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 one of the largest providers of education to the U.S. military worldwide and serves 55,000 active-duty military servicemembers, reservists, veterans, and their families. With more than nearly 100 worldwide locations and nearly 100 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.

<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Number</th>
<th>E-mail</th>
<th>Web Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civilian (Germany)</td>
<td>06221-3780</td>
<td><a href="mailto:studentservices-europe@umuc.edu">studentservices-europe@umuc.edu</a></td>
<td><a href="http://www.europe.umuc.edu">www.europe.umuc.edu</a></td>
</tr>
<tr>
<td>International</td>
<td>+49-6221-3780</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>+49-(0)6221-378300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 is pleased to be celebrating more than 64 years in Europe. With our recent contract award, we look forward to providing extraordinary people like you with another decade of quality education. 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 over 60 sites in 16 countries throughout Europe, the Middle East, and Africa. We continue the tradition of bold innovations in higher education by being the first university to offer courses in war zones and developing new, flexible formats, such as hybrid courses that combine on-site and online learning, to meet the needs of our students.

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

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

Allan J. Berg, PhD, JD
Senior Vice President, Overseas Operations
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 64 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 July 2013, UMUC was awarded a contract to continue offering programs at its military sites across Europe. 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 five option years.

By proving that traditional standards of academic excellence can be maintained in non-traditional 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 100 military installations throughout Europe, the Middle East, Central Asia, and Asia.

KEY ALLIANCES

Through key military alliances, UMUC is committed to helping servicemembers gain the most from their education.

- UMUC is a strong supporter of Community College of the Air Force programs. The GEM program allows Air Force students to quickly complete major requirements for CCAF degrees. Through the AU ABC program, UMUC enables CCAF degree holders to easily transfer credits toward a bachelor's degree.
- GoArmyEd, an online system developed to help Army students move forward academically, is centered on the GoArmyEd portal. UMUC partners with GoArmyEd to make registration and other student services seamless for Army students.
- The Military Spouses Career Advancement Account (MyCAA) is a unique financial aid program for military spouses. UMUC provides advisors to assist students with applying and using MyCAA benefits.
- UMUC is a member of the Navy College Program Distance Learning Partnership, a special partnership leading Navy students toward their bachelor’s degree.
- The College of the American Soldier (CAS) program builds on the success of the Servicemembers Opportunity Colleges Army Degrees (SOCAD). Selected as a partner of the CAS program, UMUC helps to maximize college credits received from military education and leadership training for non-commissioned officers.
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 in military communities all over the world. Face-to-face assistance can be accessed on military bases throughout Europe and the Middle East, and student services can be reached by phone or online.

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.

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. 267-284-5000).
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 2012, over 70 percent of UMUC undergraduates worked full-time, and nearly half were working parents. Currently, the median age for undergraduate students is 31 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 non-traditional learning in the evaluation of students.

Since adult students may have gained college-level learning from multiple sources, UMUC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options include Workplace Learning, 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.

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.

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

- Master of Business Administration (UMUC)
- Master of Science in Cybersecurity (UMUC)
- Master of Science in Management: Criminal Justice Management (UMUC)
- Master of Science in Management: Homeland Security Management (UMUC)
- Master of Science in Information Technology (UMUC)
- Master of Social Work (Salisbury University)

Individuals interested in learning more about these graduate programs can contact the Office of Graduate Programs at UMUC Europe headquarters or visit www.europe.umuc.edu/graduate.
CONTENTS

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

VIII PROGRAM CHOICES

1 ADMISSION
Eligibility
Orientation and Getting Started
Admission Requirements

5 ENROLLMENT
Official Registration
Waiting List
Course Load
Enrollment Verification
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
Federal Return of Funds Policy

14 VETERANS EDUCATION BENEFITS
Applying for VA Benefits
Certification Process
Payments
Student Responsibilities
Tutorial Assistance
Work-Study Allowance
Points of Contact

17 WAYS OF EARNING CREDIT
Classroom and Online Learning
Resident Credit
Learning Gained through Experience
Transferring Credit from Outside Sources
Educational Experiences in the Armed Services
Credit by Examination

26 ACADEMIC ADVISEMENT
Fast Plan (Tentative Evaluation)
Official Evaluation / Academic Advisement Report

28 GRADES AND RECORDS
Grading Methods
Changes in Grade
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/Graduation Application Deadlines
Graduation Review
Noncompletion of Degree/Certificate Requirements
Issuance of Diplomas, Official Transcripts, and Letters of Completion
Degree Verification
Conference Courses
# Program Choices

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>MAJOR</th>
<th>MINOR</th>
<th>ASSOCIATE’S</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>p. 72</td>
<td>p. 74</td>
<td>p. 46 ✪</td>
<td>p. 40</td>
</tr>
<tr>
<td>Art history</td>
<td></td>
<td>p. 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td>p. 74</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business administration</td>
<td>p. 75</td>
<td>p. 77</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and management</td>
<td></td>
<td></td>
<td>p. 48 ✪</td>
<td></td>
</tr>
<tr>
<td>Communication studies</td>
<td>p. 78</td>
<td>p. 80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer and information science</td>
<td></td>
<td>p. 81</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer studies</td>
<td></td>
<td></td>
<td>p. 50 ✪</td>
<td>p. 40</td>
</tr>
<tr>
<td>Criminal justice</td>
<td>p. 83</td>
<td>p. 85</td>
<td>p. 52 ✪</td>
<td></td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>p. 85</td>
<td>p. 87</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Digital media and Web technologies</td>
<td>p. 88</td>
<td>p. 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diversity awareness</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
<td>p. 90</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>p. 91</td>
<td>p. 93</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign language area studies-Arabic and the Middle East</td>
<td></td>
<td></td>
<td>p. 55 ✪</td>
<td>p. 41</td>
</tr>
<tr>
<td>Foreign language area studies-German</td>
<td></td>
<td></td>
<td>p. 56 ✪</td>
<td>p. 41</td>
</tr>
<tr>
<td>Foreign language area studies-Italian</td>
<td></td>
<td></td>
<td>p. 57 ✪</td>
<td>p. 41</td>
</tr>
<tr>
<td>Foreign language area studies-Spanish</td>
<td></td>
<td></td>
<td>p. 58 ✪</td>
<td>p. 41</td>
</tr>
</tbody>
</table>
## Program Choices

<table>
<thead>
<tr>
<th>DISCIPLINE</th>
<th>MAJOR</th>
<th>MINOR</th>
<th>ASSOCIATE’S</th>
<th>CERTIFICATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General studies</td>
<td></td>
<td></td>
<td>p. 44</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>p. 94</td>
<td>p. 96</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homeland security</td>
<td></td>
<td></td>
<td>p. 96</td>
<td></td>
</tr>
<tr>
<td>Human resource management</td>
<td>p. 97</td>
<td>p. 99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>p. 100</td>
<td>p. 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information systems management</td>
<td>p. 103</td>
<td>p. 105</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International business</td>
<td></td>
<td></td>
<td>p. 105</td>
<td></td>
</tr>
<tr>
<td>Management studies</td>
<td>p. 106</td>
<td></td>
<td>p. 60 ✽</td>
<td>p. 41</td>
</tr>
<tr>
<td>Marketing</td>
<td>p. 108</td>
<td>p. 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
<td>p. 62 ✽</td>
<td>p. 41</td>
</tr>
<tr>
<td>Philosophy</td>
<td></td>
<td></td>
<td>p. 110</td>
<td></td>
</tr>
<tr>
<td>Political science</td>
<td>p. 111</td>
<td>p. 113</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>p. 113</td>
<td>p. 115</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary teacher education ✷</td>
<td>p. 116</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social science</td>
<td></td>
<td></td>
<td>p. 117</td>
<td></td>
</tr>
<tr>
<td>Social work ✡</td>
<td></td>
<td></td>
<td>p. 119</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
<td></td>
<td>p. 120</td>
<td></td>
</tr>
<tr>
<td>Women’s studies</td>
<td>p. 120</td>
<td></td>
<td>p. 64 ✽</td>
<td>p. 41</td>
</tr>
</tbody>
</table>

✽ AA general studies with specialized curriculum
✷ Program offered by our partner institution, Frostburg State University, and administered by UMUC Europe
✡ Program offered by our partner institution, Salisbury University, and administered by UMUC Europe
ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. Government, and their family members located in a contract country 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.” ID card validation is required after completing the online application.

Questions about eligibility should be addressed to the director, Student Services, UMUC Europe headquarters.

ORIENTATION AND GETTING STARTED

UMUC field representatives and academic advisors stand ready in military communities to provide face-to-face assistance with registration, financial aid, advising appointments, and more. Contact information for field representatives is available at www.europe.umuc.edu/locations.

Before the beginning of each session, UMUC holds special online and on-site orientations for new and prospective students. At face-to-face open house events and the free online seminar UMUC 411, prospective students have the opportunity to learn about UMUC programs, student services, academic and career options, and meet faculty members and fellow students. Students participating in these events may have their application fee waived.

