, G)
- CMIS 141 Introductory Programming (3)
- CMIS 170 Introduction to XML (3)
- CMIS 242 Intermediate Programming (3)

### 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.
3. Courses may be applied to only one certificate.
Foreign Language Area Studies Certificates
(18 credits, of which at least 9 must be completed with UMUC)

Arabic and the Middle East

Core Courses (12 credits)
- ARAB 111 Elementary Arabic I (3)
- ARAB 112 Elementary Arabic II (3)
- ARAB 114 Elementary Arabic III (3)
- ARAB 115 Elementary Arabic IV (3)

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

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 102 Introduction to Problem Solving and Algorithm Design (3)
- CMIS 141 Introductory Programming (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)
- GYPT 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)

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.)
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

<table>
<thead>
<tr>
<th>Credits</th>
<th>A. Communications</th>
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</table>
| 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. Another writing course (3 credits)
|         | All 3-credit WRTG courses (except WRTG 288, 486A or 486B); ENGL 102, 294, 303, and 485; 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, and 485; and JOUR 201 apply. No more than 3 credits of writing credit may be earned through credit by examination. |

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<tr>
<th>Credits</th>
<th>B. Arts and Humanities</th>
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<tr>
<td>6</td>
<td>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, ASTD (not all apply), HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language. The two courses must be in different disciplines.</td>
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<tr>
<th>Credits</th>
<th>C. Behavioral and Social Sciences</th>
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<tr>
<td>6</td>
<td>One 3-credit course each in two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (not all apply), BEHS, CCJS, ECON, GEOG, GERO, GVPT, PSYC, SOCY, or WMST (WMST 200 only). Note: Not all CCJS and GERO courses apply.</td>
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<tr>
<th>Credits</th>
<th>D. Biological and Physical Sciences</th>
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<td>7</td>
<td>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.</td>
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<tr>
<th>Credits</th>
<th>E. Mathematics</th>
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<td>3</td>
<td>MATH 103, MATH 106, MATH 107, or a course at or above the level of college algebra. Students should refer to the specific curriculum for requirements or recommendations. Must be completed within the first 18 credits with UMUC. Placement test required.</td>
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<th>Credits</th>
<th>F. Library Research</th>
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<tr>
<td>1</td>
<td>LIBS 150 Information Literacy and Research Methods must be completed within the first 18 credits with UMUC. Placement test required.</td>
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</tbody>
</table>

ADDITIONAL CURRICULUM REQUIREMENTS

IFSM 201 Introduction to Computer-Based Systems: 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 42 and the specialized curricula are described on pages 43-63 of this Catalog.
The specialized curricula include:
- accounting
- business and management
- computer studies
- foreign language area studies (Arabic, 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. 42.
**General 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 or a higher-level math course 3

**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 3
  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, GEROS, or WMST course to fulfill the first general education requirement in behavioral and social sciences

- IFSM 201 Introduction to Computer-Based Systems 3
  (to be selected based on educational and career goals)

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

- 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

- PHIL 140 Contemporary Moral Issues 3
  or a foreign language course or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)

- SPCH 100 Foundations of Speech Communication 3
  or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech

**Curriculum course +**
(to be selected based on educational and career goals) 3

**Curriculum course +**
(to be selected based on educational and career goals) 3

**Curriculum course +**
(to be selected based on educational and career goals) 3

**Elective Courses**
(chosen from any courses to complete the 60 credits for the degree) 13

**Total 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. 42.
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 or FINC courses: any accounting or finance course in BMGT or MGST
- Required computing course (3 credits)
  - IFSM 201
- Accounting-related courses (9 credits): Chosen from any ACCT and FINC courses; BMGT 110, CMIS 102, 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
# 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</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>

# 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</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 203</td>
<td>Introduction to Macroeconomics</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</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing</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>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>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 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>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>
</tbody>
</table>

# Core Course

(see Requirements for the Curriculum)

<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</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>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking</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>STAT 230+</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or other accounting-related course for the curriculum (see Requirements for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 203+</td>
<td>Principles of Microeconomics</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>

<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**
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, HRMN, IFSM, MGST, and MRKT 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
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
BMGT 110 Introduction to Business and Management (required business core course for students with no prior business experience) 3

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

ECON 201 Principles of Macroeconomics 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
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(s) to fulfill the general education requirement in communications/writing
IFSM 201 Introduction to Computer-Based Systems 3
or STAT 200 Introduction to Statistics or other core course for the curriculum (see Requirements for the Curriculum)
ACCT 220 Principles of Accounting I 3
or other core course for the curriculum (see Requirements for the Curriculum)
PHIL 140 Contemporary Moral Issues 3
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

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

STAT 230 Business Statistics 3
or STAT 200 Introduction to Statistics or other core course for the curriculum (see Requirements for the Curriculum)
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)
ACCT 221 Principles of Accounting II or other core course for the curriculum (see Requirements for the Curriculum) 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
ECON 203 Principles of Microeconomics 3
or other core course for the curriculum (see Requirements for the Curriculum)
HIST 142 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) 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)
SPCH 100 Foundations of Speech Communication 3
or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech
Management-related curriculum course 3
Management-related curriculum course 3 (see Requirements for the Curriculum)

Elective Courses
(chosen from any courses to complete the 60 credits for the degree—courses applicable to the BS in business administration are recommended) 4

Total credits for AA with business and management specialization 60

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 IFSM 201) and CMIS 141 (or other appropriate programming language course)
- Additional core courses (6 credits): Chosen from CMIS 242, 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>Title</th>
<th>Credits</th>
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</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>or a higher-level math course</td>
<td></td>
<td></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>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>CMIS 141</td>
<td>Introductory Programming</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or a 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</td>
<td>3</td>
</tr>
<tr>
<td>or 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 242</td>
<td>Intermediate Programming or other core course for the curriculum (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research 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>
</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>IFSM 201</td>
<td>Introduction to Computer-Based Systems or other computer studies-related course for the curriculum (see Requirements for the Curriculum)</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</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>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 SPCH 101</td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>Core course</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 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>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

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

60

*Required for the specialization*
Foreign Language Area Studies - Arabic Curriculum

Requirements for the Foreign Language Area Studies - Arabic Curriculum

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

- Required core courses (12 credits):
  ARAB 111, 112, 114, and 115

- Related area studies courses (12 credits):
  Chosen from any ARAB course, including 211, 212; GVPT 282, 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—Arabic Curriculum Courses

## First 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>ARAB 111</td>
<td>Elementary Arabic I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

## Introductory Courses

<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>BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>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>HIST 156</td>
<td>History of the United States to 1865</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>
<tr>
<td>ARAB 112</td>
<td>Elementary Arabic II</td>
<td>3</td>
</tr>
<tr>
<td>ARAB 114</td>
<td>Elementary Arabic III</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>ARAB 115</td>
<td>Elementary Arabic IV</td>
<td>3</td>
</tr>
</tbody>
</table>

## Additional Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARAB 211</td>
<td>Intermediate Arabic I or other related Arabic and Middle East area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>ARAB 212</td>
<td>Intermediate Arabic II or other related Arabic and Middle East area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</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>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>GVPT 282</td>
<td>Government and Politics of the Third World or other related Arabic and Middle East 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</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101</td>
<td>Introduction to Public Speaking 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>
<tr>
<td>Elective Course</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits for AA with foreign language area studies - Arabic specialization:** 60

† Required for the specialization
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

## First 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 or a higher-level math course</td>
<td>3</td>
</tr>
<tr>
<td>GERM 111 Elementary German I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

## Introductory Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101 Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102 Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
<tr>
<td>WRTG 291 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 History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
<tr>
<td>GERM 112 Elementary German II</td>
<td>3</td>
</tr>
<tr>
<td>GERM 211 Intermediate German I</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 200 International Political Relations 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>
<td>3</td>
</tr>
<tr>
<td>HIST 141 Western Civilization I or other related German area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

## Additional Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142 Western Civilization II or other related German area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 217 Heidelberg through the Ages or other related German area studies course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 212 Intermediate German II</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100 Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>ANTH 102 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>HIST 216H Stuttgart and Baden-Wuerttemberg through the Ages or other related German area studies course(s) (see Requirements for the Curriculum)</td>
<td>1</td>
</tr>
<tr>
<td>HIST 217I History of Berlin Since 1800 or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>1</td>
</tr>
<tr>
<td>HIST 218D Battle for Berlin or other related German area studies course(s) (see Requirements for the Curriculum)</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 140 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 Foundations of Speech Communication or other course to fulfill the general education requirement in communications/writing or speech (Discipline must differ from first)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 Introduction to Computer-Based Systems (required computing course for the curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

## Elective Course

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

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

<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>ITAL 111</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>HIST 156</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 112</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 211</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 200</td>
<td>3</td>
</tr>
<tr>
<td>HIST 141</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 200</td>
<td>3</td>
</tr>
<tr>
<td>ITAL 212</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 201</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total credits for AA with foreign language area studies - Italian specialization:** 60
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.

<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>

**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>Description</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 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>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></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></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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total credits for AA with foreign language area studies - Spanish specialization</td>
<td>60</td>
</tr>
</tbody>
</table>

*Required for the specialization*
Management Studies Curriculum

Management-related courses (15 credits):
- Chosen from any ACCT, BMGT, CMIS, CMST, ECON, FINC, HRMN, IFSM, MGST, and MRKT 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)

<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 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>
</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 Code</th>
<th>Course Title</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, GEROS, or WMSI course to fulfill the first general education requirement in behavioral and social sciences</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>ECON 201</td>
<td>Principles of Macroeconomics or Principles of Microeconomics (sequence required for BS in management studies 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>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>
<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>
</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>STAT 230</td>
<td>Business Statistics or STAT 200 Introduction to Statistics or other management studies core course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</td>
</tr>
<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>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>MGST 160</td>
<td>Principles of Supervision or other management studies core course (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Management studies core course

(a course that may be applied to BS in management studies is recommended) (see Requirements for the Curriculum)

### Management studies core course

(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)

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

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

60

© Required for the specialization
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 (or 170 or CMSC 150), and 241 (or 242); 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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</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 107</td>
<td>3</td>
<td>College Algebra (fulfills general education requirement in mathematics) or a higher-level math course</td>
</tr>
<tr>
<td>MATH 108</td>
<td>3</td>
<td>Trigonometry and Analytical Geometry (prerequisite for later courses)</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>Credits</th>
<th>Notes</th>
</tr>
</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>NSCI 101</td>
<td>1</td>
<td>Physical Science Laboratory</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
<td>Expository and Research Writing</td>
</tr>
<tr>
<td>ECON 201</td>
<td>3</td>
<td>Principles of Microeconomics</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, GERo, 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* 8–9

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 130</td>
<td>Calculus A</td>
<td></td>
</tr>
<tr>
<td>and MATH 131</td>
<td>Calculus B</td>
<td></td>
</tr>
<tr>
<td>and MATH 132</td>
<td>Calculus C</td>
<td></td>
</tr>
<tr>
<td>or MATH 140</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>and MATH 141</td>
<td>Calculus II</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</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 SPCH 101</td>
<td></td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>MATH 240</td>
<td>3-4</td>
<td>Introduction to Linear Algebra</td>
</tr>
<tr>
<td>or MATH 246</td>
<td></td>
<td>Differential Equations (required core course for the curriculum)</td>
</tr>
<tr>
<td>MATH 241</td>
<td>4</td>
<td>Calculus III (required core course for the curriculum)</td>
</tr>
<tr>
<td>or STAT 230</td>
<td></td>
<td>Business Statistics (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>
</tbody>
</table>

*Mathematics-related course* 3

(see Requirements for the Curriculum)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 108</td>
<td>Recommended—see First Courses</td>
<td></td>
</tr>
</tbody>
</table>

*Total credits for AA with mathematics specialization* 60

† Required for the specialization
Women’s Studies Curriculum

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 BEHS 220; 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)

<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>
<tr>
<td>WMST 200</td>
<td>Introduction to Women's Studies: Women and Society (required core course for the curriculum)</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>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>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 141</td>
<td>Western Civilization I 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>or 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>IFSM 201</td>
<td>Introduction to Computer-Based Systems (required computing course for the curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 120</td>
<td>America in Perspective or other women's studies-related core course (see Requirements for the Curriculum)</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, or GER course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td>(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>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 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>
<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>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>BEHS 220</td>
<td>Diversity Awareness or other women's studies-related core courses (see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Women's studies-related course</td>
<td>(see Requirements for the Curriculum)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Elective Courses

(chosen from any courses to complete 60 credits for the degree) | Credits |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective courses</td>
<td>7</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>

*Required for the specialization*
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 and other degree requirements that students are able to demonstrate:

- Effective writing and communication skills
- Competence in the use of technology
- Competence in information literacy skills
- Competence in critical analysis, critical reasoning and problem solving
- Understanding of key concepts and principles of natural, social, and behavioral sciences
- Knowledge of diverse cultures and historical periods
- Understanding of and ability to apply frameworks for ethical decision making

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 2009.
GENERAL EDUCATION REQUIREMENTS

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

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, and 485; 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, and 485; and JOUR 201 apply.

An upper-level advanced 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

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, ASTD (check course description for applicability), HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

The two courses must be in different disciplines.

C. Behavioral and Social Sciences

One 3-credit course in each of two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (check course description for applicability), BEHS, CCJS (CCJS 100, 105, 350, 360, 432, 453, 454, and 461 only), ECON, GEOG, GER (except GER 341, 342, 351, and 355), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

D. Biological and Physical Sciences

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

MATH 103, 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: Either MATH 115 or both MATH 107 and MATH 108 are required for computer science and environmental management majors, as well as the mathematics focus within the general studies major. Students should refer to the specific major for recommendations or requirements.

F. Interdisciplinary or Emerging Issues

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 upper-level advanced 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.

**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. 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 or a second associate’s degree within the second degree.

A student must have received the first bachelor’s degree to be eligible to begin a second. All course prerequisites apply. 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 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>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>major and minor</td>
</tr>
<tr>
<td>Anthropology</td>
<td>focus within general studies major</td>
</tr>
<tr>
<td>Art history and appreciation</td>
<td>focus within general studies major</td>
</tr>
<tr>
<td>Biology</td>
<td>minor</td>
</tr>
<tr>
<td>Business administration</td>
<td>major and minor</td>
</tr>
<tr>
<td>Business law and public policy</td>
<td>minor</td>
</tr>
<tr>
<td>Communication studies</td>
<td>major and minor</td>
</tr>
<tr>
<td>Computer and information science</td>
<td>major</td>
</tr>
<tr>
<td>Computer studies</td>
<td>major</td>
</tr>
<tr>
<td>Computing</td>
<td>minor</td>
</tr>
<tr>
<td>Criminal justice</td>
<td>major and minor</td>
</tr>
<tr>
<td>Economics</td>
<td>focus within general studies major; also a minor</td>
</tr>
<tr>
<td>English</td>
<td>major and minor</td>
</tr>
<tr>
<td>Foreign language area studies</td>
<td>focus within general studies major</td>
</tr>
<tr>
<td>General studies</td>
<td>major</td>
</tr>
<tr>
<td>History</td>
<td>major and minor</td>
</tr>
<tr>
<td>Human resource management</td>
<td>major and minor</td>
</tr>
<tr>
<td>Humanities</td>
<td>major and minor</td>
</tr>
<tr>
<td>Information systems management</td>
<td>major</td>
</tr>
<tr>
<td>International business management</td>
<td>minor</td>
</tr>
<tr>
<td>Management studies</td>
<td>major</td>
</tr>
<tr>
<td>Marketing</td>
<td>major and minor</td>
</tr>
<tr>
<td>Mathematics</td>
<td>focus within general studies major</td>
</tr>
<tr>
<td>Philosophy</td>
<td>focus within general studies major; also a minor</td>
</tr>
<tr>
<td>Political science</td>
<td>major and minor</td>
</tr>
<tr>
<td>Psychology</td>
<td>major and minor</td>
</tr>
<tr>
<td>Social science</td>
<td>major</td>
</tr>
<tr>
<td>Sociology</td>
<td>focus within general studies major; also a minor</td>
</tr>
<tr>
<td>Women's studies</td>
<td>minor</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 combines theory and practice to prepare students for analysis of and reporting on the economic activities of organizations and communication of that information to decision makers. Students develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting. The major prepares students for a range of accounting careers in 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.
- Use technology and analytical and research tools 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 describing and assessing opportunities and risks.
- Apply relevant accounting principles and standards to specific business activities.
- Identify ethical and regulatory issues associated with accounting and business situations.