ADMISSION REQUIREMENTS

Most applicants who have a high school diploma from a regionally accredited or state-approved high school in the United States—or the equivalent—can be admitted and register for undergraduate classes. All students who have not completed at least 24 credits of transferable college coursework must submit high school transcripts (or equivalent) by the end of the second term of study at UMUC. Test scores are not required for admission.

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 second 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. Applicants who intentionally provide false information on their application are subject to disciplinary action, as detailed in UMUC policy 151.00 Code of Student Conduct (available online at www.umuc.edu/policies). Before attempting to register for classes, students must have been officially admitted to the university. Applications for admission may be submitted online through MyUMUC (my.umuc.edu). Military ID card validation by the local UMUC Europe field representative or the Admissions Office is required after completing the online application.

Student Status

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

Regular

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

- Have graduated from a regionally accredited or state-approved high school in the United States
- Have passed a high school equivalency exam

The most commonly accepted high school equivalency exam is the General Education Development (GED) examination; 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) is required for passing.

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

Provisional

Students requesting provisional admission should first contact the director, Student Services, 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. 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. 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.

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 applying in order to have their application fee waived as visiting students.

GoArmyEd

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 visiting 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 3-credit freshman-level course per term (fall, spring, summer) 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 Services may give permission for a high school student to enroll after the university has received both the high school transcripts and written permission from the appropriate high school officials 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 Student Services.

Transfer from UMUC Stateside or UMUC Asia

Transfers between UMUC campuses (Asia, Stateside, and Europe) are simple and free of charge. It is important for students to notify UMUC when they relocate to a new duty station so residency and tuition may be accurately determined. Students who previously attended classes with UMUC Stateside or UMUC Asia within the previous two years must submit a divisional transfer through MyUMUC (my.umuc.edu) or by contacting a UMUC Europe field representative.

Reenrollment

Undergraduate students who have not attended UMUC for two years or more must submit 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.

Admission of College Graduates

A student who has received a bachelor's degree from an approved U.S. institution is automatically admissible to UMUC as a regular (undergraduate) student upon submission of the admission application and fee. A former graduate student in the University System of Maryland whose time limit in a program has expired may also be admitted as a regular (undergraduate) student. Students who have been admitted to UMUC as graduate students may take undergraduate courses only when satisfying approved prerequisites or as part of an approved articulation agreement. Students may be admitted as either undergraduate or graduate, but may not be admitted in both categories at the same time.
Foreign-Educated Students

Prior to being considered for admission to the university, prospective students educated outside of the United States will need to provide documentation of both English proficiency and the equivalency of a U.S. secondary education during their first semester (term) of enrollment. Prospective students who were educated outside of the U.S. 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). The TOEFL school code for UMUC is 5804.
   - 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 approved U.S. college or university.
   - Graduation from a U.S. high school or approved university.

2. If the applicant has earned fewer than 24 credits at an approved 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.europe.umuc.edu/foreignevaluation
   - 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).

Until verification of the completion of secondary education is received by UMUC, the student is admitted provisionally, for one term only, and may register for a maximum of 7 credits. Once verification is received, the student’s status is changed to regular and he or she may register for up to 18 credits. Students are not permitted to register for subsequent terms until verification is received.

All documentation should be sent to

File Management
Attn: Incoming Transcripts
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8070
UMUC Europe conducts five sessions of eight-week duration each academic year, as well as various sessions to accommodate military exercises or deployments. The academic year begins in late August and ends the following mid-August. Session dates for the current academic year are listed on the outside back cover of this Catalog. Undergraduate face-to-face (on-site) and online classes are generally eight weeks long. 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).

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

OFFICIAL REGISTRATION

All students (except for GoArmyEd students) must

- Complete an eApplication online at MyUMUC (my.umuc.edu); and pay the nonrefundable application fee when applying 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

GoArmyEd

GoArmyEd students must register through the GoArmyEd portal. The procedure is summarized here

- 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 nonrefundable application fee is not covered by Army TA. This fee must be paid in the MyUMUC student portal.

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
For official data, full-time enrollment is defined as 12 or more credits per term (fall, spring, summer) and half-time as 6-11 credits per term. One course, or 3 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 12 or more 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 per session.

In no case may a student register for more than 9 credits per session without prior permission from the senior associate registrar at the Europe headquarters. 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. No student may register for courses whose scheduled meeting times overlap.

WITHDRAWAL
Students who must withdraw (drop) from a course are responsible for completing the withdrawal through MyUMUC or by visiting the UMUC Europe field office. The date a student withdraws in MyUMUC will determine the withdrawal date for refunds. The following actions do not constitute formally withdrawing from (dropping) a course and may result in a failing grade and forfeit of any refund:
- Stopping payment on checks for registration fees
- Non-payment of tuition charges
- Never attending or ceasing to attend class(es)
- Verbally requesting to withdraw from class(es)

None of the above actions relieve the student of his or her financial obligation to UMUC.

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.

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

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) or e-check directly through the MyUMUC portal. Additionally, credit card, check, or money order payments may be mailed directly to the UMUC Europe Business Office. Checks and money orders should be made payable to University of Maryland University College.

Application for Admission  $30

UMUC Europe charges a nonrefundable 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

GoArmyEd students, who complete a Common Application in the GoArmyEd portal, must pay the $30 application fee through the MyUMUC portal 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) or e-check. Payment made by money order should be mailed to the UMUC Europe Business Office. The student ID should be indicated on the payment.

A member of the U.S. Armed Forces may be entitled to tuition assistance (TA) from the U.S. Government. Students other than GoArmyEd and active duty Air Force students must give the field representative at their education center a copy of the TA form or mail it directly to the UMUC Europe Business Office. Students may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Information on financial assistance (loans and grants) and VA benefits is presented later in this Catalog.

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

To pay for tuition, students have the option of a convenient payment plan with 0 percent interest administered by Educational Computer Systems Inc. (ECSI). The plan allows students to spread their tuition payments over several months. It is not a loan, so no interest is accrued. A small non-refundable application fee will be charged to use this payment plan.

Payments may be made online at the ECSI Web site by credit card, e-check, or by setting up an automatic withdrawal plan from a personal checking or savings account. Current enrollment and payment deadlines can be found at www.europe.umuc.edu/paymentplan. Students may enroll with ECSI at www.esci.net/umuc.

Returned Check  $30

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

Official Transcript  $10

The fee for ordering each academic transcript issued by UMUC is $10, except those sent to an alliance school.

Rush Official Transcript  $25

A special handling fee is charged for transcripts processed and mailed or faxed within 24 business hours.

Overnight Rush Transcript  $44.95

A special handling fee is charged for transcripts processed and sent overnight via USPS.

Unofficial Transcript  Free

Unofficial transcripts may be requested and will be delivered via fax, mail, or e-mail.

Certificate/Graduation  $50

For each certificate and graduation application filed, students are assessed an application fee.

Field Study

The tuition for a field study course is the same as any 3-credit 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.europe.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 during the official drop period will receive a full refund. A student who withdraws after the drop period may be refunded a portion of the tuition as determined by the date of withdrawal. Information about withdrawal refunds is found at www.europe.umuc.edu/refund.

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

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

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

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

All refunds will be computed from the date the withdrawal is formally initiated, not from the date of the last class attended.
MILITARY OR EMPLOYER PROVIDED TUITION ASSISTANCE (TA)

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

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

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.

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

TEXTBOOK FEES

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

INDEBTEDNESS TO THE UNIVERSITY

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

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

CIV: +49-(0)6221-378258/210
Fax: +49-(0)6221-315871
E-mail: studentaccounts@umuc.edu (general) or tpmilitary@umuc.edu (TA)

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

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

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

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

Students can contact SCCU at +1-800-705-3493 or +1-410-767-1220, or https://www.paybill.com/payccu/.

* The UMUC Europe headquarters office will be moving to the Kaiserslautern military community in the area of Sembach, Germany, within this academic year. Please check our Web site for updated contact information.
FINANCIAL AID

SCHOLARSHIPS

UMUC scholarship programs, which includes the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. Requirements vary according to the individual scholarship program, but typical awards for most programs range from $200 to $1,500 per term. To be considered for most UMUC scholarships, you must first complete the FAFSA and you will be pre-screened for scholarship eligibility. Students who meet UMUC’s established scholarship criteria will be notified of their eligibility via their "To Do List" in the MyUMUC Student Portal (my.umuc.edu). Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential to submit a scholarship application as early as possible. Students may receive only one UMUC scholarship/grant per academic year. More information is available online at www.europe.umuc.edu/scholarship.

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

FORMS OF FINANCIAL AID

UMUC participates in the administration of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq and Afghanistan Service Grant, Federal Work-Study, 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. Regardless of income level, all students are encouraged to apply for assistance; many financial alternatives are available.

Applying for Financial Aid

The 2013-2014 Free Application for Federal Student Aid (FAFSA) and FAFSA on the Web Worksheet are available online at www.europe.umuc.edu/financialaid or through the student portal. Students may complete the online FAFSA form and submit it electronically at www.fafsa.ed.gov.

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

If students enroll in higher education for the first time on or after 1 July 2012, in order to be eligible for federal student aid, they must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a homeschool education). Students no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least six credit hours or 225 clock hours of postsecondary education.

Financial aid is awarded by academic year, and students must reapply each year. Students may apply until 30 June 2014 for the 2013-2014 academic year. Financial aid may be used concurrently with scholarships, military tuition assistance, and military spouse tuition assistance. It is the student's responsibility to inform the Financial Aid Office when outside resources such as these will be used. 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 with the UMUC school code of 011644. 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 be degree seeking. Students who already have baccalaureate degrees are not eligible for Federal Pell Grants, but they may be eligible for Federal Direct Student Loans. An initial financial aid award will be made based on anticipated half-time (6 credit hours) 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) that meets the academic standards as set forth in this Catalog and must maintain a cumulative completion rate of at least 67 percent of the credits attempted. Students who fail to meet the minimum requirements are not eligible to receive financial aid unless a satisfactory academic progress appeal has been submitted and approved by the Financial Aid Office.
Priority Deadlines for Financial Aid

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

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

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 with UMUC Europe.

Federal Pell Grants

Federal Pell Grants range from $605 to $5,645 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 e-mail notification regarding their award. 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 attendance, may vary each term depending on the enrollment level.

Students are eligible to receive a Pell Grant for up to 12 semesters or the equivalent. If students have exceeded the 12-semester maximum, they lose eligibility for additional Pell Grants. Equivalency is calculated by adding together the percentage of Pell eligibility received each year to determine whether the total amount exceeds 600%.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG grants, which do not have to be repaid, can provide up to $500 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.

Iraq and Afghanistan Service Grant

This grant is for students who are not Pell-eligible; whose parent or guardian died as a result of military service in Iraq or Afghanistan after 11 September 2001; and who at the time of the parent’s or guardian’s death were less than 24 years old or were enrolled at least part-time.

UMUC President’s Grant

This grant program offers grants to students who demonstrate financial need. Typical awards will range up to $600 per term, based on need and availability of funds.
The William D. Ford Federal Direct Subsidized Loan Program

This subsidized loan program allows eligible students to borrow directly from the Department of Education. Students whose loans are disbursed after 1 July 2012 will be responsible for interest that accrues while the loan is in the grace period. 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. All borrowers must have a valid Master Promissary Note (MPN) on file with UMUC.

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 must successfully complete a minimum of half-time enrollment each term during the loan period or the loan will be cancelled, either in part or in full. Loan periods 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 online 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 1 July 2012, is currently at 3.4 percent. All loans have loan fees (also called origination fees) that are deducted proportionately from each loan disbursement received. Thus, the money received will be less than the actual amount borrowed. The student is responsible for repaying the entire amount borrowed.

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.

Students who are first-time borrowers on or after 1 July 2013 are subject to a new provision that limits their eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of their educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans.

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 percent 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 are encouraged to go online at studentloans.gov and complete the PLUS Request Process.

Federal Perkins Loan Program

The Federal Perkins Loan program provides long-term federal loans for undergraduate students with the greatest financial need. Students may borrow up to $4,000 per academic year at a 5 percent annual interest rate with UMUC acting as the lender. Students wishing to apply for a Federal Perkins Loan must complete the Free Application for Federal Student Aid (FAFSA). Because of federal budgetary constraints, funding for the Federal Perkins Loan program is very limited. Repayment of the loan begins nine months after the student ceases to be enrolled on at least a half-time basis. Perkins recipients must also complete entrance and exit counseling.

Disbursement of Funds

The UMUC Europe Business Office disburses (applies) funds to the student’s account based on federal and UMUC guidelines. Financial aid may be released to the student account up to 10 days prior to the course start date. If a student is enrolled in courses with multiple start dates, the disbursement is released when the student is actively enrolled in 6 credits.

Awards applied to the student’s account in excess of tuition and fee charges are refunded to the student within UMUC Europe and federally mandated time frames. The Business Office prepares refund checks and mails them directly to the student. In general, this refund process requires 7 to 14 days from the date the credit balance is created on the student’s account at UMUC Europe. Students may also choose the direct deposit option by enrolling in direct deposit through their student center in MyUMUC.

UMUC FINANCIAL AID STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet the minimum academic standard are denied aid following the period of review and financial aid is not disbursed. Students should refer to www.umuc.edu/students/aid/fapolicies/.

FEDERAL RETURN OF FUNDS POLICY

Federal student financial aid, including grants and loans, is awarded to students under the assumption that they will be enrolled for a specified period of time, such as a term. When students receiving these funds do not remain enrolled as expected, the Financial Aid Office is required to determine if they have been enrolled long enough to keep all of the financial aid received. Therefore, the UMUC Financial Aid Office must calculate Return of Title IV Funds each time a student stops enrollment (withdraws, drops, or stops participating in classes) before the end of the term and does not certify his or her intent to return in another session before the end of the term. Students who stop enrollment before completing 60 percent of their intended enrollment period will be required to repay a portion of any federal financial aid received. For further information, students should visit www.umuc.edu/students/aid/fapolicies/.

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
Attn: Financial Aid Office
Unit 29216
APO AE 09004

University of Maryland University College Europe*
Attn: Financial Aid Office
Im Bosseldorn 30
69126 Heidelberg, Germany

CIV: +49-(0)6221-378324
Fax: +49-(0)6221-378398
E-mail: financialaid-europe@umuc.edu
Web: www.europe.umuc.edu/financialaid

* The UMUC Europe headquarters office will be moving to the Kaiserslautern military community in the area of Sembach, Germany, within this academic year. Please check our Web site for updated contact information.
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 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 VA form 22-1990 through the Veterans Online Application (VONAPP) www.gibill.va.gov/apply-for-benefits.
- Submit a photocopy of his or her DD214 with the application (if the student is a veteran).

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

- Complete form 22-1995 (Request for Change of Program or Place of Training).

All new VONAPP users must first create an account at www.ebenefits.va.gov.

Requesting Certification of Enrollment

All students requesting VA benefits must submit their request for certification each period of enrollment through MyUMUC (my.umuc.edu).

- **Applying for VA Benefits**
  The first time you request benefits each term (fall, spring, summer) the "Request for Certification" form must be completed in your MyUMUC Student Center. Student Center > MyAcademics > Request for Certification

- **Adjusting VA Benefits**
  If you enroll in additional courses within the same term you will need to adjust your veterans benefits in your MyUMUC Student Center. Student Center > MyAcademics > Adjust My Certification.

- **Viewing Certification Status**
  Students may view the status of their certification requests through their Student Center under Academics then click on MyAcademics > View My Certification Status. The status may be: a) **pending**, the UMUC VA Office has not yet received the request; b) **received**, the UMUC VA Office is reviewing the request; c) **submitted**, the certification was submitted to the DVA Regional Office on the date indicated; and d) **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 VA Office with the appropriate VA application and any necessary documentation.

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 period of enrollment the student is requesting benefits. UMUC acts as a certifying agent for the DVA. The UMUC VA Office confirms the course(s) are part of the student’s degree program and submits DVA form 22-1999, certification of 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 Certification Status.” 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 or the Yellow Ribbon program.

PAYMENTS

VA payments are made by the Department of Veterans Affairs 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. For students needing information on training times, please see the training time chart found on www.europe.umuc.edu/vabenefits.

Students receiving education benefits under the GI 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 required to process a request for certification each time they register.
- Post 9/11 Chapter 33 VA recipients are required to provide UMUC a copy of their certificate of eligibility from DVA.
- VA students are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.
- VA students must report all changes in enrollment, including drops, adds, withdrawals, and changes to audit. Such actions may affect payments to the student or lead to a requirement that she/he repay the VA monies already received.
- All VA students must submit through VONAPP the online form 22-1995 (Request for Change of Program or Place of Training) when:
  - changing schools
  - reentering a program after leaving due to unsatisfactory attendance, progress, or conduct
  - requesting to adjust VA education benefits to reflect current military status (e.g., veteran to active duty).
- 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 accepted 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 or for which a grade of FN is assigned.
- Each student must have an academic advisement report completed during the first session. Students who do not comply may find future benefits delayed. Department of Veterans Affairs requires previous training to be evaluated so the student receives correct transfer credit. Information about training types which qualify is available online at www.gibill.va.gov.
- Students should contact their academic advisor each session to confirm their course selections meet degree requirements.
TUTORIAL ASSISTANCE
Veterans, active duty military personnel, and reservists receiving funding assistance from the U.S. Department of Veterans Affairs may qualify for tutorial assistance. Students enrolled at least half time may qualify. Payments are allowed when students demonstrate deficiency in courses that are required for their degree programs.

WORK-STUDY ALLOWANCE
Students who are registered at least three-quarters time (9 credits) and who need money to attend school may participate in work-study. Recipients of benefits under the provisions of Chapters 30, 31, 32, 33, 35, and 106 may be eligible. Students may work up to 400 hours during a session and receive either the federal minimum wage or the state minimum wage, whichever is greater.