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 (9 credits) which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), and ECON 201 and 203

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. 67.
# ACCOUNTING 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 MATH 107 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 110 Introduction to Business and Management</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 220 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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 221 Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100 Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 101 Physical Science Laboratory</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>
</tr>
<tr>
<td>WRTG 291 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>
</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>PHIL 140 Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>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></td>
</tr>
<tr>
<td>STAT 230 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200 Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>ECON 203 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>(related requirement for major)</td>
<td></td>
</tr>
<tr>
<td>PSYC 100 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100 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>
</tr>
<tr>
<td>BIOL 101 Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100 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>
</tr>
<tr>
<td>ACCT 310 Intermediate Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

<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>ACCT 321 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100 Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101 Introduction to Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>ACCT 326 Accounting Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>or IFSM 300 Information Systems in Organizations (fulfills the interdisciplinary issues/computing requirement; students should note prerequisites)</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>BMGT 364 Management and Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 311 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 323 Federal Income Tax I</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496 Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 422 Auditing Theory and Practice</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 394/394X Advanced Business Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>ACCT 424 Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the major requirement for upper-level coursework (See Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ACCT 425 International Accounting</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the major requirement for upper-level coursework (See Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>FINC 330 Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 436 Internal Auditing</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course (See Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>BMGT 380 Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 427 Advanced Auditing</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course (See Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>MRKT 310 Marketing Principles</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 495 Contemporary Issues in Accounting Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
</tr>
</tbody>
</table>

**Total credits for BS in accounting**  
120
BACHELOR’S DEGREES

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. 66-68.

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. 67.

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. 67.
### ANTHROPOLOGY WITHIN THE GENERAL STUDIES MAJOR COURSES

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

<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 103/107</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>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 103/107</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>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 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 391/391X</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 343</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 344</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 350</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 351</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 401</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 402</td>
<td>3</td>
</tr>
<tr>
<td>BEHS 210</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>WRTG 391/391X</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 343</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 344</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 350</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 351</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 401</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 402</td>
<td>3</td>
</tr>
<tr>
<td>BEHS 210</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Required for the major**
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. 110.

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).

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. 67.
# ART HISTORY AND APPRECIATION 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>
</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>
</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>BIOL 101 Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102 Laboratory in Biology</td>
<td>1</td>
</tr>
</tbody>
</table>

<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 291 Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other courses to fulfill the general education requirement in communications/writing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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></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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 200 Art of the Western World to 1300</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 201 Art of the Western World from 1300</td>
<td>3</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></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>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>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100 Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101 Introduction to Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 392 Global Business Management</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 upper-level advanced writing requirement</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 361 American Art Since 1876</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 370 History of World Art I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 371 History of World Art II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 380 Masterpieces of Painting</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 400 Egyptian Art and Archaeology</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 478 History of Women in the Visual Arts</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 489V Picasso: Life and Work</td>
<td>3</td>
</tr>
<tr>
<td>or other core course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN351 Myth and Culture</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits for BS in general studies</td>
<td>120</td>
</tr>
</tbody>
</table>

---

*Required for the major*
Biology
Students may seek an academic minor in biology.

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 15 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. 66-68.
Business Administration

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

Major in Business Administration

The business administration curriculum provides the skills and knowledge necessary for a successful career in business and management. It 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 careers in for-profit and not-for-profit organizations and the public sector.

Objectives

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

- Apply critical-thinking skills in managerial decision making.
- Use appropriate information technology to analyze problem and issues, develop business plans, report key data, and recommend management strategy and action plans.
- Identify and apply key concepts and theories in business and management.
- Evaluate ethical, social, civic, cultural, and political issues as they relate to the conduct of business.
- Develop effective leadership and team-management skills necessary for a diverse and dynamic workplace.

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).

Requirements for the Business Administration Major

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;
    - MRKT 310
  - Supplemental major course or courses
    - Required capstone course (3 credits): BMGT 495
  - Required related courses (9 credits), which may be applied anywhere in the degree, ECON 201 and 203, and ACCT 326 (or IFSM 300)

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. 67.
# Business Administration 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</td>
</tr>
<tr>
<td>or MATH 107</td>
<td></td>
<td>College Algebra or a higher-level math course</td>
</tr>
<tr>
<td>BMGT 110+</td>
<td>3</td>
<td>Introduction to Business and Management (students with business experience should substitute a supplemental major course in the last 60 credits of study)</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>ECON 201</td>
<td>3</td>
<td>Principles of Macroeconomics (related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or 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 other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Introduction to Computer-Based Systems</td>
</tr>
<tr>
<td>or CMST 303</td>
<td></td>
<td>Advanced Application Software</td>
</tr>
<tr>
<td>ACCT 220+</td>
<td>3</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230+</td>
<td>3</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>or STAT 200</td>
<td></td>
<td>Introduction to Statistics</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>ACCT 221+</td>
<td>3</td>
<td>Principles of Accounting II</td>
</tr>
<tr>
<td>BIOL 101</td>
<td></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>ECON 203</td>
<td>3</td>
<td>Principles of Microeconomics (related requirement for major)</td>
</tr>
<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 courses)</td>
</tr>
<tr>
<td>IFSM 300</td>
<td>3</td>
<td>Information Systems in Organizations</td>
</tr>
<tr>
<td>or ACCT 326</td>
<td></td>
<td>Accounting Information Systems</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Foundations of Speech Communication</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td></td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 364+</td>
<td>3</td>
<td>Management and Organization Theory</td>
</tr>
<tr>
<td>WRTG 394/394X</td>
<td>3</td>
<td>Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>MRKT 310+</td>
<td>3</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>BMGT 380+</td>
<td>3</td>
<td>Business Law I</td>
</tr>
<tr>
<td>HRMN 300+</td>
<td>3</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>FING 330+</td>
<td>3</td>
<td>Business Finance</td>
</tr>
<tr>
<td>BMGT 392+</td>
<td>3</td>
<td>Global Business Management</td>
</tr>
<tr>
<td>or other course to fulfill the requirement for supplemental major coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMGT 496+</td>
<td>3</td>
<td>Business Ethics</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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 495+</td>
<td>3</td>
<td>Strategic Management</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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended minor:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human resource management, marketing, finance, or other business-related minor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 140+</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>or MATH 130 and MATH 131</td>
<td>Calculus A, Calculus B</td>
<td></td>
</tr>
<tr>
<td>(for students who plan to go on to graduate school: note prerequisite is MATH 107)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total credits for BS in business administration | 120 |

+ Required for the major
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. 66-68.
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. 66-68.
Communication Studies

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

Major in Communication Studies

The major in communication studies provides students with an appropriate balance of theoretical knowledge and sophisticated, practical communication skills. Students learn how people create and use messages to generate meaning within and across various contexts, cultures, channels, and media. The multidisciplinary curriculum covers speech communication, mass communication and new media, journalism, public relations, business writing, and technical writing. It encourages students to develop written, oral, and visual communication skills; to apply communication theories to both personal and professional situations; and to increase their understanding of human interaction. Students with a major in communication studies are prepared for a wide variety of careers in areas such as journalism, public relations, marketing, communication, and professional writing.

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 courses (6 credits): COMM 300 and COMM 302
- 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
- Mass communication course (3 credits): Chosen from COMM 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 (12 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. 67.
COMMUNICATION 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/Lab</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>
</tbody>
</table>

or a higher-level math course

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

<table>
<thead>
<tr>
<th>Course/Lab</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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 210 Introduction to Social and Behavioral Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

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/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

or other course to fulfill the general education requirement in biological and physical sciences

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140 Contemporary Moral Issues</td>
<td>3</td>
</tr>
</tbody>
</table>

or a foreign language course or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)

**Credits**

**Required for the major**

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100 Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101 Introduction to Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

or other course to fulfill the general education requirement in communications/writing or speech

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

**COMM 300 Communication Theory | 3**

**COMM 302 Critical Communication | 3**

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

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 393/393X Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 394/394X Advanced Business Writing</td>
<td>3</td>
</tr>
</tbody>
</table>

or other course to fulfill the upper-level advanced writing requirement

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 380 Language in Social Contexts</td>
<td>3</td>
</tr>
<tr>
<td>or other writing or language arts course for the major (see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

**COMM 400 Communication and the Law | 3**

**COMM 330 Public Relations Theory | 3**

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 470 Listening</td>
<td>3</td>
</tr>
<tr>
<td>or other speech communication course for the major (see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPCH 470 Listening | 3**

**SPCH 482 Intercultural Communication | 3**

or other course to fulfill the requirement for supplemental major coursework (see Requirements for the Major)

**SPCH 324 Communication and Gender | 3**

**SPCH 426 Negotiation and Conflict Management | 3**

**HRMN 302 Organizational Communication | 3**

or other supplemental major course (see Requirements for the Major)

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

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 495 Seminar in Workplace Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 397 Organizational Presentations</td>
<td>3</td>
</tr>
</tbody>
</table>

or WRTG 493 Seminar in Advanced Technical Communication

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

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 426 Negotiation and Conflict Management</td>
<td>3</td>
</tr>
<tr>
<td>or HRMN 302 Organizational Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

or other supplemental major course (see Requirements for the Major)

<table>
<thead>
<tr>
<th>Course/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 495 Seminar in Workplace Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 397 Organizational Presentations</td>
<td>3</td>
</tr>
</tbody>
</table>

or WRTG 493 Seminar in Advanced Technical Communication

**Total credits for BA in communication studies | 120**
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. 66-68.
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 an in-depth study of computer and information science through a hands-on approach that enables students to explore computer-based solutions to challenging problems. The curriculum focuses on problem-solving skills and techniques that can be applied to many disciplines and covers software and Web engineering, relational databases, programming languages, operating systems, computer networks, and distributed systems. Students are prepared for careers in various computing areas, including applications in programming, databases, software engineering, and networking.

Objectives

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

❖ Solve challenging computer and information science problems using relevant theory, techniques, and knowledge of software and computer systems.
❖ Produce solutions to modern, practical problems using object-oriented programming languages.
❖ Prepare clear and precise documentation to support computer and information science applications.
❖ Explain the environmental, ethical, and social implications of the rapidly changing field of information technology.
❖ Design robust relational databases supporting applications in a variety of fields.
❖ Apply evolving technologies to create the next generation of Web applications.

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).

Requirements for the Computer and Information Science Major

Coursework for a major in computer and information science includes the following:
❖ Required core courses (12 credits):
  CMIS 141, 170, 242, and 310
❖ Supplemental major course (18 credits, 6 of which must be 400-level): Chosen from CMIS 102 (for students with no prior programming experience) and any upper-level CMIS courses except CMIS 486A and 486B (Note: Students should take CMIS 102 before any core course and may apply it toward the interdisciplinary issues/computing requirements rather than toward the major.)

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in computer information 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. 67.
Computer and Information Science 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 3
or MATH 107 College Algebra
or a higher-level math course

Introductory Courses
(to be taken within the first 30 credits)
CMIS 102 Introduction to Problem Solving and Algorithm Design 3
or other course to fulfill the second general education requirement in interdisciplinary issues/computing
IFS M 201 Introduction to Computer-Based Systems 3
or CMST 303 Advanced Application Software
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
CMIS 141† Introductory Programming 3
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
CMIS 170† Introduction to XML 3
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

Foundation Courses
(to be taken within the first 60 credits)
CMIS 242† Intermediate Programming 3
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)

Credits

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)
ANTH 344 Cultural Anthropology and Linguistics (recommended elective) 3
SPCH 100 Foundations of Speech Communication 3
or SPCH 101 Introduction to Public Speaking
or other course to fulfill the general education requirement in communications/writing or speech
CMIS 310† Computer Systems and Architecture 3

Additional Required Courses
(to be taken after introductory and foundation courses)
WRTG 395/395X Advanced Technical Writing
or other course to fulfill the upper-level advanced writing requirement
CMIS 325† UNIX with Shell Programming
or other supplemental major course (see Requirements for the Major)
CMIS 330† Software Engineering Principles and Techniques
or other supplemental major course (see Requirements for the Major)
CMIS 320† Relational Databases
or CMIS 370 Data Communications
or other supplemental major course (see Requirements for the Major)
CMIS 415† Advanced UNIX and C
or CMIS 460 Software Design and Development
or other 400-level supplemental major course (see Requirements for the Major)
CMIS 420† Advanced Relational Databases
or CMIS 435 Computer Networking
or other 400-level supplemental major course (see Requirements for the Major)
CMIS 485† Web Database Development
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) 46

Recommended minor:
Computing

Total credits for BS in computer and information science 120

† Required for the major
**Computer Studies**

Students may seek an academic major in computer studies.

**Major in Computer Studies**

The computer studies major provides in-depth knowledge in practical applications of computing. The coherent and flexible program of study includes areas such as digital media, gaming, and Web-based technologies. The interdisciplinary approach allows students to integrate courses from several specialized areas in computing. Graduates are prepared for a variety of entry- and midlevel technical and management positions within the digital media, Web technology, gaming, and computing industries.

**Objectives**

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

- Demonstrate knowledge of the fundamental principles of computing.
- Describe the purpose, function, and terminology associated with business applications software.
- Evaluate, select, and master use of the appropriate computer applications to solve a variety of information processing problems.
- Develop classroom products that demonstrate an understanding of Web design, administration, and application development using the latest tools and emerging technologies.
- Create, analyze, and critique print-based and interactive media.
- Define and explain the concepts, theories, techniques, principles, and practices which govern the use, design, and development of digital media, gaming, and Web-based technologies.

**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, CMIS 170, 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 before core courses and may apply it toward the interdisciplinary issues/computing requirements rather than toward the major.)

**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. 67.
# COMPUTER 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>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>or a higher-level math course</td>
<td></td>
<td></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>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>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>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 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>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GYPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMSM course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMIS 306</td>
<td>Introduction to Visual Basic .Net Programming</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 141</td>
<td>Introductory Programming or other computer programming language course</td>
<td></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>IFSM 300</td>
<td>Information Systems in Organizations or other foundation major course (see Requirements for the Major)</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>CMST 340</td>
<td>Computer Application in Management or other foundation major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 304</td>
<td>Ethics in the Information Age recommended elective</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 393/393X</td>
<td>Advanced Technical Writing or other course to fulfill the upper-level advanced writing requirement</td>
<td>3</td>
</tr>
<tr>
<td>CMST 310</td>
<td>Electronic Publishing 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>CMIS 430</td>
<td>Web Site Management or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 450</td>
<td>Web Design with XML or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>CMST 460</td>
<td>Web Application Development Using ColdFusion or other supplemental major course (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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 344</td>
<td>Cultural Anthropology and Linguistics (recommended elective)</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>43</td>
</tr>
</tbody>
</table>

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

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Note: Placement tests are required for math and writing courses.
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. 66-68.
Criminal Justice

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

Major in Criminal Justice

The criminal justice program provides students with an understanding of the nature of crime and the personnel, institutions, and processes that prevent or respond to crime. Students learn both the theory and practice of the criminal justice system. The curriculum covers crime and criminal behavior, law enforcement, courts, corrections, security, and investigation. It provides a solid foundation for further study or entry into a variety of criminal justice professions.

Objectives

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

- Describe the history and development of criminal justice organizations in the United States.
- 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.
- Articulate the values and ethics that guide the criminal justice professions.
- Demonstrate the ability to access, interpret, and apply criminal justice empirical research findings.
- Demonstrate the ability to access, interpret, and apply legal research, related to criminal law and court proceedings.

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), 345 (or 430), and 497 (or 432)
- Supplemental major courses (9 credits, 3 of which must be upper-level): Any CCJS courses or HMLS 495

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. 67.
# BACHELOR’S DEGREES

## CRIMINAL JUSTICE STUDIES MAJOR COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(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 1</td>
</tr>
<tr>
<td>WRTG 101/101X</td>
<td>Introduction to Writing 3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Mathematics 3</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 3</td>
</tr>
<tr>
<td>or CCJS 105</td>
<td>Introduction to Criminology</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introductory Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 30 credits)</td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government 3</td>
</tr>
<tr>
<td>and 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>or BIOL 101</td>
<td>Concepts of Biology 3</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td>Laboratory in Biology 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>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing 3</td>
</tr>
<tr>
<td>or WRTG, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in English</td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Introduction to Computer-Based Systems 3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</td>
</tr>
<tr>
<td>or CCJS 230</td>
<td>Criminal Law in Action 3</td>
</tr>
<tr>
<td>or CCJS 234</td>
<td>Criminal Procedure and Evidence</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues 3</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td><strong>Foundation Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 60 credits)</td>
<td></td>
</tr>
<tr>
<td>STAT 290</td>
<td>Introduction to Statistics 3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology 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) 3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science 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 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Additional Required Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(to be taken after introductory and foundation courses)</td>
<td></td>
</tr>
<tr>
<td>CCJS 320</td>
<td>Introduction to Criminalistics 3</td>
</tr>
<tr>
<td>or CCJS 340</td>
<td>Law-Enforcement Administration</td>
</tr>
<tr>
<td>or CCJS 461</td>
<td>Psychology of Criminal Behavior</td>
</tr>
<tr>
<td>or CCJS 497</td>
<td>Correctional Administration 3</td>
</tr>
<tr>
<td>or CCJS 432</td>
<td>Law of Corrections</td>
</tr>
<tr>
<td>WRTG 391/391X</td>
<td>Advanced Expository and Research Writing 3</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>CCJS 345</td>
<td>Introduction to Security Management 3</td>
</tr>
<tr>
<td>or CCJS 430</td>
<td>Legal and Ethical Issues in Security Management</td>
</tr>
<tr>
<td>CCJS 486A</td>
<td>Internship in Criminal Justice Through Co-op 3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>HMLS 495</td>
<td>Public Safety Policies and Leadership 3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>CCJS 341</td>
<td>Criminal Investigation 3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minor and/or Elective Courses</strong></td>
<td></td>
</tr>
<tr>
<td>(to be taken in the last 60 credits along with required major courses)</td>
<td>46</td>
</tr>
<tr>
<td><strong>Recommended electives:</strong></td>
<td></td>
</tr>
<tr>
<td>CAPL 398A</td>
<td>Career Planning Management (for students not taking EDCP 100)</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 major]
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. 66-68.
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. 110.

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. 67.
# ECONOMICS WITHIN THE GENERAL STUDIES MAJOR COURSES

## First 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 MATH 107 College Algebra or a higher-level math course</td>
<td></td>
</tr>
<tr>
<td>BMGT 110+ Introduction to Business and Management or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

## Introductory Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101 Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102 Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
<tr>
<td>WRTG 291 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 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 Introduction to Computer-Based Systems or CMST 303 Advanced Application Software</td>
<td>3</td>
</tr>
</tbody>
</table>

## Foundation Courses

<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 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>ECON 201+ Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON 203+ Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>STAT 230+ Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200 Introduction to Statistics or another suitable statistics course</td>
<td></td>
</tr>
<tr>
<td>NSCI 100 Introduction to Physical Science</td>
<td>3</td>
</tr>
</tbody>
</table>

## Additional Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100 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>BMGT 392 Global Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

##Minor and/or Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>or ASTR 100 Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>HIST 142 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>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>
<td></td>
</tr>
<tr>
<td>IFSM 304 Ethics in the Information Age or other course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
</tbody>
</table>

## Total credits for BS in general studies

| Credits | 120 |

+ **Required for the major**
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. 66-68.
English

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

Major in English

The English major provides students with broad cultural literacy, as well as the analytical, writing, and critical thinking skills for successful professional work and graduate study. Graduates with an English degree may pursue careers in business, education, law, the military, creative and professional writing, journalism, marketing, public relations, administration, and management, as well as advanced degrees in secondary teaching, literature, or related fields.

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 major authors in terms of literary history and chronology.
- Analyze the ways in which ethical values are shaped by history and culture.
- Apply techniques of research that demonstrate information and technological literacy.
- Demonstrate critical thinking through the application of literary theory to works of literature.
- Write original academic papers that demonstrate correct English syntax and logical reasoning.

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 206, 304, 358, 406, 418, or 419
- Supplemental major courses (9 credits):
  Any ENGL courses; WRTG 288, 289, 387, 388, 393, or 394

Note: No course may be applied to more than one of the above categories.

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. 67.
### English 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 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</td>
<td>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</td>
<td>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</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>BIOL 103 Introduction to Biology</td>
<td>1</td>
</tr>
<tr>
<td>or</td>
<td>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>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>course to fulfill the general education requirement in communications/writing</td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>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</td>
<td>Introduction to Computer-Based Systems</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>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 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</td>
<td>SOCY 100 Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>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</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>ASTR 100 Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>HIST 157 History of the United States Since 1865</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>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
(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 391/391X</td>
<td>Advanced Expository and Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>course to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>ENGL 345</td>
<td>Modern Poetry</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other poetry genre course (ENGL 240 may be applied to only one genre requirement) (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 441</td>
<td>The Novel in America Since 1914</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other major fiction genre course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 311</td>
<td>17th- and 18th-Century British Literature</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other pre-1800 period course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 433</td>
<td>American Literature: 1914 to the Present</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other historical period course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 364</td>
<td>American Women Writers Since 1900</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other American author course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 406</td>
<td>Shakespeare: Power and Justice</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other British author course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 454</td>
<td>Modern World Drama</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>other major drama genre course for the major (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>WRTG 388</td>
<td>Advanced Grammar</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>WRTG 387 Issues and Methods in Tutoring Writing</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>other supplemental major course (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>ENGL 481</td>
<td>The Art of Narration</td>
<td>3</td>
</tr>
<tr>
<td>or</td>
<td>Creative Writing: Poetry</td>
<td></td>
</tr>
<tr>
<td>ENGL 485</td>
<td>or ENGL 485 Creative Writing: Poetry</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>other supplemental major course (see Requirements for the Major)</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>
</table>

#### Total credits for BA in English

*Required for the major*
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. 66-68.
Foreign Language Area Studies within the General Studies Major (Arabic and the Middle East, 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. 67.

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. 67.

Requirements for the Foreign Language Area Studies/Arabic and the Middle East within the General Studies Major

Coursework for a major in general studies with a focus in foreign language area studies/Arabic and the Middle East includes the following:

- Required core language courses (12 credits): ARAB 111, 112, 114, and 115
- Required core life and cultural courses (6 credits): ARAB 333, 334
- Supplemental major course (12 credits - of which 9 must be upper-level): Chosen from any ARAB courses; GVPT 282, 407, and 455; HIST 390, 391, 392, 396A, 396I; or other suitable related approved courses in the culture, history, language, literature, or government and politics of the area
### 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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td></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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>3</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>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology or other BIOL course to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td></td>
<td>Laboratory in Biology</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</td>
<td>3</td>
<td>Introduction to Computer-Based Systems or other CMST course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
</tr>
<tr>
<td>or CMST 303</td>
<td></td>
<td>Advanced Application Software</td>
</tr>
<tr>
<td>ARAB 111</td>
<td>3</td>
<td>Elementary Arabic 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>Credits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<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>NSCI 100</td>
<td>3</td>
<td>Introduction to Physical Science</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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>3</td>
<td>Western Civilization II or other HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities)</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)</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>3</td>
<td>Ethics in the Information Age or other course(s) to fulfill the second general education requirement in interdisciplinary issues/technology</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>or SPCH 101</td>
<td></td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>ARAB 112</td>
<td>3</td>
<td>Elementary Arabic II (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>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>3</td>
<td>Advanced Expository and Research Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>ARAB 114</td>
<td>3</td>
<td>Elementary Arabic III (see Requirements for the Major)</td>
</tr>
<tr>
<td>ARAB 115</td>
<td>3</td>
<td>Elementary Arabic IV</td>
</tr>
<tr>
<td>ARAB 211</td>
<td>3</td>
<td>Intermediate Arabic I or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>ARAB 333</td>
<td>3</td>
<td>Arabic Life and Culture I (see Requirements for the Major)</td>
</tr>
<tr>
<td>ARAB 334</td>
<td>3</td>
<td>Arabic Life and Culture II (see Requirements for the Major)</td>
</tr>
<tr>
<td>GVPT 455</td>
<td>3</td>
<td>Contemporary Middle Eastern Politics or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>HIST 390</td>
<td>3</td>
<td>The Rise of Islam to 1300 or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>HIST 392</td>
<td>3</td>
<td>History of the Contemporary Middle East or other supplemental major course (see Requirements for the Major)</td>
</tr>
</tbody>
</table>

### Total credits for BS in general studies

| Credits | 120 |

† Required for the major
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**

### 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 or a higher-level math course</td>
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</tr>
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</table>

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

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<tbody>
<tr>
<td>GERM 111</td>
<td>Elementary German I or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEAT, 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 ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEAT, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td>3</td>
</tr>
<tr>
<td>or BIOL 102</td>
<td>Laboratory in Biology or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEAT, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</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>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 core course to fulfill the general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software or other core course to fulfill the general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>GERM 112</td>
<td>Elementary German II or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEAT, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
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</tbody>
</table>

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

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology or other core 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>or SOCY 100</td>
<td>Introduction to Sociology or other core 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 core course to fulfill the general education requirement in biological and physical sciences (discipline must differ from other humanities courses)</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other core course to fulfill the general education requirement in biological and physical sciences (discipline must differ from other humanities courses)</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 courses)</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 courses)</td>
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</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>GERM 211</td>
<td>Intermediate German I or other core course to fulfill the upper-level advanced writing requirement (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age or other course to fulfill the general education requirement in interdisciplinary AISP, CCJS, GERO, or WMST course to fulfill the first general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication or other core course to fulfill the general education requirement in communications/writing or speech (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking or other core course to fulfill the general education requirement in communications/writing or speech (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GER 212</td>
<td>Intermediate German II or other core course to fulfill the general education requirement in communications/writing or speech (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)

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<tbody>
<tr>
<td>ENGL 391/391X</td>
<td>Advanced Expository and Research Writing or other core course to fulfill the upper-level advanced writing requirement (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 301</td>
<td>Review Grammar and Composition I or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 302</td>
<td>Review Grammar and Composition II or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 311</td>
<td>Advanced Conversation I or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 312</td>
<td>Advanced Conversation II or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 318</td>
<td>Commercial and Workplace German or other core course (see Requirements for the Major)</td>
<td>4</td>
</tr>
<tr>
<td>GERM 333</td>
<td>German Life and Culture I or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 334</td>
<td>German Life and Culture II or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 401</td>
<td>Advanced Composition I or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GERM 402</td>
<td>Advanced Composition II or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 240</td>
<td>Political Ideologies or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits for BS in general studies: 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

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

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

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>LIBS 150</td>
<td>Information Literacy and Research Methods</td>
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<td>WRTG 101/101X</td>
<td>Introduction to Writing</td>
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</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 103</td>
<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 Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ITAL 111</td>
<td>Elementary Italian I</td>
<td>3</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>
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<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>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 first general education requirement in behavioral and social sciences</td>
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<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>ITAL 112</td>
<td>Elementary Italian II</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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<tr>
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<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
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<td>or SOCY 100</td>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
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</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
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<td>ITAL 211</td>
<td>Intermediate Italian I</td>
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<td>HIST 142</td>
<td>Western Civilization II</td>
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<td>Advanced Expository and Research Writing</td>
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<tr>
<td>or other course(s) to fulfill the upper-level advanced writing requirement</td>
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<td>ITAL 302</td>
<td>Review Grammar and Composition II</td>
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<td></td>
</tr>
<tr>
<td>ITAL 311</td>
<td>Advanced Conversation I</td>
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</tr>
<tr>
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<td><em>(see Requirements for the Major)</em></td>
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<tr>
<td>ITAL 312</td>
<td>Advanced Conversation II</td>
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<tr>
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</tr>
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<td>ITAL 318</td>
<td>Commercial and Workplace Italian</td>
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</tr>
<tr>
<td>or other core course</td>
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<td></td>
</tr>
<tr>
<td>ITAL 333</td>
<td>Italian Life and Culture I</td>
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</tr>
<tr>
<td>or other core course</td>
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</tr>
<tr>
<td>ITAL 334</td>
<td>Italian Life and Culture II</td>
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</tr>
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</tr>
<tr>
<td>ITAL 401</td>
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<tr>
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</tr>
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<td>ITAL 402</td>
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<td>IFSM 304</td>
<td>Ethics in the Information Age</td>
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<tr>
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<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Speech Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking</td>
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<tr>
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</tr>
<tr>
<td>ITAL 212</td>
<td>Intermediate Italian II</td>
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</tr>
</tbody>
</table>

---

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

*Required for the major*
Requirements for the Foreign Language Area Studies/Spanish within the General Studies Major

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
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# Foreign Language Area Studies/Spanish within the General Studies Major Courses

## Credits

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<td>Intermediate Spanish I</td>
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</tr>
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<td>IFSM 304</td>
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## First Courses

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## Introductory Courses

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<td>Concepts of Biology</td>
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</tr>
<tr>
<td>and BIOL 102</td>
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<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>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>GVPT 170</td>
<td>American Government</td>
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<tr>
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<td>SPAN 112</td>
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<tr>
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<td>Introduction to Physical Science</td>
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</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
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</tr>
<tr>
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<td></td>
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<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</td>
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<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>
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## Additional Required Courses

(To be taken after introductory and foundation courses)

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<td>or other course to fulfill the upper-level advanced writing requirement</td>
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<td></td>
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<tr>
<td>SPAN 301</td>
<td>Review Grammar and Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
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<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 302</td>
<td>Review Grammar and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
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<tr>
<td>(see Requirements for the Major)</td>
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<td></td>
</tr>
<tr>
<td>SPAN 311</td>
<td>Advanced Conversation I</td>
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<tr>
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<td>(see Requirements for the Major)</td>
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<tr>
<td>SPAN 312</td>
<td>Advanced Conversation II</td>
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<tr>
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<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 318</td>
<td>Commercial and Workplace Spanish</td>
<td>4</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 333</td>
<td>Spanish Life and Culture I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 334</td>
<td>Spanish Life and Culture II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 401</td>
<td>Advanced Composition I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 402</td>
<td>Advanced Composition II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 240</td>
<td>Political Ideologies</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(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)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 319</td>
<td>Elementary Advanced Spanish</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 105</td>
<td>Art History</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 101</td>
<td>History of Western Art</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH or HUMN 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>
</tbody>
</table>

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

*Required for the major*
General and Comparative Literature within the General Studies Major

Requirements for General and Comparative Literature within the General Studies Major

Coursework for a major in general studies with a focus in general and comparative literature includes the following:

- Required foundation course (3 credits): Chosen from HUMN 102 and 103
- Required core courses (9 credits): ENGL 201, 202, and 303
- Required comparative literature course (3 credits): Chosen from ENGL 446, 454, and 457
- Required literature courses (15 credits - of which 9 must be upper-level): Chosen from any ENGL 288 or 388 (recommended ENGL 388W and 388X); any ENGL 289 or 399 (recommended ENGL 289/389Q, 289/389R, and 289/389Y); ENGL 345, 377, 425, 433, 437, and 466; FREN 484; GERM 469; ITAL 421; and HUMN 351
**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>
</tbody>
</table>
| MATH 103 | 3 | College Mathematics  
*or a higher-level math course* |
| HUMN 102 | 3 | Classical Foundations |
| or HUMN 103 | 3 | Greek and Roman Mythology |

**Introductory Courses**  
(to be taken within the first 30 credits)  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| PHIL 140 | 3 | 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* |
| BIOL 101 | 3 | Concepts of Biology  
*or BIOL 102 Laboratory in Biology*  
*or BIOL 103 Introduction to Biology* |
| or WRTG 291 | 3 | Expository and Research Writing  
*or other course to fulfill the general education requirement in communications/writing* |
| GVPT 170 | 3 | 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 | 3 | Introduction to Computer-Based Systems  
*or CMST 303 Advanced Application Software* |
| ENGL 201 | 3 | Western Literature: Beginnings to Renaissance  
*(see Requirements for the Major)* |

**Foundation Courses**  
(to be taken within the first 60 credits)  
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| PSYC 100 | 3 | 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)* |
| NSCI 100 | 3 | 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 | 3 | 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)* |
| IFSM 304 | 3 | Ethics in the Information Age  
*or other course(s) to fulfill the second general education requirement in interdisciplinary issues/computing* |
| SPCH 100 | 3 | Foundations of Speech Communication  
*or SPCH 101 Introduction to Public Speaking*  
*or other course to fulfill the general education requirement in communications/writing or speech* |
| ENGL 202 | 3 | Western Literature: Renaissance to Present  
*(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>
<th>Description</th>
</tr>
</thead>
</table>
| WRTG 391/391X | 3 | Advanced Expository and Research Writing  
*or other course to fulfill the upper-level advanced writing requirement* |
| ENGL 303 | 3 | Critical Approaches to Literature  
*(see Requirements for the Major)* |
| ENGL 388W | 3 | The Bible as Literature  
*or ENGL 388X Shakespeare as Historian and Dramatist*  
*or other required literature course (see Requirements for the Major)* |
| ENGL 389Q | 1 | Homer’s Iliad  
*or ENGL 389R Homer’s Odyssey*  
*or ENGL 389Y Virgil’s Aeneid*  
*or other required literature course(s) (see Requirements for the Major)* |
| HUMN 351 | 3 | Myth and Culture  
*or other required literature course (see Requirements for the Major)* |
| ENGL 345 | 3 | Modern Poetry  
*or other required literature course (see Requirements for the Major)* |
| FREN 484 | 3 | Age of Anxiety: Existentialism  
*or GERM 469 Deutsche Märchen Fairy Tales*  
*or other required literature course (see Requirements for the Major)* |
| ENGL 454 | 3 | Modern World Drama  
*or other comparative literature 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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits for BS in general studies</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

*Required for the major*
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).