POINTS OF CONTACT
The VA Office advises students to complete and submit the correct paperwork as early as possible to ensure timely processing.

University of Maryland University College
Attn: VA Office
Unit 29216
APO AE 09004
E-mail: va-europe@umuc.edu
CIV: +49-(0)6221-378149
Fax: +49-(0)6221-378398
Web: www.europe.umuc.edu/vabenefits

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@va.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 are encouraged to have an official evaluation completed during their first VA enrollment with UMUC Europe to continue receiving VA benefits.
- VA students may apply for an official evaluation to UMUC.
- Official evaluations are described in the Academic Advisement section of this Catalog.
- The Department of Veterans Affairs (DVA) may deny benefits if an official evaluation is not completed after two periods of enrollment.
- All courses certified to the VA must apply to the degree program of the official evaluation on file.

Because regulations are constantly changing, we recommend that students log onto our Web site for the most current information concerning their VA benefits www.europe.umuc.edu/vabenefits.
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 lifelong 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 non-traditional learning (i.e., learning gained outside the classroom) into the evaluation of students’ competencies and academic credit.

CLASSROOM AND ONLINE LEARNING

Students take UMUC Europe courses in classrooms at over 60 sites in Europe, the Middle East, and Africa. Students can also “attend class” worldwide in UMUC’s online courses. Additionally, students may enroll in one-week, 3-credit field study courses held at significant cultural locations in Europe, such as Rome or Paris.

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. On-site courses are also enriched by access to online materials and resources, and may require online participation as part of UMUC’s support of technology fluency for students.

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. Online students should have strong reading and writing skills, as well as basic knowledge of the Windows environment. Technical requirements for participating in online courses are provided at www.umuc.edu/techreq.

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.

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 associate’s or bachelor’s degree or certificate entirely through study in Europe or in combination with study in Asia 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 its acclaimed online program, all of which carry UMUC resident credit.
WAYS OF EARNING CREDIT

LEARNING GAINED THROUGH EXPERIENCE

Learning acquired outside the college classroom may be assessed for credit toward a degree with UMUC. Students can make use of life experience for possible college credit through Prior Learning (Portfolio or course challenge), Workplace Learning, and a variety of recognized external assessments. Details on Prior Learning and Workplace Learning follow. Academic advisors can help in determining the best routes to use in fulfilling any academic plan.

Prior Learning

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

Students may earn credit for college-level learning acquired outside the classroom through two avenues: course-challenge examinations and Portfolio. As many as 30 credits may be earned through a combination of course-challenge examinations and Portfolio and applied toward the bachelor’s degree. However, no more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (Portfolio and course-challenge examinations) and credit by examination. Any excess credits awarded are applied where appropriate in the student’s program of study.

Course-Challenge Examinations

UMUC credit can be earned for any undergraduate course for which UMUC can prepare and administer a suitable examination or assessment (called a course-challenge examination). Academic advisors can inform students about courses that may not be challenged by examination. Degree- or certificate-seeking students at UMUC who have received an academic advisement report and have a cumulative grade point average (GPA) of at least 2.0 in UMUC coursework should carefully review the rules, procedures, and limitations described at www.umuc.edu/priorlearning before applying online.

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 associate’s or 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 Student Services at the Europe headquarters or at www.umuc.edu/priorlearning.

UMUC Europe Foreign Language Examinations

UMUC Europe foreign language examinations are for students completing degree requirements, not those seeking to determine their level of foreign language mastery.

To be eligible for a UMUC Europe foreign language examination, the student must have an academic advisement report (AAR). A student who has attended elementary or secondary school where English was not the language of instruction can establish credit in that language only for certain courses. A native speaker of a foreign language may not earn credit for lower-level or conversation courses.

To determine the courses in which he or she may be examined, the student will be required to submit a Foreign Language Experience Questionnaire Form found at www.europe.umuc.edu/services along with translated transcripts or school documents from those schools listed on the form. UMUC reserves the right to determine the native language of a student and the level of exam to be taken.

The examination fee is the current cost of tuition for each credit hour the student is seeking to establish and can be paid through the MyUMUC student portal at the time of registration for the exam. The student must also complete the Application to Establish Credit by Examination in a Foreign Language found in the forms section at www.europe.umuc.edu/services.

Students can contact an academic advisor for more information.
**Portfolio**

Portfolio is a unique way for students to articulate and identify college-level learning they have gained from work, community or political involvement, or other noncollegiate experiences and gain credit for it.

To be eligible for Portfolio, students must:
- Complete a Portfolio application
- 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 training records to UMUC for a review of transfer credit
- Have a completed academic advisement report (AAR)

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.

Students who successfully completed EXCL 301 with a grade of S and submit a portfolio for evaluation may enroll in a supplemental class (EXCL X001) to complete additional portfolios. Such a class confers no credit and may not be applied toward degree completion. Students taking this option may not target courses for which they were denied credit in EXCL 301. Additional information on this option is available through the Prior Learning office or the director, Student Services at the Europe headquarters.

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.

If the quality of work in the portfolio merits a grade of D or lower, the portfolio will not be forwarded for credit evaluation.

Experiential-learning credits may be awarded at both the upper and lower levels. Although a maximum of 30 credits may be earned through Portfolio, 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 Portfolio fees.

Students should carefully review the requirements, rules, and procedures for Portfolio. More information may be obtained by contacting an overseas academic advisor or at [www.umuc.edu/priorlearning](http://www.umuc.edu/priorlearning).

**Workplace Learning**

Workplace Learning 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 Workplace Learning, students must:
- Be seeking a degree or certificate in which Workplace Learning credit may apply
- 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 Workplace Learning project
- Have completed at least 6 credits at UMUC
- 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 Workplace Learning 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 Workplace Learning. The learning proposal is then developed into a three-way learning contract among the employer, the student, and the faculty mentor.
Throughout the Workplace Learning 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 Workplace Learning session, which typically lasts 15 weeks.

Students may earn either 3 or 6 credits during the Workplace Learning session. 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 Workplace Learning session) 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 Workplace Learning session) and complete five to eight project tasks identified in the learning contract.

Workplace Learning 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 Workplace Learning course in business and management would be listed as BMGT 486A, a 6-credit as BMGT 486B. Tuition for the Workplace Learning 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 45 Workplace Learning credits to their bachelor’s degree (12 credits for a second bachelor’s degree). Certificates that may include a Workplace Learning option typically accept no more than 3 credits of Workplace Learning coursework. Workplace Learning courses may not be used to satisfy general education requirements or required academic coursework in the major. However, Workplace Learning 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 Workplace Learning courses. It is strongly recommended that students consult with a UMUC Europe advisor to determine how Workplace Learning 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 the director, Student Services at UMUC Europe headquarters.

### SUMMARY OF TRANSFER 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 approved 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, DSST, 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 approved 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, DSST, 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>
TRANSFERRING CREDIT FROM OUTSIDE SOURCES

(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 and for submitting all official transcripts from colleges and universities attended, as well as documentation of military and professional learning and pertinent test scores (e.g., CLEP, AP, etc.)—regardless of whether they appear on a previous college transcript or not. Students are encouraged to consult a UMUC Europe academic advisor before registering. Advisors are available to provide students with the UMUC Fast Plan (unofficial evaluation) which helps students determine their progress toward a degree and which credits may transfer. Students can request a Fast Plan at www.europe.umuc.edu/fastplan.

Students may not pursue two degrees of the same type (associate’s, bachelor’s) at both UMUC and another institution using the same credits to meet requirements toward both degrees.

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. Official transcripts must be submitted from all colleges and universities previously attended, as well as the military, professional learning, and credit by exam. 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 approved 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 (less than 2.0) 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.

Approved institutions include those accredited by the following regional associations:

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

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

Credit from Junior Colleges or Community Colleges

A total of 70 credits from approved 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 maximum of 9 credits may be applied toward a certificate and 30 credits toward an associate’s degree at 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.
WAYS OF EARNING CREDIT

**Credit from Institutions Outside the United States**

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency. Details are available online at www.europe.umuc.edu/foreignevaluation.

**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.

**Technical and Professional Credit**

**Vocational and Technical Credit**

Vocational and technical college-level credit from 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 or exams applicable to the student's curriculum that have been evaluated by either (1) ACE (if the courses are listed in the *National Guide to College Credit for Workforce Training* found at www2.acenet.edu/credit) or (2) the University of the State of New York College Credit Recommendation Service (if listed in its *College Credit Recommendations* found at www.nationalccrs.org).

**EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES**

UMUC grants credit for study completed in service schools 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 college or undergraduate credit are considered on the same basis as, and with the same limitations as, those placed on nonmilitary sources of credit.

**Servicemembers Opportunity College**

UMUC is a member of the Servicemembers Opportunity Colleges Consortium and the SOC Degree Network System. The Servicemembers Opportunity Colleges (SOC), established in 1972, are a consortium of national higher education associations and more than 1,700 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense and Coast Guard, and veterans.