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. 67.
# GENERAL STUDIES MAJOR COURSES

## First 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>
</tbody>
</table>

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

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

## Introductory 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>
</tbody>
</table>

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

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

## Foundation Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>3</td>
</tr>
</tbody>
</table>

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

## 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)

## Additional Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>3</td>
</tr>
</tbody>
</table>

*(to be taken after introductory and foundation courses)*

## Total credits for BS in general studies 120

*Required for the major*
History
Students may seek either an academic major or minor in history.

Major in History
The history major prepares students to read and analyze historical works with critical insight and appreciate the range and variety of resources, as well as demonstrate knowledge of the development and cultural diversity of their respective areas of study. Students develop their research skills using libraries, archives, and online sources to acquire a sense of intellectual property and the responsibility of presenting and interpreting historical issues. They also develop writing skills to clearly express their findings using the language of the discipline. The history major prepares students for graduate study in history and for careers in education, writing and publishing, journalism, law, public relations, business, government, and management.

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

- Demonstrate an understanding of historical methods and recognize how history is written and interpreted over major periods.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Recognize and employ critical thinking in analyzing and presenting history.
- Demonstrate awareness of the ethical and social issues associated with writing and interpreting history.
- Evaluate current events from a historical perspective.
- Conduct research and identify, evaluate, and present information using primary and secondary resources.

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
- U.S. distribution course (3 credits):
  HIST 255, 266, 360, 361, 362, 363, 364, 365, 372, 376, 377, 381, 453, 460, 461, 462, 463, or 467
- 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. 67.
# HISTORY 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>HIST 115♦</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 141</td>
<td>Western Civilization I (or other first course in required world history sequence for the major)</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEAT, 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 and BIOL 102</td>
<td>Concepts of Biology and Laboratory in Biology</td>
<td>4</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>or other course(s) to fulfill the first 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, CGJS, GERG, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>Introduction to Computer-Based Systems or other course to fulfill the general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 116♦ or HIST 142</td>
<td>Western Civilization I (or other second course in required world history sequence for the major)</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 156♦</td>
<td>History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100 or SOCY 100</td>
<td>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)</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100 or ASTR 100</td>
<td>Introduction to Physical Science or Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</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 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>SPCH 100 or SPCH 101</td>
<td>Foundations of Speech Communication or Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in the Information Age or other course to fulfill the second general education requirement in interdisciplinary issues/computing</td>
<td>3</td>
</tr>
<tr>
<td>HUMN 351</td>
<td>Myth and Culture (recommended elective)</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 upper-level advanced writing requirement</td>
<td>3</td>
</tr>
<tr>
<td>HIST 309♦</td>
<td>Introduction to Historical Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 364♦</td>
<td>Emergence of Modern America: 1900 to 1945 or other U.S. distribution course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 336♦</td>
<td>Europe in the 19th Century: 1815 to 1919 or other European distribution course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 481♦ or HIST 483</td>
<td>History of Modern China or other course to fulfill the second distribution requirement (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 365♦</td>
<td>Recent America: 1945 to Present or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 337♦</td>
<td>Europe's Bloodiest Century or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>HIST 465♦</td>
<td>World War II or other supplemental major course (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) 46

**Total credits for BA in history** 120

---

♦ Required for the major
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 of coursework in history. All HIST courses apply. Students are recommended to take HIST 309 after all other courses in 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. 66-68.
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 curriculum also covers management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development, and women's perspectives in management. Students are prepared for work in business administration and human resources in the for-profit, nonprofit, or public sector. 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.

Objectives

The student who graduates with a major in human resource management will be able to

- Apply critical-thinking skills to human resource processes, including job analysis, staffing, appraisal, compensation, training and development, performance appraisal systems, bargaining, negotiating, and resolving disputes.
- Use appropriate information technology to analyze human resource problems and recommend plans for resolution.
- Use quantitative and qualitative analytical research methods to evaluate human resource management initiatives.
- Evaluate ethical, social, civic, cultural, and political issues in the human resource management processes.
- Use effective written and oral communication skills consistent with the business and professional environment in the practice of human resource management.
- Interpret and apply human resource principles in a global setting.
- Discuss union/management interaction and relations between management, labor, and governmental agencies on federal, state, and local legislation; executive orders; and court decisions.
- Conduct research and identify, evaluate, and present information using primary and secondary resources.

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).

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 395 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 (9 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300) and ECON 201 and 203

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. 67.
**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</td>
</tr>
<tr>
<td>or MATH 107</td>
<td></td>
<td>College Algebra or a higher-level math course</td>
</tr>
<tr>
<td>BMGT 110</td>
<td>3</td>
<td>Introduction to Business and Management (students with business experience should substitute supplemental major course in last 60 credits of study)</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>ECON 201</td>
<td>3</td>
<td>Principles of Macroeconomics (related requirement for the major; also fulfills first general education requirement in behavioral and social sciences)</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 other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Introduction to Computer-Based Systems</td>
</tr>
<tr>
<td>or CMST 303</td>
<td></td>
<td>Advanced Application Software</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</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>
<tr>
<td>STAT 230</td>
<td>3</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>or STAT 200</td>
<td></td>
<td>Introduction to Statistics</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>ACCT 301</td>
<td>3</td>
<td>Accounting for Non-Accounting Majors</td>
</tr>
<tr>
<td>or ACCT 221</td>
<td></td>
<td>Principles of Accounting II (students should note prerequisite)</td>
</tr>
<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>ECON 203</td>
<td>3</td>
<td>Principles of Microeconomics (related requirement for major)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 394/394X</td>
<td>3</td>
<td>Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>BMGT 392</td>
<td>3</td>
<td>Global Business Management (recommended elective)</td>
</tr>
<tr>
<td>HRMN 400</td>
<td>3</td>
<td>Human Resource Management: Analysis and Problems</td>
</tr>
<tr>
<td>HRMN 408</td>
<td>3</td>
<td>Employment Law for Business</td>
</tr>
<tr>
<td>HRMN 362</td>
<td>3</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>or HRMN 395</td>
<td></td>
<td>The Total Reward Approach to Compensation</td>
</tr>
<tr>
<td>or HRMN 406</td>
<td></td>
<td>Employee Training and Development</td>
</tr>
<tr>
<td>FINC 330</td>
<td>3</td>
<td>Business Finance (supplemental major course and prerequisite for capstone course)</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>3</td>
<td>Business Law I or other supplemental major course (see Requirements for the Major)</td>
</tr>
<tr>
<td>MRKT 310</td>
<td>3</td>
<td>Marketing Principles and Organization (supplemental major course and prerequisite for capstone course)</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>3</td>
<td>Business Ethics (recommended elective)</td>
</tr>
</tbody>
</table>

**Capstone Course for Major**  
(to be taken in the last 30 credits)  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMN 495</td>
<td>3</td>
<td>Contemporary Issues in Human Resource Management Practice</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>MATH 140</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>

**Recommended elective:**

**Recommended minor:**  
Business administration, finance, or other business-related minor

**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.
- 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.
- Explain the interaction among management, labor, and the federal agencies.

Requirements for the Minor

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN course applies. Students are recommended to take HRMN 300 and 400 for the minor if not already applied elsewhere in the degree.

Course may not duplicated 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 course.

For a listing of all the requirements for the bachelor’s degree, students should refer to their major and pp. 66-68.
Humanities

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

Major in Humanities

The interdisciplinary major in the humanities enables students to broaden their understanding of themselves and their interaction with the world, providing a high standard for understanding of their cultural and intellectual heritage while giving them the tools to use that knowledge as lifelong learners. Students explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world. They learn how to express this understanding—by studies in literature, language, history and through creative and expressive art—and define their own meaning of humanness within an increasingly technological and diverse world. The interdisciplinary curriculum draws on art, art history, cultural history, literature, language, literature, music, philosophy and religious studies, and theater.

Objectives

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

- Compare and contrast the cultural traditions and value assumptions that underlie the history of specific cultures.
- Identify the ethical content of cultures and societies and how they interact with an individual's self-understanding and behavior.
- Analyze and compare cultures and their social and material artifacts from multicultural perspectives using interdisciplinary and critical perspectives.
- Read critically, write and speak effectively, and engage in independent research on abstract topics.

Degree Requirements

A degree with a major in humanities 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 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Humanities Major

<table>
<thead>
<tr>
<th>Coursework for a major in humanities includes the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>◊ Required foundation courses (12 credits):</td>
</tr>
<tr>
<td>HUMN 100, PHIL 100, HIST 115 (or HIST 116),</td>
</tr>
<tr>
<td>and ARTT 205 (or MUSC 210 or THET 110)</td>
</tr>
<tr>
<td>◊ Arts breadth course (3 credits): Chosen from ARTH 370 or</td>
</tr>
<tr>
<td>ARTH 371</td>
</tr>
<tr>
<td>◊ Literature breadth courses (6 credits): Chosen from</td>
</tr>
<tr>
<td>COMM 380, and any upper-level English or foreign-language</td>
</tr>
<tr>
<td>literature course</td>
</tr>
<tr>
<td>◊ Philosophy and religion breadth courses (6 credits):</td>
</tr>
<tr>
<td>Chosen from PHIL courses</td>
</tr>
<tr>
<td>◊ Supplemental major course (3 credits):</td>
</tr>
<tr>
<td>Any upper-level ARTT, ARTH, ENGL, HIST, or PHIL course.</td>
</tr>
<tr>
<td>◊ Required capstone course (3 credits): HUMN 495</td>
</tr>
</tbody>
</table>

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. 67.
## HUMANITIES MAJOR COURSES

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

<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>
<tr>
<td>MATH 103</td>
<td>3</td>
<td>College Mathematics, or a higher-level math course</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>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>3</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>
<tr>
<td>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology, or BIOL 102, Laboratory in Biology, or Introduction to Biology</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</td>
<td>3</td>
<td>Introduction to Computer-Based Systems, or CMST 303, Advanced Application Software</td>
</tr>
<tr>
<td>HUMN 100</td>
<td>3</td>
<td>Introduction to Humanities, or other course to fulfill the general education requirement in interdisciplinary issues/computing</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 100</td>
<td>3</td>
<td>Introduction to Philosophy, or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</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>
</tr>
<tr>
<td>SOCY 100</td>
<td>3</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>3</td>
<td>Introduction to Physical Science, or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>ASTR 100</td>
<td>3</td>
<td>Introduction to Astronomy, or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
<td>Western Civilization II, or other course to fulfill the general education requirement in history, or History of the United States Since 1865</td>
</tr>
<tr>
<td>HIST 157</td>
<td>3</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 courses)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391</td>
<td>3</td>
<td>Advanced Expository and Research Writing, or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>ARTH 370</td>
<td>3</td>
<td>History of World Art I, or other arts breadth course for major (see Requirements for the Major)</td>
</tr>
<tr>
<td>COMM 380</td>
<td>3</td>
<td>Language in Social Contexts, or other literature breadth course for the major (see Requirements for the Major)</td>
</tr>
<tr>
<td>PHIL 110</td>
<td>3</td>
<td>Thinking for Yourself, or other philosophy and religion breadth course for the major (see Requirements for the Major)</td>
</tr>
<tr>
<td>ENGL 433</td>
<td>3</td>
<td>American Literature: 1914 to the Present, or other communication/literature breadth course for the major (see Requirements for the Major)</td>
</tr>
<tr>
<td>PHIL 336</td>
<td>3</td>
<td>Ideas Shaping the 21st Century, or other philosophy and religion breadth course for the major (see Requirements for the Major)</td>
</tr>
<tr>
<td>PHIL 348</td>
<td>3</td>
<td>Religions of the East, or other supplemental major course (see Requirements for the Major)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN 495</td>
<td>3</td>
<td>Humanities Seminar, or other course to fulfill the second general education requirement in interdisciplinary issues/computing</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 humanities:** 120

*Required for the major*
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. 66-68.
Information Systems Management

Students may seek an academic major in information systems management.

Major in Information Systems Management

The information systems management major develops students’ abilities to conceptualize and manage the design and implementation of high-quality information systems. The curriculum focuses on the concepts, methods, and practical applications of information systems in the workplace. Students are provided the skills needed to make substantive contributions to the use of information systems in corporate decision making.

Objectives

The student who graduates with a major in information systems management will be able to:

- Define and explain the concepts, theories, and practices in the development and use of information systems in organizations.
- Demonstrate an understanding of computing system architectures, operating systems software, and interconnection of information resources through networking.
- Analyze problems and determine system requirements for developing a logical design of an information system.
- Identify basic elements of programming languages and the relationships between programming languages and information systems.
- Implement an information system in a database management system or emerging development environment.
- Develop classroom products that demonstrate a working understanding of the management of information systems functions, system integration, and project management to ensure project quality.
- 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 (or other programming language course); IFSM 300, 310, 410, and 461
- Required core courses (9 credits): Any upper-level IFSM courses (3 credits must be in 400-level coursework)
- Supplemental major courses (6 credits): Any IFSM, CMIS, CMIT, CMSC, or CMST courses
- Required related courses (3 credits), which may be applied anywhere in the degree: 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. 67.
### 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</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>

**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 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>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
<td>3</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 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>
</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>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, GERQ, or WMT course to fulfill the first general education requirement in behavioral and social sciences</td>
<td>3</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>STAT 200</td>
<td>Introduction to Statistics or other course(related requirement for major)</td>
<td>3</td>
</tr>
<tr>
<td>CMIS 141</td>
<td>Introductory Programming or other programming course</td>
<td>3</td>
</tr>
<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>or SOCY 100</td>
<td>Introduction to Sociology or other course to fulfill the general education requirement in biological and physical sciences</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 general education requirement in biological and physical sciences</td>
<td></td>
</tr>
</tbody>
</table>

### HIST 142 / HIST 157
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).

### 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>Advanced Technical Writing or other course to fulfill the upper-level advanced writing requirement</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 310</td>
<td>Information Systems in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 410</td>
<td>Software and Hardware Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 461</td>
<td>Systems Analysis and Design</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 303</td>
<td>Human Factors in Information Systems or other core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 430</td>
<td>Information Systems and Security or other 400-level core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 438</td>
<td>Project Management or other 400-level core course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 433</td>
<td>Information Security Needs Assessment and Planning or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 450</td>
<td>Telecommunication Systems in Management or other supplemental major course (see Requirements for the Major)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Minor and/or 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>MATH 140</td>
<td>Calculus I or MATH 130 or Calculus A or MATH 131</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Calculus A or MATH 131 or Calculus B (for students who plan to go on to graduate school)</td>
<td></td>
</tr>
</tbody>
</table>

### Recommended electives:
- Computing, business administration, psychology, or marketing

### Total credits for BS in information systems management
120
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  Managing Global Trade
  - 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. 66-68.
Management Studies

Students may seek an academic major in management studies.

Major in Management Studies

The management studies major provides an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. 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. The major prepares students for a variety of management-related careers.

Objectives

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

✧ Evaluate ethical, social, cultural and political issues as they relate to effective management of organizations.
✧ Apply management concepts and theories from across multiple academic disciplines.
✧ Analyze the global dimensions involved in managing all types of organizations.
✧ Apply critical thinking concepts to data analysis, problem solving and decision making.
✧ Develop leadership skills and knowledge using a multidisciplinary approach.

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).

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 (3 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300)

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. 67.
**MANAGEMENT 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 1
  - WRTG 101/101X Introduction to Writing 3
  - MATH 103 College Mathematics 3
    or MATH 107 College Algebra or a higher-level math course
  - BMGT 110 Intro to Business and Management 3
    (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)
  - GVP1 70 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
  - NSCI 100 Introduction to Physical Science 3
    and NSCI 101 Physical Science Laboratory 1
    or other 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
  - 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
    or CMST 303 Advanced Application Software
  - 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

- **Foundation Courses** (to be taken within the first 60 credits)
  - STAT 230 Business Statistics 3
    or STAT 200 Introduction to Statistics
  - ACCT 220 Principles of Accounting I 3
  - 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)

  - BIOL 101* Concepts of Biology 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)
  - SPCH 100 Foundations of Speech Communication 3
    or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech
  - IFSM 300 Information Systems in Organizations 3
    or ACCT 326 Accounting Information Systems to fulfill the second general education requirement in interdisciplinary issue/ computing (students should note prerequisite)
  - BMGT 364 Management and Organization Theory 3

- **Additional Required Courses** (to be taken after introductory and foundation courses)
  - WRTG 394/394X Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement
  - HRMN 302 Organizational Communication 3
  - MRKT 310 Marketing Principles and Organization or other supplemental major course (see Requirements for the Major)
  - FINC 330 Business Finance or other supplemental major course (see Requirements for the Major)
  - HRMN 300 Human Resource Management or other supplemental major course (see Requirements for the Major)
  - BMGT 392 Global Business Management or other supplemental major course (see Requirements for the Major)
  - BMGT 496 Business Ethics or other supplemental major course (see Requirements for the Major)
  - BMGT 495 Strategic Management 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)
  - 43 total credits for BS in management studies

+ Required for the major
Marketing

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

Major in Marketing

The marketing major prepares students with the marketing skills and business acumen necessary for professional and personal success in today’s 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. Students with a major in marketing will be well-positioned to enter a broad spectrum of marketing positions in private and public 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.
- Explain the universal marketing processes for consumer and organizational markets in a domestic and global marketplace.
- Describe the complex nature of global corporate ethics and the social responsibility of organizations in the conduct of marketing activities.
- Demonstrate competency in technological applications used by the marketing professional to report key data and recommend management strategy and action plans.
- Demonstrate effective written and oral communication skills consistent with the professional marketing environment.
- Evaluate the political, cultural, economic, legal, and trade regulation issues as they relate to marketing.

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 (12 credits): MRKT 310, 410, 412, 454
- Supplemental major courses (6 credits): Any MRKT courses
- Required capstone course (3 credits): MRKT 495
- Required related courses (9 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), and ECON 201 and 203

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. 67.
# 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>Notes</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>
</tbody>
</table>

*(strongly recommended elective if the student has no prior business experience)*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics <em>(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)</em></td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>and NSCI 101</td>
<td>Physical Science Laboratory <em>(or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory)</em></td>
<td>1</td>
</tr>
<tr>
<td>WRTG 291</td>
<td>Expository and Research Writing <em>(or other course to fulfill the general education requirement in communications/writing)</em></td>
<td>3</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>STAT 230</td>
<td>Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues <em>(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)</em></td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</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 <em>(or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</em></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy <em>(or other course to fulfill the general education requirement in biological and physical sciences)</em></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</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>Notes</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 394/394X</td>
<td>Advanced Business Writing <em>(or other course to fulfill the upper-level advanced writing requirement)</em></td>
<td>3</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>Business Law I <em>(related requirement for the major, fulfills the interdisciplinary issues/computing requirement; students should note prerequisite)</em></td>
<td>3</td>
</tr>
<tr>
<td>MRKT 354</td>
<td>Integrated Marketing Communications <em>(see Requirements for the Major)</em></td>
<td>3</td>
</tr>
<tr>
<td>MRKT 395</td>
<td>Customer Relationship Management <em>(see Requirements for the Major)</em></td>
<td>3</td>
</tr>
<tr>
<td>MRKT 410</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>Business Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 454</td>
<td>Global Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 412</td>
<td>Marketing Research Applications</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>Notes</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRKT 495</td>
<td>Marketing Policies and Strategies</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>
</table>

### Total credits for BS in Marketing

120

*Required for the major*
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. 66-68.

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. 110.

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 foundation courses (15-16 credits):
  MATH 108; one of the following MATH sequences MATH 130, 131, and 132 (or MATH 140 and 141); STAT 200

- Core courses (15 credits): Chosen from MATH 301, 381, 402, 450, 463, and 466; STAT 400, 410, and 465

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. 67.
# Mathematics 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>
</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 107</td>
<td>College Algebra</td>
</tr>
<tr>
<td>MATH 108</td>
<td>Trigonometry and Analytical Geometry</td>
</tr>
<tr>
<td>or MATH 115</td>
<td>Pre-Calculus</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</td>
<td>Contemporary Moral Issues</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</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</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>GVPT 170</td>
<td>American Government</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</td>
<td>Introduction to Computer-Based Systems</td>
</tr>
<tr>
<td>or CMST 303</td>
<td>Advanced Application Software</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</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</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>MATH 140</td>
<td>Calculus I</td>
</tr>
<tr>
<td>and MATH 141</td>
<td>Calculus II</td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Calculus A</td>
</tr>
<tr>
<td>and MATH 131</td>
<td>Calculus B</td>
</tr>
<tr>
<td>and MATH 132</td>
<td>Calculus C</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</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>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</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</td>
<td>Ethics in the Information Age</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</td>
<td>Foundations of Speech Communication</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>BMGT 392</td>
<td>Global Business Management</td>
</tr>
<tr>
<td>(recommended elective)</td>
<td></td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</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>Advanced Expository and Research Writing</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>MATH 301</td>
<td>Concepts of Real Analysis I</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>MATH 381</td>
<td>Operations Research</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>MATH 402</td>
<td>Algebraic Structures</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>MATH 450</td>
<td>Logic for Computer Science</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>STAT 400</td>
<td>Applied Probability and Statistics I</td>
</tr>
<tr>
<td>or other applied mathematics course</td>
<td></td>
</tr>
<tr>
<td>(see Requirements for the Major)</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</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 392</td>
<td>Global Business Management</td>
</tr>
<tr>
<td>(recommended elective)</td>
<td></td>
</tr>
</tbody>
</table>

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

### Notes

- **Required for the major**

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**www.ed.umuc.edu** 129
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. 110.

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).

Requirements for Philosophy within the General Studies Major

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

- **Required foundation courses (6 credits):** PHIL 100 and one of the following courses: PHIL 140, 142, 170, 245
- **Core courses (21 credits):** Any upper-level PHIL courses
- **Supplemental major course (3 credits):** Additional courses related to the discipline (contact an academic advisor for a list of approved courses)

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. 67.
# PHILOSOPHY WITHIN THE GENERAL STUDIES MAJOR COURSES

## First Courses

(to be taken within the first 18 credits)

<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>
</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>Credits</th>
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<tbody>
<tr>
<td>ENGL 240</td>
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<tr>
<td>BIOL 101</td>
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<tr>
<td>and BIOL 102</td>
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</tr>
<tr>
<td>or BIOL 103</td>
<td></td>
</tr>
<tr>
<td>WRTG 291</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 303</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</td>
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</tr>
<tr>
<td>or SOCY 100</td>
<td></td>
</tr>
<tr>
<td>PHIL 100</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</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>
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</tr>
<tr>
<td>IFSM 304</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td></td>
</tr>
<tr>
<td>ANTH 102</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</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 307</td>
<td>3</td>
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<tr>
<td>or other core course</td>
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</tr>
<tr>
<td>PHIL 310</td>
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<tr>
<td>or other core course</td>
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<tr>
<td>PHIL 311</td>
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<tr>
<td>or other core course</td>
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<tr>
<td>PHIL 320</td>
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<tr>
<td>PHIL 331</td>
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<td>or other core course</td>
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<tr>
<td>PHIL 342</td>
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<tr>
<td>PHIL 343</td>
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<td>or other core course</td>
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<tr>
<td>HUMN 351</td>
<td>3</td>
</tr>
<tr>
<td>or other related course</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 major
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. 66-68.
Political Science Major

Students may seek an academic major or minor in political science.

Major in Political Science

A major in political science provides students with valuable, comprehensive knowledge of American government and global politics, preparing them to analyze complex political problems and recognize potential solutions in both the public and private sector. Students gain an understanding of political structure, theory, and methodology. They develop their research skills and sense of intellectual property using libraries, archives, and online sources. They develop their writing skills and learn the responsibility for clearly presenting and interpreting political issues using the language of the discipline. Students with a major in political science will be able to analyze complex political problems and recognize potential solutions in both the public and private sectors.

Objectives

The student who graduates with a major 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 and policy development.
- Discuss how public policy shapes societies.
- 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.
- Apply effectively a variety of approaches and methodologies to the analysis of political, administrative, and policy issues.
- Demonstrate awareness of the ethical issues associated with the study and application of political science in the theoretical and practical realm.

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

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. 67.
POLITICAL SCIENCE MAJOR COURSES

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>NSCI 100 or ASTR 100</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 200 or GVPPT 401</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100 or SPCH 101</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 304</td>
<td>3</td>
</tr>
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</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>WRTG 391/391X</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 101 or GVPPT 444</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 403 or GVPPT 406</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 457 or GVPPT 404</td>
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</tbody>
</table>

Total credits for BS in political science: 120

Required 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 291 or GVPPT 103</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
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</tr>
<tr>
<td>PHIL 140 or GVPPT 280</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 475 or GVPPT 170</td>
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Foundation Courses
(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HIST 142 or HIST 157</td>
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</tr>
<tr>
<td>GVPT 475 or GVPT 170</td>
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</tr>
<tr>
<td>PSYC 100</td>
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Introductory Courses
(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SOCY 100 or GVPPT 100</td>
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<tr>
<td>BIOL 101 or GVPPT 100</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 291 or GVPPT 291</td>
<td>3</td>
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<tr>
<td>IFSM 201 or CMST 301</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140 or GVPPT 280</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</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 101 or GVPPT 444</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 403 or GVPPT 406</td>
<td>3</td>
</tr>
<tr>
<td>GVPPT 457 or GVPPT 404</td>
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</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>WRTG 291 or GVPPT 103</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 or CMST 303</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140 or GVPPT 280</td>
<td>3</td>
</tr>
</tbody>
</table>

Total credits for BS in political science: 120

Required for the major
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. 66-68.
Psychology

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

Major in Psychology

The psychology major provides students with a knowledge base of theory, research, and practice in psychological sciences. The curriculum enables students to use the principles of psychology and prepares students for graduate study or for careers in professions for which psychological training is crucial.

Objectives

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

- Explain major perspectives of psychology (e.g., behavioral, biological, cognitive, evolutionary, humanistic, psychodynamic, and sociocultural).
- Describe the basic characteristics of the science of psychology.
- Explain different research methods used by psychologists.
- Identify appropriate applications of psychology in solving problems.
- Use and engage critical thinking effectively.
- Demonstrate knowledge of relevant ethical issues and general understanding of the American Psychological Association ethics code.

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, 391, and 441
- 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, 436, and 437
- Supplemental major courses (6 credits):
  Any PSYC courses (but no more than three 1-credit courses)

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. 67.
PSYCHOLOGY 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 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
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/reading

PSYC 100 Introduction to Psychology 3
or CMST 303 Advanced Application Software

PSYC 353 Introduction to Statistical Methods in Psychology or other course to fulfill the general education requirement in behavioral and social sciences

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

GVPT 170 American Government 3
or GERO 100 Introduction to Gerontology 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 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 304 Ethics in the Information Age or other course to fulfill the second general education requirement in interdisciplinary issues/computing

ANTH 344 Cultural Anthropology and Linguistics (recommended elective)
SPCH 100 Foundations of Speech Communication or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech

PSYC 305 Research Methods in Psychology 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 upper-level advanced writing requirement

PSYC 321 Social Psychology or other social science psychology course (see Requirements for the Major)
PSYC 301 Biological Basis of Behavior or other natural science psychology course (see Requirements for the Major)
PSYC 353 Abnormal Psychology or other clinical science psychology course (see Requirements for the Major)
PSYC 354 Cross-Cultural Psychology or other social science psychology course (see Requirements for the Major)
PSYC 310 Sensation and Perception or other natural science psychology course (see Requirements for the Major)
PSYC 432 Introduction to Counseling Psychology or other clinical science psychology course (see Requirements for the Major)
PSYC 355 Child Psychology or other supplemental major course (see Requirements for the Major)
PSYC 341 Introduction to Memory and Cognition 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) 43

Recommended electives:

PSYC 415 History of Psychology (for students who plan to go on to graduate school)
PSYC 451 Principles of Psychological Assessment

Total credits for BS in psychology 120

+ Required for the major
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. 66-68.
Social Science

Students may seek an academic major in social science.

Major in Social Science

The social science major provides breadth of knowledge in the social sciences through interdisciplinary study in areas such as anthropology, behavioral sciences, economics, gerontology, government and politics, psychology, and sociology and depth through focused study in a single area. It also offers depth and focus through selection of core courses in one social science area. Graduates in social science may pursue a variety of careers in which understanding of social science issues is important, including business administration, elder care, government, health services, law enforcement, human resources, and community service.

Objectives

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

- Explain basic foundational concepts of sociology.
- Identify similarities and differences among the social science disciplines in terms of theories, methods, and applications.
- Apply micro and macro levels of analysis to social science investigation.
- Describe the principles and ethical standards that underlie professional responsibilities and conduct for social scientists.
- Critically analyze social science issues within larger historical and global contexts.
- Analyze social issues through integration and synthesis of concepts and research methods from different social science disciplines.
- Explain the role of evidence and qualitative and quantitative methods across social science disciplines.

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).