The SOC Degree Network System consists of a subset of SOC Consortium member institutions selected by the military services to deliver specific associate's and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC Degree Network System agree to special requirements and obligations that provide military students, their spouses, and their college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the two- and four-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Information and the SOC Degree Network System-2 and -4 Handbooks are available at the SOC Web site at www.soc.aascu.org and on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages.
Army, Navy, and Marine Training

A Joint Services Transcript (JST), formerly AARTS for Army and SMART for Navy and Marine Corps, should be submitted for evaluation of Service Schools and Military Occupational Specialties for Army training. The JST is the most effective means of documenting the learning servicemembers have acquired through their military experiences. The JST can be requested online, after establishing a JST account, at https://jst.doded.mil/smart/signin.do or for GoArmyEd students through the GoArmyEd portal at www.goarmyed.com.

Students who submit the JST transcript do not need to submit DA Form 2-1 or DD Form 295. UMUC recommends, however, that servicemembers request a transcript copy for themselves to ensure that all of their military courses and experiences have been included.

Students seeking credit for work not documented on the JST transcript should submit other documentation to verify their experiences. Students who submit a JST transcript do not need any other documentation to verify the following items listed on a JST transcript: SQT or SDT results, scores on CLEP and DSST exams, and Defense Language proficiency tests (DLPT). For example, if all CLEP and DSST tests are included on the JST transcript, students do not need to submit a DANTES transcript as well.

For work not covered by JST transcripts, other documentation must be submitted. For DLPT, the National Cryptologic Institute, and ALMC, official transcripts must be requested directly from the issuing institution. The documents listed here, in conjunction with an ACE credit recommendation, can lead to the assignment of credit applicable to a student’s UMUC degree program.

- Army and Navy Service Schools:
  - DA Form 2-1
  - DD Form 295 (retired and former military use DD Form 214)
  - NAVPERS 1070-604
  - DA - 1059
  - ERB/ORB

- Army MOS Credit-Enlisted (E-6 or higher): PMOS, DMOS, or SOS must be documented on the JST as skill level 30 or higher.

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

Former military who are unable to secure a JST 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
- MOS documentation listed in the previous paragraphs.
- Navy DD Form 214
  - 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 at www.mci.usml.mil
- Coast Guard DD Form 214
  - Coast Guard Institute Transcript Request www.uscg.mil/hq/cg/active_duty/go_to_college/official_transcript.asp
Community College of the Air Force (CCAF)

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

- All credit from the CCAF is lower-level credit and is applicable only to freshman and sophomore requirements.
- Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or better, credit may be applied wherever appropriate in the UMUC curriculum. Courses that are vocational or technical may be used only as electives, up to a maximum of 21 credits toward the bachelor’s degree and 12 credits toward the associate’s degree.

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. For information about requesting AP transcripts, e-mail apexams@info.collegeboard.org.

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.

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), DSST examinations, Excelsior College Examinations, and the International Baccalaureate exam, as well as approved industry certification examinations (listed online at www.umuc.edu/approvedexams). 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 approved institutions will be accepted for courses that appear on an official transcript with a grade of C (2.0) or better. Students may not receive credit for introductory courses in their native language. Students who have questions about credit by examination are encouraged to consult a UMUC Europe academic advisor.

Institutional Exam Codes for UMUC

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>Advanced Placement</td>
</tr>
<tr>
<td>CLEP</td>
<td>College-Level Examination Program</td>
</tr>
<tr>
<td>DSST</td>
<td>DANTES Subject Standardized Tests</td>
</tr>
<tr>
<td>Excelsior</td>
<td>Excelsior College Examinations</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
</tbody>
</table>

For official exam results to be sent to UMUC, the proper code must be used:
- AP 5804
- CLEP 5804
- DSST 9357
- Excelsior 02626
- TOEFL 5804

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.

DSST Examinations

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

Excelsior College Examinations

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.
## 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><strong>English</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition</td>
<td>3-6</td>
<td>50*</td>
<td>None</td>
<td>Communications**</td>
</tr>
<tr>
<td><strong>Social Sciences and History</strong></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><strong>Natural Science</strong></td>
<td>6</td>
<td>50*</td>
<td>NSCI 100</td>
<td>Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BIOL 101</td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>6</td>
<td>50*</td>
<td>MATH 106</td>
<td>Mathematics***</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>50*</td>
<td>ARTH</td>
<td>Arts and Humanities</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td></td>
<td></td>
<td>None</td>
<td>Arts and Humanities</td>
</tr>
</tbody>
</table>

* For exams taken prior to 31 March 2006, 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 in the GERs.

*** 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.

### Industry Certification Examinations

Some industry certification examinations, such as those for Microsoft Certification, may be eligible for credit. Academic advisors have information on acceptable examinations and requirements.

### International Baccalaureate Examinations

UMUC accepts credit for the International Baccalaureate exam. To receive credit, students must complete the exams before they graduate from high school. Transcripts must be sent directly to UMUC from the examining body and scores must meet UMUC standards. Academic advisors can furnish details.
Emphasizing a personal approach to education, UMUC Europe academic advisors are available to provide students the information needed to plan an academic program. This assistance can include a review of potential transfer credit, help with clarification of education and career goals, and aid in selecting appropriate courses. Advising services are available at times and places convenient to students. Students can choose to communicate with their advisor in person or by phone, fax, or e-mail.

Students can find information about the academic advisor for their location at www.europe.umuc.edu/advising or by contacting their local UMUC Europe field representative.

Fast Plan (Tentative Evaluation)

Prospective or newly admitted students can request from a field advisor a free review of their potential transfer credit. This review is an estimate of the academic credit UMUC may accept toward a particular degree and of the remaining requirements needed. Students can visit their local field advisor or submit an online request for a Fast Plan at www.europe.umuc.edu/fastplan. This review is not binding for either the student or UMUC and may be subject to change.

Official Evaluation / Academic Advisement Report

The purpose of the official evaluation/academic advisement report (AAR) is to show students their certificate or degree progress and to help them select appropriate courses. Official evaluations are available to students who have been admitted and intend to complete a UMUC certificate or degree.

Students are responsible for submitting all pertinent academic documents including their military documents during their first two sessions at UMUC. All students who have not completed at least 24 credits of transferable college coursework must also submit high school transcripts (or equivalent).

An official evaluation/academic advisement 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
- Remains in effect only while the student remains continuously enrolled

An official evaluation/academic advisement 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 academic advisement 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. Students should review the specific notes indicating remaining requirements found at the top of the report.

Documents Required for an Official Evaluation

To obtain their official evaluation/academic advising report (AAR), students need to submit official transcripts from all colleges and universities previously attended, including other institutions of the University System of Maryland, whether or not transfer credit is requested or granted. Once all documentation is received, students will be notified by e-mail that their AAR has been completed and can be viewed in their Student Center by logging into MyUMUC (my.umuc.edu).

GoArmyEd

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

Documents required for an official evaluation include

- CLEP, USAFI/DSST, 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.europe.umuc.edu/advising
- Appropriate military documents
- Industry-specific certifications

For More Information

CIV: +49-(0)6221-3780
Fax: +49-(0)6221-378157
Web: www.europe.umuc.edu/advising
An official evaluation cannot be started until an official transcript has been received directly from each institution attended, even when credit from one institution is posted on the transcript of another institution. All transcripts and military documents become the property of UMUC and cannot be returned to, copied for, or forwarded to the student or 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/academic advisement report for a new program or new major/minor by contacting their academic advisor (www.europe.umuc.edu/advising). Students may change their degree program only one time per term.

During the student’s first two sessions 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

File Management
Attn: Incoming Transcripts
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8070

If electronic transcripts are available, they can be sent directly from the issuing institution to undergradrecords@umuc.edu.

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.

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 school documents or other official educational documents to the international credit evaluation services selected by UMUC. (Information and forms are available at www.europe.umuc.edu/foreignstudents.)
◊ Provide unofficial copies of the above documents to their UMUC Europe academic advisor.
◊ Pay fees associated with the international evaluation.
◊ Have all official transcripts from any U.S. institution previously attended sent to the UMUC File Management Office.
**Grading Methods**

There are four grading methods at UMUC. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/D/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each are given in the following paragraphs.

<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></td>
<td>Performance excels far above established standards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for university-level performance</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Superior</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Performance above established standards</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Good</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Performance meets established standards</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Substandard</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Performance is below established standards</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Performance does not meet minimum requirements</td>
<td></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>

**Standard**

Unless students choose either the pass/fail or audit option at the time of registration, they will be given a letter grade according to the standard method. Under the standard grading method, students are given a grade of A, B, C, D, or F on the basis of their performance in meeting the requirements of each course. For only a very few courses, the standard grading method is replaced by the satisfactory/D/fail method.

**Pass/Fail**

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 or higher may take one course of up to 6 credits each term (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 first week of classes for eight-week sessions.

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.

Students who register for pass/fail grading must still complete all the regular requirements of the course. The teacher evaluates the work under the normal procedure for letter grades and submits a regular grade. Grades of A, B, C, or D are then converted to the grade P, which is entered into the permanent record. A grade of F remains unchanged.

Although a grade of P earns credit toward graduation, 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.

**Satisfactory/D/Fail**

This grading method is available only on a limited basis. Although a grade of satisfactory (S) earns credit toward graduation, it is not included in calculating grade point averages. The grade of D earns credit and is included in computing grade point averages. While a failing grade (F) earns no credit, it is included in computing grade point averages.

**Audit**

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 classes in an eight-week session. Auditing students do not have to complete course assignments, but may choose to do so in order to receive faculty feedback on their work.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned. Auditors pay the same fees as those taking the course(s) for credit.

**Passing: The Grade of P**

The grade of P is posted after a teacher has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D).

A passing grade is recorded on the permanent record and confers credit toward graduation. However, courses graded P are not included in calculating grade point averages.
Satisfactory: The Grade of S

The grade of S is used when a satisfactory (S)/substandard (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.

Substandard 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 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 and participate in the first 60 percent of the course but has not officially withdrawn. The military services require that students receiving tuition assistance reimburse the government if they receive the grade of FN.

Grade under Review: The Mark of G

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

Incomplete: The Mark of I

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

- The student must have completed at least 60 percent of the work in the course with a grade of C or better
- The incomplete must be requested before the end of the course
- The procedure for awarding the mark of I is as follows:
  - The student must ask the faculty member for 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 mark of I) for completion of the remaining requirements of the course
  - The faculty member and the student together agree on the remaining requirements of the course and the deadline for submitting the work
  - The student is responsible for completing the work
- After the work is completed, the faculty member submits a grade change to replace the mark of I on the student’s record with the grade the student has earned

If the mark of I is not made up by the agreed-upon deadline (which is not to exceed the maximum time allowed after submission of the original grade), the I is changed to an F.

Students should refer to UMUC policy 170.71 Policy on Grade of Incomplete and Withdrawal at www.umuc.edu/policy for details.

The mark of I cannot be removed by means of credit by examination, and it cannot be replaced by a mark of W (defined below). Students who elect to repeat an incomplete course must register again for the course, pay the full tuition and applicable fees, and repeat the course. For purposes of academic retention, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

Withdrawal: The Mark of W

Students may receive the mark of W by officially withdrawing from a course. Ceasing to attend class does not constitute an official withdrawal. The W can be posted only when a student drops a course through MyUMUC prior to the last date for withdrawal. Procedures for withdrawing are detailed at www.europe.umuc.edu/roll. 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. For purposes of academic retention, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

GoArmyEd

GoArmyEd students must follow the withdrawal procedures presented in the GoArmyEd portal.
CHANGES IN GRADE
Faculty members may change a grade previously assigned through MyUMUC, the university’s online academic and administrative services portal. Any change must be made no later than four months after the original grade was awarded.

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.

Repeated Registration for a Course
No student may register more than three times for the same course. Registering more than three times for the same course (including courses previously attempted at other institutions in the University System of Maryland) is generally forbidden. It may be allowed only under special circumstances, with prior approval of the senior associate registrar, Europe.

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>

GPAs are computed separately for each degree after the first bachelor’s degree. Only courses applied toward a second bachelor’s degree are computed in the GPA for that degree, even if the student earned a first degree at UMUC; only courses applied toward a master’s degree are computed in the GPA for that degree, even if the student is a graduate of the Undergraduate School at UMUC.

ACADEMIC WARNING AND DISMISSAL
After the 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. The Office of 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. Students in warning, probation, or dismissal status are notified of their status approximately three weeks after the end of the term. For students in warning or probation status, this notification is sent via e-mail to their e-mail address of record. For students in dismissal status, notification is sent by letter to their permanent address of record. No notification is sent to students making satisfactory progress.

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 and the reviewed GPA for the term is 2.0 or better.

A student who attempts 15 credits or more in a period of at least two sequential 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 7 credits per term (fall, spring, summer) and to a maximum of 4 credits per eight-week session.
Probation
A student on academic warning or 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 7 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 seeking reinstatement is required to
- Have all official transcripts from previously attended colleges and universities sent to UMUC, preferably before meeting with an academic advisor.
- Talk with an academic advisor before petitioning for reinstatement.
- Wait at least one term (fall, spring, summer) before petitioning for reinstatement.

Such an appeal should be made in writing to the senior associate registrar, Europe.

After the student’s record, the advisor’s recommendation, and the student’s petition have been reviewed, the student will receive a written response. Reinstated students will be placed on warning immediately or will retain provisional status, as appropriate. Students who have been reinstated may be subject to additional term enrollment limitations during their first term after they return to study. Further information is provided in UMUC policy 158.00 Academic Levels of Progress, available online at www.umuc.edu/policy.

SCHOLASTIC RECOGNITION

Dean’s List
Students who complete at least 6 credits (in courses graded A, B, C, D, or F) with a cumulative GPA of at least 3.5 in an academic term (fall, spring, or summer) at UMUC are eligible for the Dean’s List.

Students who fail to earn the required average by the end of the academic term must complete a minimum of 6 more credits during the next academic term to be considered for the Dean’s List again. All courses taken during an academic term are used in computing the average, even though the total number of credits may exceed 6. Eligibility for the Dean’s List is calculated once a term.

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

Honor Societies
UMUC students with superior academic records have the opportunity to join several national honor societies. Students who believe they are eligible for any of the following societies can obtain more information and application forms at www.europe.umuc.edu/honorsocieties.

Alpha Sigma Lambda
UMUC students are eligible 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.

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 their 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.
**National Society of Collegiate Scholars**

The National Society of Collegiate Scholars is an honor society recognizing students who have completed fewer than 60 credits toward an associate’s or bachelor’s degree and have shown academic excellence. The honor society encourages students to participate in honor society, campus, and community events, and provides resources for students to focus on their professional and leadership development.

To be eligible, students must be seeking a first associate's or bachelor's degree. Students must have completed at least 12 credits at UMUC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, students must have completed between 12 and 59 credits toward their degree. Students are invited to join the honor society in the spring semester.

**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 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's degree, including at least 30 credits with UMUC Europe with a cumulative GPA of 3.5. Eligible students are invited to join the honor society in the fall and spring terms.

**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 and aging services, history, political science, social psychology, sociology, and women’s studies.

Students who are in the 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 international 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 30 credits toward a bachelor’s degree, including at least 9 credits in psychology. 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 3.3 for sophomores and juniors and 3.5 for seniors; and have a psychology GPA of at least 3.3 for sophomores and juniors and 3.5 for seniors.

**Sigma Phi Omega**

*Sigma Phi Omega* is a national academic honor and professional society in gerontology that seeks to promote scholarship, professionalism, friendship, and services to older persons and to recognize exemplary attainment in gerontology and aging studies and related fields. Student membership is open to undergraduate students majoring or minoring in gerontology and aging services, social science (with a focus on gerontology), and related fields. Students must be in at least their second term of enrollment, have completed a minimum of 12 credits at UMUC, and have a GPA of at least 3.3.

**Sigma Tau Delta**

Membership in *Sigma Tau Delta*, the international English 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, not including ENGL 101 (now WRTG 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 Kappa 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 45 credits. Students should have completed at least 30 credits at UMUC in courses graded A, B, C, D, or F,
including at least 15 credits in the computing and information disciplines, and must have a GPA of at least 3.5, overall and in all computing and information systems coursework. Students are inducted into the honor society twice a year.

TRANSCRIPTS

Official academic records are maintained by the Office of the Registrar at UMUC. Official transcripts show coursework taken through UMUC. For students who have received an official evaluation and have regular status, transfer credit from other institutions (including others in the University System of Maryland) is listed as well.

Transcript Requests

Regular transcript requests may be submitted online through the MyUMUC student portal. Transcripts should be requested at least four weeks before they actually will be needed. Online requests can be processed with the following options: immediate processing, degree confer date, or grades posting. Forms for requesting rush or faxed transcripts are available at www.europe.umuc.edu/transcripts.

Confidentiality

A transcript is an official record of a student’s work. All academic records are confidential. Therefore, UMUC 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 at the time of degree conferral. All other transcript requests should be accompanied by payment of $10 for each transcript requested. Unofficial transcripts are free. There is no charge for sending a transcript to another institution in the University System of Maryland. Rush transcripts which are processed and mailed the next business day via the U.S. Postal Service may be requested at a cost of $25 each. A fee of $19.95 is added in addition to the rush fee of $25.00 for overnight rush requests via the U.S. Postal Service. 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 and submit a divisional transfer request through the 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.europe.umuc.edu/record, should be mailed with a copy of the appropriate document to Student Services. The request can also be made through the MyUMUC student portal but must be followed by mailing in the requested documents. 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 sent to

UMUC Europe
Attn: Student Services
Unit 29216
APO AE 09004

For another person to initiate services for a student, a power of attorney indicating the person’s ability to act on the student’s behalf is required. 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 fall, spring, and summer 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, spring degree candidates must be able to demonstrate that they will complete all degree requirements by the degree conferral date (30 May).