Requirements for the Social Science Major

Coursework for a major in social science includes the following:

- Required statistics course (3 credits): STAT 230 (or STAT 200)
- Required introductory courses (6 credits): BEHS 210 and SOCY 100
- Foundation course (3 credits):
  - Chosen from CCJS 105, ECON 201 and 203, GEOG 100 and 110, GER 100, GVPT 100, and PSYC 100
- 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.)
- Supplemental major courses (9 credits): Chosen from any ANTH, BEHS, ECON, GER, GVPT, PSYC, and SOCY courses and CCJS 350, 360, 454, and 461

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. 67.
# Undergraduate Catalog

## Bachelor's Degrees

### Social Science 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</td>
</tr>
<tr>
<td>or MATH 107</td>
<td></td>
<td>College Algebra 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>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>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>1</td>
<td>Laboratory in Biology</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td></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>3</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>3</td>
<td>Introduction to Computer-Based Systems or CMST 303 Advanced Application Software</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</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>
<tr>
<td>PSYC 100</td>
<td>3</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>
</tr>
<tr>
<td>BEHS 210+</td>
<td>3</td>
<td>Introduction to Social and Behavioral Science</td>
</tr>
</tbody>
</table>

#### Foundation Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230+</td>
<td>3</td>
<td>Business Statistics</td>
</tr>
<tr>
<td>or STAT 200</td>
<td></td>
<td>Introduction to Statistics</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td></td>
<td>Introduction to Astronomy or other course(s) to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>SOCY 100+</td>
<td>3</td>
<td>Introduction to Sociology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>3</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>SPCH 100</td>
<td>3</td>
<td>Foundations of Speech Communication or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>GERO 100+</td>
<td>3</td>
<td>Introduction to Gerontology or ECON 203 Principles of Microeconomics or other foundation course for the major (see Requirements for the Major)</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>ANTH 344</td>
<td>3</td>
<td>Cultural Anthropology and Linguistics (recommended elective)</td>
</tr>
</tbody>
</table>

#### Additional Required Courses

*(to be taken after introductory and foundation courses)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X</td>
<td>3</td>
<td>Advanced Expository and Research Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>A first of three core courses in a single area</td>
<td>3</td>
<td>(see Requirements for the Major)</td>
</tr>
<tr>
<td>A second core course for the major in the same discipline as the first</td>
<td>3</td>
<td>(see Requirements for the Major)</td>
</tr>
<tr>
<td>A third core course for the major in the same discipline as the first and the second</td>
<td>3</td>
<td>(see Requirements for the Major)</td>
</tr>
<tr>
<td>A supplemental major course</td>
<td>3</td>
<td>(see Requirements for the Major)</td>
</tr>
<tr>
<td>A supplemental major course</td>
<td>3</td>
<td>(see Requirements for the Major)</td>
</tr>
<tr>
<td>A supplemental major course</td>
<td>3</td>
<td>(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>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Total credits for BS in social science</td>
</tr>
</tbody>
</table>

*Required for the major*
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. 110.

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. 67.

Requirements for Sociology within the General Studies Major

- 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)

<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 MATH 107 College Algebra or a higher-level math course</td>
<td></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>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 MATH 107 College Algebra or a higher-level math course</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 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>SOCY 100 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>STAT 200 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or other suitable statistics course (see Requirements for the Major)</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 or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
</tbody>
</table>

### Required for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</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</td>
<td>Ethics in the Information Age</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</td>
<td>Foundations of Speech Communication</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>BMGT 392</td>
<td>Global Business Management (recommended elective)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391/391X Advanced Expository and Research Writing</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>SOCY 325</td>
<td>The Sociology of Gender (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 403</td>
<td>Intermediate Sociological Theory (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 410</td>
<td>Social Demography (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 423</td>
<td>Ethnic Minorities (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 443</td>
<td>The Family and Society (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 461</td>
<td>Industrial Sociology (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>SOCY 462</td>
<td>Women in the Military (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other core course</td>
<td></td>
</tr>
<tr>
<td>ANTH 344</td>
<td>Cultural Anthropology and Linguistics (see Requirements for the Major)</td>
</tr>
<tr>
<td>or other related course</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</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total credits for BS in general studies</td>
</tr>
</tbody>
</table>

† Required for the major
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. 66-68.
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 220 Diversity Awareness
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- BMGT 312 Women in Business
- BMGT 313 Women as Entrepreneurs
- BMGT 314 Women as Leaders
- ENGL 354 American Women Writers Since 1900
- ENGL 358 British Women Writers Since 1900
- GERO 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
- PHIL 343 Sexual Morality
- PHIL 346 Contemporary Sexual Ethics
- 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. 66-68.
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 program directors coordinate with education center staff to select the most appropriate courses to offer at each site. This selection is based upon the 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, and qualified faculty and academic facilities (laboratory, etc.) are available. Courses are arranged by academic subject.

<table>
<thead>
<tr>
<th>COURSE NUMBERS ARE DESIGNATED AS FOLLOWS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
</tr>
<tr>
<td>100-199</td>
</tr>
<tr>
<td>200-299</td>
</tr>
<tr>
<td>300-399</td>
</tr>
<tr>
<td>400-499</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. Explanatory material 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, it has changed designator or number over the years or is not offered at all UMUC locations.

(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.
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 the personal responsibility of students to make certain they are 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 and follow his or her recommendations. The approval of an assistant dean will also be required. Faculty members may 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 they attempt 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 enrolls 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 (DE) program is to provide opportunities for students to continue their studies without the usual time and place constraints of the on-site 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, as well as 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 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 for the course. Online courses take place 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 having 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 has 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 may be 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 subject. 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 as these are professional courses requiring intensive study and analysis. Students who have not taken ACCT 221 within the last two years may have difficulty mastering the material.) 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 as these are professional courses requiring intensive study and analysis. Students who have not taken ACCT 310 within the last two years may have difficulty mastering the material.) 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.

ALBANIAN
See Foreign Languages.

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 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.

ANTH 334 Cultural Anthropology and Linguistics
An interdisciplinary, intermediate-level, exploration of contemporary issues in cultural anthropology and linguistics. Discussion covers variation in human social organization, ethnographic field methods, world views, and relationships amongst cultures, as well as cultural dimensions of language. Focus is on theory and its application in dealing with concerns in our global society. Students may receive credit for only one of the following courses: ANTH 340, ANTH 344, or BEHS 340.

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 on 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 on 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. Subjects for study are based on the human figure, still life, and nature.

ARTT 205 Art Appreciation (3)
A survey of the visual arts of western and non western cultures with emphasis on understanding art through form, content, and cultural context. Students may receive credit for only one of the following: ARTH 100, ARTT 100 or ARTT 205.

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
- a major or minor in humanities; and
- electives.

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.
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 based on 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 103, 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 103, BIOL 105, or BSCI 105.

**BIOL 103 Introduction to Biology (4)**
(Fulfills the laboratory science requirement. Not open to students who have completed BIOL 101 or BIOL 102. Laboratory activities are 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 103, 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 103, 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 human resource, marketing, and finance. Assignments include conducting 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)
Prerequisite: BMGT 380. (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)
Prerequisite: 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)
(Intended as a 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 between 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 non-science 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 non-science 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 sessions 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) is CMIS 141 and 160 or 170 followed by CMIS 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 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 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 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, 242, 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.

Indicates extensive computer use by students.
**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 320 Network Security (3)**

Prerequisite: CMIT 265 with grade of C or better or CompTIA Network+ certification. A study of the fundamental concepts of computer network security and their implementation. Topics include authentication, remote access, Web security, intrusion detection, basic cryptography, physical security, and disaster recovery. Opportunities for hands-on exercises are provided. Course material relates to topics covered on the vendor-neutral CompTIA Security+ Certification examination, which is recognized worldwide as the standard of competency for entry-level network security professionals.

**CMIT 350 Interconnecting Cisco Devices (3)**

(Designed to help students prepare for the Cisco Certified Network Associate Examination 640-802.) 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.

**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.

**CMST 100A 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 CMST 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 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 303 Advanced Features of Microcomputer Application Software (3)
Prerequisite: 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 Programming (3)
Prerequisite: CMIS 102 or CMIS 102A. A structured approach to developing programs using the Visual Basic programming language. Hands-on experience in implementing features of this visual interface for program design is provided. Assignments include programming projects in Visual Basic.

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 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.
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 320 Introduction to Criminalistics (3)
Prerequisite: CCJS 100 or CCJS 105. An introduction to modern methods used in detecting, investigating, and solving crimes. The practical analysis of evidence in a criminal investigation laboratory is covered. Topics include photography, fingerprints, and other impressions; ballistics, documents and handwriting, glass, and hair; drug analysis; and lie detection. Students may receive credit for only one of the following courses: CCJS 320 or CJUS 320.

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 351 Issues in Criminal Justice (6)
Prerequisite: CCJS 100 or CCJS 105. An interdisciplinary exploration of criminal justice. Topics include theories of the causes of crime; requisites of criminal liability; defenses; the rights guaranteed by the Fourth, Fifth, and Sixth Amendments to the U.S. Constitution; undercover investigation; special issues in juvenile justice; and the highly controversial issues of capital punishment and victimization. Students may receive credit for only one of the following courses: BEHS 351 or CCJS 351.

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 370 Race, Crime, and Criminal Justice (3)
Prerequisite: CCJS 100 or CCJS 105. A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system.

CCJS 400 Criminal Courts (3)
Prerequisite: CCJS 100 or CCJS 105. An examination of criminal courts in the United States at all levels. Topics include the roles of judges, prosecutors, defenders, clerks, and court administrators and the nature of their jobs; problems of administration, as well as those facing courts and prosecutors; and reform. Students may receive credit for only one of the following courses: CCJS 400 or CJUS 400.

Dutch
See Foreign Languages.
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)
Prerequisites: 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)
Prerequisites: 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 education principles (designated EDCP) do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to succeed in 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.
**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. Includes 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 Literature from the Beginnings 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: 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 up to early Romanticism. 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, including the Romantic, Victorian, and Modern periods. 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 406 Shakespeare: Power and Justice (3)
Prerequisite: WRTG 101/101X or ENGL 101/101X. An intensive study of Shakespeare's dramatic masterpieces as illustrations of the concepts of power and justice both in a historically specific social and cultural context and as timeless concerns reflecting the human condition. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

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 is paid to drama around the globe. Works by major playwrights such as Ibsen, Strindberg, Chekhov, Shaw, O’Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard are read.
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 studied vary but may include 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 Through Experiential Learning program yields UMUC credit for learning acquired outside the classroom. The course in experiential learning (designated EXEL), 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.

Students can obtain more information about EXCEL by contacting an academic advisor in Heidelberg. EXCEL is discussed more fully earlier in this Catalog.

EXCL 301 Learning Analysis and Planning (3)
Prerequisite: Formal admission to the program. (Students should contact an academic advisor for approval to enroll.) Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. Focus is on defining goals, documenting learning gained through experience, and providing an analysis of applied and theoretical understanding of college-level content. Faculty evaluators assess completed portfolios for a possible award of credit.

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

FINC 330 Business Finance (3)
(Formerly BMGT 340.) Prerequisites: ACCT 221 and STAT 230. An overview of the theory, principles, and practices of financial management in a business environment. Topics include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, FINC 330, MGMT 398D, or TMGT 320.

FOREIGN LANGUAGES
In addition to German, Italian, Spanish and Arabic (see the course descriptions under these subjects), courses are currently offered in the following languages: Albanian (ALBN), Dutch (DTCH), French (FREN), Latin (LATN), Modern Greek (MGRK), Portuguese (PORT), Serbo-Croatian (SECR) and Turkish (TURK).

Courses in foreign languages 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.

FRENCH
See Foreign Languages.
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 on 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 writing. Focus is on acquiring the skills necessary to communicate with native German speakers orally and on 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 102 or GERM 112.

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 on 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 on 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 318 Commercial and Workplace German (4)
Prerequisite: GERM 212 or equivalent German proficiency. A study of business terminology, vocabulary, formats, and practices. Emphasis is on everyday spoken and written workplace German, using authentic text from native speakers. Written and oral practice is provided in finding and communicating information, especially on commercial topics in business and other workplace situations. Assignments include a project involving specific vocabulary, forms of professional communication, and cultural protocols relevant to the student’s workplace or major.

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. Field trips may be included.

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 may be 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 Mill, 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.
### COURSE DESCRIPTIONS

#### GVPT 240 THROUGH HIST 156

**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 to the international community since the attacks of September 11, 2001. The course 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. Area surveyed include 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 of emerging Middle Eastern nations 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. The major foreign policies of the United States are analyzed.

**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.

### HISTORY

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 the black experience in American society, including contemporary problems in race relations.

HIST 266 The United States in World Affairs (3)
A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

HIST 336 Europe in the 19th Century: 1815 to 1919 (3)
A study of the political, economic, social, and cultural development of Europe from the Congress of Vienna to World War I.

HIST 337 Europe's Bloodiest Century (3)
An investigation of the political, economic, and cultural development of Europe since 1914, with special emphasis on the factors involved in the two world wars and their worldwide effects and significance.

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 1960’s 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 Germany.

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 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.

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)
Prerequisite: IFSM 201 and basic knowledge of office productivity software. An overview of information systems and how they provide value in organizations by supporting organizational (or business) objectives. Discussion covers human aspects of computing, types of computer systems, and general theory of systems and their relationship to the overall organization.

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 350 Wireless Telecommunications (3)**

Prerequisite: IFSM 201. An analysis of technical and managerial perspectives on basic concepts and applications in wireless telecommunication systems. The implications of the regulatory environment and communications standards on transmission of voice and data are examined. Other topics include an overview of second generation (2G), third generation (3G), and global systems of mobile (GSM) wireless communications; code-division multiple access (CDMA); and trends in wireless communication. Students may receive credit for only one of the following courses: IFSM 350 or IFSM 398W.

**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 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 432 Disaster Recovery Planning (3)**

Prerequisite: IFSM 300. Recommended: IFSM 430. A study of disaster recovery and emergency planning as applied to the information-systems function in corporations. Topics include security risk evaluation and management, creation of threat profiles, continuity of operations planning, contingency planning, and incident reporting. A self-directed approach/tool for the conduct of information security risk evaluation is introduced. Projects include developing a security protection strategy and plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

**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 450 Telecommunication Systems in Management (3)**

Prerequisites: IFSM 300 and IFSM 310. An analysis of technical and managerial perspectives on basic concepts and applications in telecommunication systems. An overview of data communication protocols and standards; local area networks, wide area networks, and internetworks; and trends in telecommunications is provided. The implications of the regulatory environment and communications standards on transmission of voice, data, and image are examined. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

**IFSM 454 Information System Security Mechanisms (3)**

Prerequisite: IFSM 450. Recommended: IFSM 430. A hands-on technical examination of six areas of security vital to any organization: authentication, authorization and access control, confidentiality, availability, data integrity (encryption), and nonrepudiation. Topics include firewalls, intrusion detection systems (IDSs), vulnerability software, Public-Key Infrastructure (PKI), IP security (IPSec), virtual private networks (VPNs), and Web server lockdown procedures. Review also covers the types of attacks often launched on the Internet and how they are performed. Projects include demonstrations of network software used to gain information about a network, perform attacks, and/or prevent attacks.
IFSM 457 Cyberterrorism (3)
(Formerly IFSM 497C.) Prerequisite: IFSM 300. An overview of the issues surrounding cyberterrorism, including low-level threats (attacks that vandalize Web pages or launch denial of service), middle-tier threats (online fraud and industrial espionage by companies, organized crime, and nation states), and high-end threats from nation states and terrorist groups. Socioeconomic motivations and the “hacker mentality” are explored. Review also covers common network and security loopholes, the concept of social engineering and its impact on IT security, existing government regulations, and the National IT Security Plan. Students may receive credit for only one of the following courses: IFSM 457 or IFSM 497C.

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 composition. Focus is on acquiring the skills necessary to communicate with native Italian speakers orally and on 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 on 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 on 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 on 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 318 Commercial and Workplace Italian (4)
Prerequisite: ITAL 212 or equivalent Italian proficiency.
A study of business terminology, vocabulary, formats, and practices. Emphasis is on everyday spoken and written workplace Italian, using authentic text from native speakers. Written and oral practice is provided in finding and communicating information, especially on commercial topics in business and other workplace situations. Assignments include a project involving specific vocabulary, forms of professional communication, and cultural protocols relevant to the student’s workplace or major.

ITAL 333 Italian Life and Culture I (3)
(Conducted in English.) A study of Italian life and culture from Roman times to the Renaissance. Field trips may be included.

ITAL 334 Italian Life and Culture II (3)
(Conducted in English.) A study of Italian life and culture from the Renaissance to the present. Field trips may be included.

LATIN
See Foreign Languages.

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.
Courses in management studies (designated MGST) may be applied as appropriate, for example, toward:

- a major in management studies;
- a Certificate in Management; and
- electives.

**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 planning, organization, and controlling 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 managerial communication. 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 (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, services and ideas by fulfillment of customer needs. Topics include segmentation, target marketing, positioning, developing new products, pricing, value chains, and marketing communications. The course is appropriate for students interested in understanding the dynamics of marketing within an organization and the pivotal role serving customer needs plays in achieving organizational objectives in a free market economy. 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.
MATHEMATICS

Courses in mathematics (designated MATH) may be applied as appropriate, with the exception of MATH 001, 009, and 012, for example, toward:
- the general education requirement in mathematics;
- a Certificate in Mathematics; and
- electives.