CERTIFICATE/GRADUATION APPLICATION DEADLINES

Students expecting to complete requirements for a certificate or degree are responsible for making sure they have a completed academic advisement report (AAR), have applied for graduation through MyUMUC, and have paid the $50 Graduation Application fee. Certificates/Graduation Applications are available through the MyUMUC student portal.

It is recommended that students apply for graduation when they are within 3-6 credits of completion after a review of their degree/certificate progress with an academic advisor.

The completed Graduation Application should be submitted in accordance with the following schedule:

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

GRADUATION REVIEW

A graduation review will be prepared for each degree/certificate applicant. This review confirms remaining 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 no later than the expected graduation date. Documentation should be sent to:

File Management
Attn: Incoming Transcripts
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8070

NONCOMPLETION OF DEGREE/CERTIFICATE REQUIREMENTS

Students who do not complete their requirements in time for the graduation date for which they applied must submit a new application and the $50 fee. Students will be informed of remaining requirements.

ISSUANCE OF DIPLOMAS, OFFICIAL TRANSCRIPTS, AND LETTERS OF COMPLETION

All AA, BA, and BS graduates, as well as certificate recipients, can expect to receive their diplomas/certificates and a complimentary transcript by mail from the Office of the Registrar approximately six weeks after the graduation date.

Degrees and certificates are posted on transcripts only three times each academic year. This posting will not appear on any transcript issued prior to the graduation date, even if all requirements have been completed. Students requiring verification of degree completion prior to the graduation date may request a letter of completion once they have completed their degree coursework by sending an e-mail to graduationserv@umuc.edu. Students should be sure to include their name, Empl ID, and the address where the letter should be sent. If the letter has to be sent to a third party, a letter with signature via fax or hard copy is required. After the graduation date has passed, students must request an official transcript for degree completion verification.

DEGREE VERIFICATION

UMUC has authorized the National Student Clearinghouse to provide degree verification. Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. Information on this service may be found at www.studentclearinghouse.org.

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 Graduation Application for the next graduation date (i.e., fall, spring, summer)
- 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 approved source prior to the proposed graduation date

If the criteria are met, permission from the director, Student Services must be requested in writing.
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.

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

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. It is also available in Appendix H of this Catalog. Questions and concerns in reference to this policy may be addressed by contacting the director, Student Services (studentaffairs-europe@umuc.edu).

APPELLING 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.

The established performance standards for a course grade are communicated in the syllabus and other course materials. A student who believes his or her final grade has not been based on such standards may pursue the appeal process. The student 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.umuc.edu/policy.

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.

For an eight-week course, students should expect to spend about six hours per week in class discussion and activities (online or on-site) and two to three times that number of hours outside the class in study, assigned reading, and preparation of assignments. Students are expected to achieve the same learning outcomes 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.
TECHNOLOGY USE

Internet Access

UMUC is committed to ensuring that students acquire the level of fluency in information technology they need to participate actively in contemporary society and have access to up-to-date resources. All UMUC students must be prepared to participate in asynchronous, computer-based class discussions, study groups, online database searches, course evaluations, and other online activities whether their course is held online or in a classroom.

All UMUC students must therefore ensure that they have access to the Internet and have a current e-mail address. If the student does not have Internet access through a home computer, he or she may use one at a UMUC computer lab, a university or public library, or another source. However, that source should be regularly available, and the student may need to be able to submit assignments electronically.

The most current technical requirements are available online at [www.umuc.edu/techreq](http://www.umuc.edu/techreq).

Electronic File Sharing

Peer-to-peer programs permit computers to share data in the form of music, movies, games, computer files, and software.

All users of the UMUC network are required to comply with federal copyright laws. UMUC network users are not permitted to share unauthorized copyrighted material over the UMUC network, whether on personally owned or on university computers.

Any unauthorized distribution of copyrighted materials on the university network, including peer-to-peer file sharing, is a violation of federal law and UMUC policies. Violations may lead to disciplinary proceedings and, in some cases, civil and criminal legal action. UMUC’s computing resources policies can be found online at [www.umuc.edu/computerresource](http://www.umuc.edu/computerresource). UMUC’s computer use policy can be found at [www.umuc.edu/computerpolicy](http://www.umuc.edu/computerpolicy).

More information on how to legally download music is available on the Recording Industry Association of America Web site at [www.riaa.com](http://www.riaa.com). Information on how to legally download movies and television programs is provided on the Motion Picture Association of America Web site at [www.mpaa.org](http://www.mpaa.org).

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](http://www.umuc.edu/policy) and in Appendix G of this Catalog.

EXAMINATIONS

Students are responsible for obtaining information about quizzes and examination schedules and policies.
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 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 diversityinitiatives-europe@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. 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. If a satisfactory resolution is not reached, the student may file a formal complaint in writing to the campus administrator designated in the policy within 30 calendar 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 to complete the divisional transfer request in MyUMUC (my.umuc.edu). The student should select MyAcademics > Academic Records > Divisional Transfer, and then complete the short relocation form. The student’s records will then be automatically forwarded to the selected UMUC campus.

Students are required to complete the divisional transfer request within 15 days after relocating to the U.S. or Asia.

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 http://coursedev.umuc.edu/WRTG999A.

Correct documentation of sources used in writing assignments is one topic covered in LIBS 150 Introduction to Research. In addition, the Effective Writing Center offers a related self-teaching module on “How to Avoid Plagiarism” at www.umuc.edu/ewc.
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 and open to all UMUC graduates. 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, library research database subscription, and a travel program. Membership in the UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks.

UMUC currently has more than 140,000 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 and how to activate free membership is available at www.umucalumni.org. The Alumni Association can also be found on Facebook, LinkedIn, and Twitter.

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. Services are available by telephone, online via e-mail, or Skype. Complete information on the available services can be found online at www.umuc.edu/careerservices.

ACCESSIBILITY SERVICES

Reasonable accommodations are available for students who have disabilities and are enrolled in any program offered at UMUC. Requests for accommodations should be made to the director, Student Services as early as possible to allow sufficient time to review requests and documentation and make proper arrangements. Students must request accommodations each time they register.

Students with disabilities who wish to receive accommodations must officially register with Accessibility Services. To do so, students must first submit documentation of their disability. 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.

Once documentation is received, Accessibility Services will notify the student of the status of his or her file and schedule an intake appointment, which may be held by phone, e-mail, or in person. During the appointment, an intake form is completed and services and procedures are discussed. 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 Services or e-mail studentaffairs-europe@umuc.edu.

THE UMUC LIBRARY

The UMUC Library 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. The office also develops and manages extensive online library resources and user-centered services for UMUC students, faculty, and staff worldwide.

Library Resources

The UMUC Library 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 UMUC Library home page at www.umuc.edu/library or through the learning management system.

UMUC Library OneSearch allows users to search for scholarly articles, books, and/or other research resources via a single search engine in most of the databases to which The UMUC Library subscribes, either directly or as additional resources. The UMUC Library 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.

Faculty resources are available online in the UMUC Library. These databases are 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**

To help students gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to them, the UMUC Library offers library instruction, both in person and within the learning management system. This instruction serves to complement and reinforce skills and information provided in LIBS 150 Introduction to Research. Faculty members may contact the UMUC Library to request a library instruction session.

In addition, students may access the Peck Virtual Library Classroom, known as VLIB 101, within the learning management system, 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. The council consists of 12 members, elected by their fellow students, who act in an advisory capacity to the university president, provost, deans, and other officials. The council does not have the authority to act on behalf of individual students but instead provides recommendations for the improvement of UMUC for the benefit of all.

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

More information on shared governance is available at www.europe.umuc.edu/stac and in Appendix J of this Catalog.

**TUTORING, MENTORING, AND ACADEMIC CLUBS**

A variety of online and on-site services are available to students who are interested in academic help and support beyond the classroom. Tutors are available in selected classes. Alumni and experienced students are available to work with students online during their studies at UMUC through the Allies Mentoring Program. Mentors can offer guidance on general study strategies, time management, and other topics that are important to academic success. Academic clubs also offer students with similar interests the opportunity to network, ask questions of faculty, and discuss related topics in an online forum.

All UMUC students are eligible to join any of the academic clubs. Students should visit www.umuc.edu/studentsupport to find out more about tutoring, the Allies Mentoring Program, and academic clubs.

**WRITING RESOURCES AND TUTORING**

UMUC’s online Effective Writing Center is available to all UMUC students 24 hours a day. The center’s experienced, trained advisors help students develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources.

Students can submit assignments for review and access a wide variety of information via the WRIT 001 classroom and schedule live online advising sessions by sending an e-mail to writingcenter@umuc.edu. In addition to providing writing advice, the Effective Writing Center hosts an online interactive tutorial on “How to Avoid Plagiarism” and the “Online Guide to Writing and Research”—both of which are required in many courses. Various other multimedia resources are also available.