Placement tests are required for enrollment in MATH 001, 009, 012, 106, 107, 108, 115, 130, 131, and 220 and recommended for enrollment in MATH 103. Students can learn about placement tests (Accuplacer) by visiting www.ed.umuc.edu. Tests are administered at most education centers. Students can contact the UMUC Europe field representative at the education center they register at for information on testing times.

Students are expected to own and use scientific calculators in all mathematics and statistics courses.

Degree-seeking students should complete the MATH general education requirement (or present the equivalent in transfer) during their first 18 credits of enrollment at UMUC.

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)
Recommended 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 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.

MODERN GREEK
See Foreign Languages.

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.

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 corequisite: 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.

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.

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
See Foreign Languages.

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 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 307D Improving Memory and Thinking (1)  
(Formerly PSYC 309D.) Prerequisite: PSYC 100. A presentation of methods of improving memory and thinking as outcomes of basic theory and research. Assignments include workshop activities and critical review of relevant research.

PSYC 307H Sleep and Dreams (1)  
Prerequisite: PSYC 100. An introduction to the clinical, cultural, and research aspects of sleep and dreams. Topics include historical and theoretical approaches to sleep and dreams, sleep deprivation and disorders, biological rhythms, typical dreams, and dream interpretation.

PSYC 307X Substance Abuse: An Introduction (1)  
(Formerly PSYC 309X.) Prerequisite: PSYC 100. An introduction to the study of drug abuse. Topics include the causes, symptoms, and defenses for substance abuse, as well as prevention and treatment. Review covers biology, personality, life style, and relationships with families, peers, and communities. Drug abuse is compared to other social problems, including self-destructive, high-risk, and sabotaging behavior. How different cultures respond to drug abuse is also addressed. Practice exercises, observations, interviews, and media summaries supplement class discussions.

PSYC 309C Psychology of Eating Disorders (1)  
Prerequisite: PSYC 100. An introduction to the current research on eating disorders—anorexia nervosa, bulimia nervosa, and obesity. Topics include adolescent eating behavior, theoretical explanations, factors associated with eating disorders, and the general management of disorders.

PSYC 309K Managing Interpersonal Stress and Conflict (1)  
Prerequisite: PSYC 100. An exploration of the nature and causes of stress and techniques for its management. Discussion covers psychological processes that cause interpersonal conflict and those that can bring about its reduction, as well as interpersonal and group factors such as cooperation and negotiation.

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 332 Psychology of Human Sexuality (3)  
Prerequisite: PSYC 100. A survey of historical and contemporary psychological views on a wide variety of sexual behaviors. Topics include theory and research on the interrelationship of lifespan psychological development, psychological functioning, interpersonal processes, and sexual behaviors. Political and social issues involved in current sexual norms and practices are also discussed. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

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. 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 Abnormal Psychology (3)  
Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 305. An examination of mental disorders across the lifespan. Topic 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 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)
Prerequisite: 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.

SERBO-CROATIAN
See Foreign Languages.

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 312 Family Demography (3)
Prerequisite: SOCY 100 or SOCY 243. A study of the family and population dynamics. Discussion covers issues of fertility (such as teenage pregnancy, the timing of parenthood, and the determinants and consequences of family size) as they relate to family behavior (such as marital patterns, the use of child-care options, and the relationship between work and the family). Issues of policy as related to demographic changes in the family are also considered.
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 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.

SOCY 498E Family Violence (1)
A study of the problem of violence within families, especially against women and children. Causes and treatment of family violence are covered from the point of view of both victim and victimizers. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: SOCY 198E or SOCY 498E.

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 on 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 on 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 on 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 on 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 318 Commercial and Workplace Spanish (4)
Prerequisite: SPAN 212 or an appropriate score on placement test. A study of Spanish business terminology, vocabulary, formats, and practices. Emphasis is on everyday spoken and written workplace Spanish, using authentic text from native speakers. Written and oral practice is provided in finding and communicating information, especially on commercial topics in business and other workplace situations. Assignments include a project involving specific vocabulary, forms of professional communication, and cultural protocols relevant to the student's workplace or major. Students may receive credit for only one of the following courses: SPAN 315 or SPAN 318.

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 may be 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 may be 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 101 Introduction to Public Speaking
SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.
A study of basic principles of communication as applied to public speaking. Emphasis is on building skills in effective oral discourse, in particular the design and delivery of formal speeches. Assignments include a minimum of three formal speeches. 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

Se Foreign Languages.

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 writings by women.
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, totaling 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 advanced 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 Advanced 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 upper-level advanced 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 résumé, 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 Advanced 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 upper-level advanced 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.
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**Web**  
www.ed.umuc.edu

### UMUC EUROPE LOCATIONS

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

<table>
<thead>
<tr>
<th>Afghanistan</th>
<th>Germany</th>
<th>Greece</th>
<th>Netherlands</th>
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<td>Bagram</td>
<td>Ansbach</td>
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<td>AFNORTH</td>
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Camp Carroll
Camp Casey
Camp Henry
Camp Hovey
Camp Humphreys
Camp Long/Camp Eagle
Camp Red Cloud

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UMUC LOCATIONS

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

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

**District of Columbia**
- Bolling/Anacostia
- Walter Reed Army Medical Center

**Florida**
- Jacksonville Naval Air Station
- Mayport Naval Station

**Georgia**
- Fort Gordon
- Fort Stewart
- Kings Bay Naval Submarine Base

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

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

**South Carolina**
- Fort Jackson

**Texas**
- Fort Hood
- Fort Sam Houston
- Lackland Air Force Base

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

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- Whidbey Island Naval Air Station

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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 that 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

1. Accountable for the loss of credits that
   a. Result from changes in the student’s selection of the major program of study;
   b. Were earned for remedial coursework; or
   c. 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 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 procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations, and satisfactory completion of the next course in sequence in the academic area.
5. The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

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 of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.
C. The findings of the Transfer Mediation Committee are considered binding on both parties.

X. Appeal Process.
A. Notice of Denial of Transfer Credit by a Receiving Institution.
1. Except as provided in Section A.2 of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit no later than midsemester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before midsemester.
2. If transcripts are submitted after 15 working days before midsemester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcripts.
3. A receiving institution shall include in the notice of denial of transfer credit:
   a. A statement of the student's right to appeal, and
   b. A notification that the appeal process is available in the institution's Catalog.
4. The statement of the student's right to appeal the denial shall include notice of the time limitations in Section B of this regulation.
B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.
C. Response by Receiving Institution.
1. A receiving institution shall
   a. Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and
   b. Respond to a student’s appeal within 10 working days.
2. An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
3. Unless a student appeals to the sending institution, the written decision in Section C.2 of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

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.

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.
4. The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

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 of the Maryland Higher Education Commission.
2. An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
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 21 semester hours of coherently related vocational and technical credit from regionally accredited institutions.

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 within UMUC Europe should be addressed to the Equal Opportunity Officer, UMUC, Unit 29216, APO AE 09102 or to eddiversity@ed.umuc.edu.

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 and maintained by that law enforcement unit.
2. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student.
3. Records of a physician, psychologist, or other recognized professional or paraprofessional if made or used only for treatment purposes and available only to persons providing treatment.
4. Records that contain only information relating to a person's activities after that person is no longer a student at UMUC.

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 Campus: 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
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 or assistant dean 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.
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, Web sites, or computer networks owned, leased, operated, controlled, or supervised by the University System of Maryland.

J. The term “weapon” means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, switchblade knives, knives, and chemicals such as mace products, pepper spray, or tear gas.
III. Prohibited Conduct

The following misconduct is subject to disciplinary action:

A. All forms of academic dishonesty, including, but not limited to: cheating; fabricating; 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. 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 UMUC- or USM-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. Unauthorized 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.

B. Any alleged violation, other than a traffic violation, that also may violate a United States, Maryland, or local law should be immediately reported to the proper authorities.
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 designee(s) may 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 administrator will dismiss the referral if
   a. The complaint 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 be supported by clear and convincing evidence, the Investigation Committee will recommend an appropriate sanction to the administrator. The administrator will review the recommendations, render a decision and issue a sanction, if appropriate (see Section VII Sanctions). Any previous record of violations of this Code may increase the sanction.

5. Within 40 calendar days of the appointment of the Investigation Committee, the administrator or designee will notify the complainant and the student accused of the decision and sanction, if appropriate, in writing. A copy of the administrator's written response will be submitted to the University Registrar's office in Adelphi and will be forwarded to the central records file in the Office of the Provost.

C. Appeals
1. Within 28 calendar days of receipt of the administrator or designee(s)’s written response, an appeal may be sent to the provost in writing. The provost shall review the information collected for the original preliminary administrative inquiry, the Investigation Committee investigation, and the final decision briefing. The provost will render a decision and sanction, as appropriate, based on this evidence. The provost may render one of the following decisions
   a. Affirm the finding and the sanction imposed by the administrator.
   b. Affirm the finding and reduce, but not eliminate, the sanction, if found to be grossly disproportionate to the offense.
   c. Remand the case to the Investigation Committee, if procedural errors or errors in interpretation of University regulations were substantial, or if new and significant evidence became available which could not have been discovered by a properly diligent person before or during the original investigation.
   d. Dismiss the case.
2. The decision of the provost is final and is not appealable.
3. The provost will respond, in writing, within 28 calendar days of the appeal. Copies of this letter will be kept in the central records file in the Office of the Provost.

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.
Academic dishonesty and Plagiarism

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: 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 program 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.

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: 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 program 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 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 student.
   b. If the student does not respond within 7 calendar days or the faculty member or administrator continues to believe that an act of academic dishonesty was committed, the faculty member or administrator will notify the applicable unit director or designee of the charge within 14 calendar days and provide supporting documentation.
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, 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 file 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:
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, 26
Academic Competitiveness Grant (ACG), 11
Academic Honors, 31
Academic Integrity, 35
Academic Major, viii, ix, 68, 71
Academic Minor, viii, ix, 68, 71
Academic Quality, iv
Academic Warning and Dismissal, 30
Accounting, 40, 46, 72, 147
Accreditation, i
Accuplacer Tests, 146
Address Change, 33
Address, Heidelberg Office, 184
Administrative Offices, Heidelberg, 184
Admission, 1
Admission Procedures, 2
Admission Requirements, 1
Adult Students, v
Advanced Placement Credit, 24
African American Studies, 71
Air Force, 24
Albanian, 148
Alumni Association, 38
American Council on Education (ACE), 22, 23
Anthropology, 74, 148
Appeal Process for Financial Aid, 15
Appeal Process for Grades, 210
Appealing a Grade, 35, 210
Appendices, 201
Appendix A, 201
Appendix B, 206
Appendix C, 207
Appendix D, 207
Appendix E, 207
Appendix F, 210
Appendix G, 211
Appendix H, 214
Appendix I, 217
Appendix J, 217
Application for Admission Fee, 7
Application for Graduation, 34
Applying for Financial Aid, 10
Applying for Veterans Benefits, 16
Arabic, 41, 52, 100, 148
Arbitrary and Capricious Grading, 35, 210
Army/ACE Registry Transcript (AARTS), 23
Army, Navy, and Marine Training, 23
Art, 71, 149
Art History, 71, 149
Art History and Appreciation, 76
Asian Studies, 71
Associate of Arts Degrees, 42
Accounting, 46
Additional Curriculum Requirements, 42
Business and Management, 48
Common Requirements, 42
Computer Studies, 50
Earning after a Bachelor's Degree, 43
Foreign Language Area Studies
Arabic, 52
German, 54
Italian, 56
Spanish, 58
General Curriculum, 44
General Education Requirements (GER), 42
Management Studies, 60
Mathematics, 62
Path to Degree Completion, 43
Second Associate's Degree, 43
Specialized Curricula, 45
Women's Studies, 64
Astronomy, 149
Attendance, 36
Audit: AU, 2, 14, 29

B

Bachelor of Arts and Bachelor of Science, 70
Bachelor's Degrees, 66
Accounting, 72
Additional Programs, 71
Anthropology, 74
Art History and Appreciation, 76
Business Administration, 79
Communication Studies, 83
Computer and Information Science, 86
Computer Studies, 88
Criminal Justice, 91
Economics, 94
English, 97
Expectations, 66
Foreign Language Area Studies, 100
Arabic, 100
German, 102
Italian, 104
Spanish, 106
General and Comparative Literature, 108
General Education Requirements (GER), 67
General Studies, 110
History, 112
Human Resource Management, 115
Humanities, 118
Information Systems Management, 121
International Business Management, 123
Major, Minor, and Elective Requirements, 68
Management Studies, 124
Marketing, 126
Mathematics, 128
Path to Degree Completion, 69
Philosophy, 130
Political Science, 133
Psychology, 136
Requirements, 66
Second, 69
Social Science, 139
Sociology, 141
Summary of Requirements, 68
Biology, 78, 150
Biotechnology, 71
Business Administration, 79, 81
Business and Management, 48, 151
Business Law and Public Policy, 82
Business Supply Chain Management, 71

Calculation of Grade Point Average, 30
Calendar, 226
Career Services, 38
Certificate of Enrollment, 6
Certificate/Diploma Application Deadlines, 34
Fees, 7
Certificate Requirements, 40
Certificates, 40
Accounting Foundations, 40
Common Requirements, 40
Computer Studies, 40
Foreign Language Area Studies, 41
Arabic and the Middle East, 41
German, 41
Italian, 41
Spanish, 41
Management, 41
Mathematics, 41
Women's Studies, 41
Certificates, Diplomas, and Graduation, 34
Certification Process for Veterans Benefits, 16
Change of Address, 33
Change of Name, 33
Change of Grade, 29
Chemistry, 153
Classroom, Online, and Individualized Learning, 18
Code of Civility, 36
Code of Student Conduct, 36, 211
College-Level Examination Program (CLEP), 23, 24, 25
Communication Studies, 83, 85, 154
Community College of the Air Force (CCAF), 24
Computer and Information Science, 86, 154
Computer Information Technology, 71, 156
Computer Science, 71
Computer Studies, 40, 50, 88, 156
Computing, 90
Conference Courses, 34
Confidentiality of Academic Records, 33, 207
Consortium Student Status, 3
Cooperative Education, 20, 158
Core Learning Areas, 66
Correspondence Study, 22
Course Descriptions, 145
Course Load, 6
Course-Challenge Examinations, 19
Credit, 18
Advanced Placement, 24
Army/ACE Registry Transcripts (AARTS), 23
Community College of the Air Force (CCAF), 24
Cooperative Education, 20
Correspondence Study, 22
Course Challenge Exams, 19
EXCEL Through Experiential Learning, 19
External Sources of, 21
Foreign Language Examination, 20
from UMUC Asia, 21, 37
from UMUC Stateside, 21, 37
Gained Through Experience, 18
Graduate Work by UMUC Seniors, 25
Individualized Learning, 18
Institutional, 30
Military Experience, 23
Noncollegiate Courses, 22
Prior Learning, 18
Resident, 18
Sailor-Marine ACE Registry Transcript (SMART), 23
Servicemembers Opportunity College, 23
Sources of, 21
Transfer from Other Institutions, 22, 206
Transfer to Other Institutions, 22, 37
Vocational and Technical, 22
Ways of Earning, 18
Credit by Examination, 24
Advanced Placement, 24
College-Level Examination Program (CLEP), 25
DANTES Examinations, 25
Excelsior College Examinations (ECEP), 25
Criminal Justice, 91, 93, 159
Criminology, 159
Customer Service Management, 71
D
DANTES Examinations, 23, 24, 25
Dean’s List, 31
Degree Planning Worksheet, 224
Degree Progress Report, 26
Degrees, viii
  Associate’s, 42
  Bachelor’s, 66
Diploma Application Deadlines, 34
Diplomas and Graduation, 34
Diplomas, Issuance of, 34
Directory, 183
  UMUC Asia, 185
  UMUC Europe, 183
  UMUC Stateside, 186
  University System of Maryland, 188
Disabled Student Services, 38
Disbursement of Funds, 13
Dismissal
  Academic Progress, 30
  Reinstatement after, 30
  Distance Education
Online and Individualized Learning Courses, 18, 146
Dutch, 159

E
Earning an Associate’s Degree after Earning a Bachelor’s Degree, 43
Earning Credit (see Credit), 18
Economics, 94, 96, 160
Education, 160
Education Principles, 160
Educational Experiences in the Armed Services, 23
Effective Writing Center, 37, 39
Electives, 42, 68
Eligibility, 1
Emergency Management, 71
English, 97, 99, 161
English Proficiency, 4
Enrollment, 5
Environmental Management, 71
Evaluation, Official, 26
Exam Codes, 24
Examinations, 36
EXCEL Through Experiential Learning, 19, 163
Excelsior College Examinations (ECEP), 24, 25
Expectations, Bachelor’s Degree, 66
Experiential Learning, 19, 163
External Sources of College Credit, 21
Faculty, 189
Failure: The Grade of F, 14, 28
Failure for Nonattendance: The Grade of FN, 14, 28
Family Educational Rights and Privacy Act (FERPA), 33, 207
Federal Direct PLUS Loans, 13
Federal Direct Subsidized Loan Program, 12
Federal Direct Unsubsidized Loan Program, 12
Federal Pell Grants, 11
Federal Perkins Loan, 13
Federal Return of Funds Policy, 15
Federal Return of Funds Policy, 15
Forms of, 10
Grants, 11
Loans, 12
Non UMUC Europe Enrollment, 10
Probation Status, 14
Reinstatement of Aid, 15
Satisfactory Academic Progress, 13
Scholarships, 10
Fire Science, 71
Foreign-Educated Students, 4, 27
Foreign Language Area Studies, 41, 52, 100
Foreign Language Examinations, 20
Foreign Languages, 163
Forensics, 71
French, 163
General and Comparative Literature, 108
General Education Requirements
  Associate of Arts Degree, 42
  Bachelor’s Degree, 67
General Studies, 44, 110
Geology, 164
German, 41, 54, 102, 164
Gerontology, 71
GI Bill, 16
Global Business and Public Policy, 71
GoArmyEd, iii
  Portal, iii
Admission, 1
Common Application, 1
Registration, 5
Withdrawal, 6, 36
Payment of Fees, 7
Official Evaluation, 2, 3, 26
SOC Agreements, 27
Tuition Assistance (TA), 9
Government and Politics, 165
Grade Appeal Process, 35, 210
Grade, Change of, 29
Grade Point Average (GPA), 30
Grade Under Review: The Mark of G, 14, 28
Grades and Records, 28
Grading Methods, 28
Grading Repeated Courses, 14, 29
Graduate Programs
Bowie State University and UMUC, v
Graduate Work By UMUC Europe Seniors, 25
Graduation Review, 34
Grants, 11
Greek (see Modern Greek), 174
Grievance Procedures, Student, 37

Heidelberg Administrative Offices, 184
High School Students – Concurrent Secondary Enrollment, 3
History, 112, 114, 166
Homeland Security, 71
Honor Societies, 31
Honors, Academic, 31
Human Resource Management, 115, 117, 167
Humanities, 118, 120

Incomplete, 14, 29
Indebtedness to the University, 9
Individualized Learning Courses, 18, 146
Information Assurance, 71
Information and Library Services, 39
Information on Courses, 145
Information Systems Management, 121, 168
Institutional Credit, 30
Institutional Exam Codes, 24
International Business Management, 123
International Students, 4, 27
Introduction to UMUC, ii
Investigative Forensics, 71
Issuance of Certificates and Diplomas, 34
Italian, 41, 56, 104, 170

Journalism, 71

Key to Course Descriptions, 145

Laboratory Management, 71
Latin, 171
Learning Gained Through Experience, 18
Legal Studies, 71
Letter of Completion, 34
Levels of (Academic) Progress, 30
Library Instruction and Research Assistance, 39
Library Resources, 39
Library Skills and Information Literacy, 171
Loans, Federal, 10, 12, 13

Major, Minor, and Elective Requirements, 68
Majors Available for Bachelor’s Degrees, viii, ix, 70, 71
Management, 41, 60, 124, 172
Marginal Performance: The Grade of D, 28
Marine, Army, and Navy Training, 23
Marketing, 126, 128, 172
Mathematical Sciences, 71
Mathematics, 41, 62, 128, 173
Microbiology, 71
Middle States Association of Colleges and Schools, i, iv
Military Credit, 23
Army, Navy, and Marine Training, 23
Community College of the Air Force, 24
Servicemembers Opportunity College, 23
Military Partnerships, iii, 22, 23
Minors, viii, ix, 68
Accounting, 74
Biology, 78
Business Administration, 81
Business Law and Public Policy, 82
Communication Studies, 85
Computing, 90
Criminal Justice, 93
Economics, 96
English, 99
History, 114
Human Resource Management, 117
Humanities, 120
International Business Management, 123
Marketing, 128
Philosophy, 132
Political Science, 135
Psychology, 138
Sociology, 143
Women’s Studies, 144
Modern Greek, 174
Music, 174
MyUMUC Portal Guide, inside back cover
INDEX

N
Name Change, 33
National Science and Mathematics Access to Retain Talent (SMART) Grant, 11
Natural Science, 71, 174
Navy, Army, and Marine Training, 23
Noncollegiate Courses, 22
Noncompletion of Degree Requirements, 34
Nondiscrimination, 36, 37, 207, 223

O
Official Evaluation, 17, 26
Official Registration, 5
Official Transcripts, 7, 33, 34
One UMUC - Europe, Stateside, and Asia, 21
Online Courses, 18, 146

P
Passing: The Grade of P, 28
Path to Degree Completion Associate's Degree, 43
Bachelor's Degree, 69
Payments, VA, 17
Pell Grants, 11
Perkins Loan Program, 13
Philosophy, 130, 132, 174
Physics, 175
Plagiarism, 214
PLUS Loan Program, 13
Policy Statement, 223
Political Science, 133, 135
Portuguese, 175
Preparing Citizens for the 21st Century, iv
Prerequisites, 146
Prior Learning, 18
Probation, Academic Progress, 30
Program Choices, viii, ix
Proof of English Proficiency, 4
Provisional Student Status, 2
Psychology, 136, 138, 175

R
Reenrollment, 3
Refunds, 8
Registration, 5
Regular Student Status, 2
Reinstatement after Dismissal, 30
Reinstatement of Aid after Financial Aid Denied Status, 15
Religious Observances, 36, 207
Relocation Division Transfer, 21
Repeating a Course, 14, 29
Requirements
Certificates, 40
Associate's Degree, 42
Bachelor's Degree, 66
Resident Credit, 18
Retired and Former Army, Navy, Coast Guard, and Marine Corps, 24
Returned Check Fee, 7
Rights and Responsibilities of the Student, 35
Rush Transcripts, 7, 33

S
Sailor-Marine ACE Registry Transcript, 23
Satisfactory: The Grade of S, 14, 28
Satisfactory Academic Progress, 13, 30
Scholarships, 10
Scholastic Recognition, 31
Second Associate's Degree, 43
Second Bachelor's Degree, 69
Serbo-Croatian, 177
Serving Adult Students, v
Servicemembers Opportunity Colleges (SOC), 23, 27
SMART Grant, 11
Social Science, 139
Sociology, 141, 143, 177
Spanish, 41, 58, 106, 178
Special Services, 38
Speech Communication, 71, 179
Statistics, 180
Strategic and Entrepreneurial Management, 71
Student Advisory Council, 39, 217
Student Grievance Procedures, 37
Student Indebtedness, 9
Student Records, 33, 207
Student Responsibilities, VA, 17
Student Status, 2
Consortium, 3
Provisional, 2
Regular, 2
Summary of Credit Sources, 21

T
Textbook Fees, 9
Theatre, 180
TOEFL (Test of English as a Foreign Language), 4
Transcripts, 7, 33
AARTS, 23
Fees, 7, 33
Official, 34
Requests, 33
Rush, 7, 33
SMART, 23
Transfer from UMUC Stateside or UMUC Asia, 3
Transfer of Credits
- Correspondence Study, 22
- from Other Institutions, 22, 206
- Military Experience, 23
- Noncollegiate Courses, 22
- to Other Institutions, 22, 37
- Vocational and Technical Credit, 22
  within UMUC, 37
- Tuition, 7
- Tuition Assistance (TA), 9
- Turkish, 180

UMUC Programs Available in Europe, 71
UMUC Stateside, 186
Adelphi Office, 186
- Fees, 7
- Locations, 187
Unique Institution, ii
Unit of Credit, 18
University System of Maryland, 188

W
- Veterans Education Benefits, 16
  Applying for VA Benefits, 16
  Certification Process, 16
  Contact Information, 17
  Official Evaluation Requirements, 17
  Payments, 17
  Requesting Certification, 16
  Student Responsibilities, 17
  Vocational and Technical Credit, 22

V
- Waiting List, 5
- Warning, Academic Progress, 30
- Ways of Earning Credit (see Credit), 18
- William D. Ford Federal Direct Subsidized Loan Program, 12
- William D. Ford Federal Direct Unsubsidized Loan Program, 12
- Withdrawal:
  - The Grade of W, 6, 8, 14, 29
- Women's Studies, 41, 64, 144, 180
- Writing, 181
- Writing Resources and Tutoring, 39
- Writing Standards, 37

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

This worksheet is designed to help you plan and track your progress toward your degree. It lists all of the graduation requirements in the recommended sequence. For full course descriptions, please refer to the current Undergraduate Catalog. For major-specific worksheets, see www.ed.umuc.edu/worksheets.

<table>
<thead>
<tr>
<th>SEQUENCE</th>
<th>COURSE TAKEN OR TRANSFERRED</th>
<th>SEMESTER TAKEN</th>
</tr>
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<tbody>
<tr>
<td>Courses are listed in the order in which students should take them. Changes in courses and order may affect other elements of the degree plan.</td>
<td>Recommendations will differ for specific majors. Refer to Catalog for alternatives to recommended general education requirements (GERs). Courses used for GERs may not be used in the major and minor.</td>
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**FIRST COURSES (10 credits)** Take within first 18 credits. Take placement exams before registering for writing and math courses.

- **LIBS 150 (1)** Required GER course
- **WRTG 101/101X (3)** Required GER course
- **MATH 103 or higher (3)** Required GER course (check requirements of individual major)

**INTRODUCTORY COURSES (16 credits)** Take within first 30 credits.

- **GVPT 170 (3)** Or other first behavioral/social science GER course
- **BIOL 101–102 or BIOL 103 (4)** Or other biological/physical science GER course with related lab
- **WRTG 291 (3)** Or other writing GER course
- **IFSM 201 (3)** Required computing GER course
- Foreign language course or PHIL 140 (3) Or other arts/humanities GER course

**FOUNDATION COURSES (21 credits)** Take within first 60 credits.

- **STAT 200 or other statistics course (3)** If required for major
- **PSYC 100 or SOCY 100 (3)** Or other second behavioral/social science GER course (discipline must differ from first)
- ♦ First course for major (3) Check requirements for major
- **NSCI 100 or ASTR 100 (3)** Or other 3-credit biological/physical science GER course
- **HIST 156 or HIST 157 (3)** Or other ARTH or HIST course for arts/humanities GER in historical perspective (discipline must differ from other arts/humanities GER course)
- Other computing GER course (3) Check requirements of individual major
- **SPCH 101, WRTG 288, or WRTG 390 (3)** Or other writing or speech GER course

♦ Required courses for major
### Sequence

Note total credits for major. At least half must be upper level and at least half taken through UMUC.

#### Additional Required Courses for Major and Degree (36–44 credits)

Take after introductory/foundation courses.

<table>
<thead>
<tr>
<th>Course Taken or Transferred</th>
<th>Semester Taken</th>
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<tbody>
<tr>
<td>WRTG 391/391X, WRTG 393/393X, or WRTG 394/394X (3)</td>
<td></td>
</tr>
<tr>
<td>Upper-level advanced writing GER course</td>
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- Major course requirement (3) See requirements for specific major

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

- Major course requirement (3)

#### Minor or Electives (15 credits, at least 9 credits upper level for minor)

Complete in last 60 credits along with major courses.

- See requirements of individual minor.

#### Additional Electives (11–22 credits)

Choose any courses to meet 120 credits for degree. Note minimum requirements for upper-level coursework.

Complete in last 60 credits along with major and minor courses.

#### Total: 120 Credits

- 30 credits at UMUC, including at least half of the major and minor and 15 credits upper level.
- 45 credits upper level, including half the credit for the major and for the minor.
- All required courses and minimum number of credits for the major and minor.
- Prerequisites for major and minor courses, if needed.
- All general education requirements.
- Grade of C or better in all courses for the major and minor.
- Overall GPA of at least 2.0.
- At least half the credit for the major earned through graded coursework.
- Total 120 credits.

**Checklist for Fulfillment of Degree Requirements:** See catalog for overview of all requirements.
ACADEMIC CALENDAR 2009-2010

ON-SITE

FALL 2009
- Session 1: Registration (10 Aug - 23 Aug 2009)
- Session 1: Start (24 Aug - 18 Oct 2009)
- Session 2: Start (26 Oct - 20 Dec 2009)

SPRING 2010
- Session 1: Registration (4 Jan - 17 Jan 2010)
- Session 1: Start (18 Jan - 14 Mar 2010)
- Session 2: Registration (8 Mar - 21 Mar 2010)
- Session 2: Start (22 Mar - 16 May 2010)

SUMMER 2010
- Session 1: Registration (17 May - 30 May 2010)
- Session 1: Start (31 May - 25 Jul 2010)

DISTANCE EDUCATION

FALL 2009
- Session 1: Registration (29 Jun - 30 Aug 2009)
- Session 1: Start (31 Aug - 8 Nov 2009)
- Session 2: Registration (29 Jun - 8 Nov 2009)
- Session 2: Start (9 Nov 2009 - 24 Jan 2010)

SPRING 2010
- Session 1: Registration (23 Nov 2009 - 24 Jan 2010)
- Session 1: Start (25 Jan - 4 Apr 2010)
- Session 2: Registration (23 Nov 2009 - 4 Apr 2010)
- Session 2: Start (5 Apr - 13 Jun 2010)

SUMMER 2010
- Session 1: Registration (12 Apr - 13 Jun 2010)
- Session 1: Start (14 Jun - 21 Aug 2010)
How do I apply to UMUC Europe?
1. Go to my.umuc.edu
2. Click the Apply Online button on the left menu
3. Click Begin New Application and follow the steps

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

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

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

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

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

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

How do I find the schedule of classes?
From within MyUMUC
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyAcademics
4. Click Schedule of Classes
From outside MyUMUC
1. Go to www.ed.umuc.edu/schedule
2. Click undergraduate or graduate
3. Click the location abbreviation link on the left
4. Locate your class on the right
5. Find class availability, location, and required books

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

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

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

How do I check my financial aid?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyFinances
4. Click Financial Aid
5. Click View My Financial Aid

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

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

How do I update my contact information?
1. Log in to MyUMUC
2. Click Student Portal on the left menu
3. Click MyInfo
4. Click Contact Information
5. Click one of the following links:
   - Name
   - Phone Number
   - Address
   - E-mail Address
   - Military Data

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

How do I get help using the portal?
While logged into MyUMUC
Click the Help tab under the portal header
Visit UMUC 360 Support
Go to http://support.umuc.edu
Help by e-mail
helpdesk@ed.umuc.edu
Help by phone
CIV +49-(0)6221-378277
DSN 314-370-6762
Or ask your local field representative
# Academic Calendar 2009-2010

## On-site

<table>
<thead>
<tr>
<th>Session</th>
<th>Registration</th>
<th>Fall Session 1</th>
<th>Fall Session 2</th>
<th>Spring Session 1</th>
<th>Spring Session 2</th>
<th>Summer Session 1</th>
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## Distance Education

<table>
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<tr>
<th>Session</th>
<th>Registration</th>
<th>Fall Session 1</th>
<th>Fall Session 2</th>
<th>Spring Session 1</th>
<th>Spring Session 2</th>
<th>Summer Session 1</th>
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</table>