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. Students may pursue a degree and certificate simultaneously or pursue a degree after completing the certificate, but the application for any certificate completed while in progress toward the associate’s or bachelor’s degree must be submitted before award of the degree. No more than half of the total credits for any certificate may be earned through credit by examination, prior-learning portfolio credit, internship/Workplace Learning credit, or transfer credit from other schools. Certificates have 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 (6 credits)**
(6 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)

**Accounting-Related Courses (12 credits)**
(12 credits, of which at least 6 must be completed with UMUC)

Choose from the following courses:
- ACCT Any ACCT courses
- BMGT 110 Introduction to Business and Management (3)
- BMGT 160 Principles of Supervision (3)
- BMGT 161 Managerial Communications Skills (3)
- STAT 200 Introduction to Statistics (3)
- or STAT 230 Introductory 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)
- FINC Any FINC courses
- IFSM 201 Concepts and Applications of Information Technology (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 Concepts and Applications of Information Technology (3)

**Computer Studies-Related Courses (12 credits)**
Choose from the following courses:
- CMST 100 Various Topics (1 credit each - max. of 6 credits)
- CMST 103 Application Software (3) *(duplicates CMST 100B, E, G)*
- CMIS 141 Introductory Programming (3)
- CMIS 170 Introduction to XML (3)
- CMIS 242 Intermediate Programming (3)

More information about certificates, including gainful employment disclosures, is available at www.europe.umuc.edu/certificates
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)
- BMGT 140 Personal Financial Management (3)
- BMGT 160 Principles of Supervision (3)
- BMGT 161 Managerial Communications Skills (3)
- BMGT 162 Personnel Counseling (3)
- STAT 200 Introduction to Statistics (3)
- or STAT 230 Introductory Business Statistics (3)
- CMST 100 Various Topics (1 credit each – max. of 6 credits)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMIS 141 Introductory Programming (3)
- CMIS 170 Introduction to XML (3)
- CMIS 242 Intermediate Programming (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- GVPT 210 Introduction to Public Administration and Policy (3)
- IFSM 201 Concepts and Applications of Information Technology (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)

Foreign Language Area Studies Certificate
(18 credits, of which at least 9 must be completed with UMUC)

Certificate in Women’s Studies
(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.)

More information about certificates, including gainful employment disclosures, is available at www.europe.umuc.edu/certificates
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 Associate of Arts degree (AA) degree involve lower-level courses, although appropriate upper-level courses may be substituted.

**CURRICULUM REQUIREMENTS** 25

Students may choose a general curriculum or a specialized curriculum and must take 25 credits of coursework within their chosen curriculum. For the specialized curricula, 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 and at least half the credits earned within a specialized curriculum must be through graded coursework.

The general curriculum is described on pp. 44-45 and the specialized curricula are described on pp. 46-65 of this Catalog.

The specialized curricula include:

- accounting
- business and management
- computer studies
- criminal justice
- foreign language area studies (Arabic, German, Italian, Spanish)
- management studies
- mathematics
- women’s studies

**COMMON ASSOCIATE OF ARTS DEGREE REQUIREMENTS**

1. The Associate of Arts degree (AA) requires the completion of a minimum of 60 credits, of which at least 15 must be taken through UMUC.

2. Of these 60 credits, 35 credits must be earned in courses that fulfill the general education requirements.

3. The remaining 25 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 may pursue a second AA degree only after the awarding of the first AA. (see Second Associate’s Degree in this Catalog).

**GENERAL EDUCATION REQUIREMENTS** 35

- **A. Communications** 9
  - WRTG 101 or WRTG 101S (3 credits) - Must be completed within first 18 credits with UMUC. Placement test required for WRTG 101. May not be earned through course-challenge examination.
  - Another writing course (3 credits) - All 3-credit WRTG courses (except WRTG 288, 388, 486A or 486B); ENGL 102; and JOUR 201 apply.
  - A course in communication, writing, or speech (3 credits) - All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, and 384; and JOUR 201 apply.
  - Note: No more than 3 credits of writing may be earned through credit by examination.

- **B. Arts and Humanities** 6
  - One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST except ARTH 100).
  - One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.
  - Note: The two courses must be in different disciplines.

- **C. Behavioral and Social Sciences** 6
  - One 3-credit course each in two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, 105, 350, 360, 453, and 461 only), ECON, GEOG, GERO (except GERO 342 and 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

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

- **E. Mathematics** 3
  - MATH 103, MATH 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.

- **F. Interdisciplinary or Emerging Issues** 4
  - One course (LIBS 150) in introductory research (1 credit), which must be completed within the first 18 credits with UMUC.
  - IFSM 201 (3 credits)

**Total Degree Requirements** 60
PATH TO DEGREE COMPLETION—ASSOCIATE’S DEGREE

To assist students in both course selection and degree completion, all course 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 general studies with coursework in the accounting curriculum includes:

- required accounting (and accounting-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 coursework 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 curriculum.

If the second degree is in the same field as the first, the second degree must focus on a more specialized subdiscipline of the field (e.g., it is permissible to earn a second AA with new coursework from the business and management curriculum after earning the first AA with coursework from the management studies curriculum, 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.

Intended Program Outcomes

The student who graduates with an Associate of Arts degree should be able to

- Utilize academic skills to transition to further academic and professional studies (if the student is transitioning to a bachelor’s degree program).
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields (if the student is completing studies at this level).

Requirements for the General Curriculum

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 intended learning outcomes. 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 interdisciplinary issues) may be found on p. 42.
## General Curriculum Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 101S</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>

### 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 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 HIST 125</td>
<td>Technological Transformation 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>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology fulfilling the general education requirement in computing</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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>Curriculum course</td>
<td>(to be selected based on educational and career goals)</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>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>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy or other course to fulfill the general education requirement in biological and physical sciences</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities or a foreign language course 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 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking or other course(s) to fulfill the general education requirement in communications/writing or speech</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum course</td>
<td>(to be selected based on educational and career goals)</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum course</td>
<td>(to be selected based on educational and career goals)</td>
<td>3</td>
</tr>
<tr>
<td>Curriculum course</td>
<td>(to be selected based on educational and career goals)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</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 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. Specialized curricula are recommended but optional within the AA degree in general studies. Appropriate coursework for each of the specialized curricula is indicated with ✪.

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

Accounting Curriculum

**Coursework for AA in General Studies with Accounting Curriculum**

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in the accounting curriculum (students should note prerequisites and other sequencing requirements):

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

- **Additional core courses (9 credits):**
  - Any ACCT or FINC courses

- **Accounting-related courses (9 credits):**
  - Chosen from any ACCT and FINC courses; BMGT 110, 364, 380, 381, and 496; CMIS 102; ECON 201 and 203; IFSM 300; MRKT 310; and STAT 200 (or 230)

- **Elective (1 credit):**
  - Any course related to interests and goals

**Intended Program Outcomes**

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in accounting should allow students to:

- Demonstrate competencies in fundamental accounting practices in accounting and related fields.
- Utilize academic skills to transition to further academic and professional studies.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

**Recommended Sequence**

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum 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. 42.
## First Courses
*(to be taken within the first 18 credits)*

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

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

**ACCT 220** | Principles of Accounting I | 3 |

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</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>(required for BS in accounting) or other ANTH, BEHS, ECÓN, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities or other ARTH, ARTE, 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>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 Oral 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>STAT 230</td>
<td>Introductory Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics or other accounting-related course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or other accounting-related curriculum course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Core Course</td>
<td>(See Coursework for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Core Course</td>
<td>(See Coursework for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Core Course</td>
<td>(See Coursework 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

**Total credits for AA in general studies with accounting curriculum**: 60
Business and Management Curriculum

Coursework for AA in General Studies with Business and Management Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in business and management curriculum (students should note prerequisites and other sequencing requirements):

- **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 STAT 200)

- **Management-related courses (6 credits):**
  - Chosen from any ACCT, BMGT, CMIS, ECON, FINC, HMGT, HRMN, IFSM, and MRKT courses; any 3-credit CMST courses; GVPT 210; PSYC 321 or 361

- **Electives (4 credits):**
  - Any courses related to interests and goals

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum in business and 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. 42.

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in business and management should allow students to

- Utilize core business concepts and principles to pursue related professional and educational goals.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.
### 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 103</td>
<td>Economics in the Information Age</td>
<td>3</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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>WRTG 293</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 220</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities</td>
<td></td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230</td>
<td>Introductory Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>or other core course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<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>ACCT 221</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or other core to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or other core course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</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 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>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>
<td></td>
</tr>
<tr>
<td>ECON 203</td>
<td>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or other related core for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 210</td>
<td>Introduction to Public Administration and Policy</td>
<td>3</td>
</tr>
<tr>
<td>or other related course for the curriculum (See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**Total credits for AA in general studies with business and management curriculum**: 60

*Required for the specialized curriculum*
Computer Studies Curriculum

Coursework for AA in General Studies with Computer Studies Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in computer studies curriculum (students should note prerequisites and other sequencing requirements):

- **Required core course (3 credits):**
  CMIS 102 or a programming course
- **Computer studies-related courses (12 credits):**
  Chosen from any CMIS, CMST, CMIT, CMSC, CSIA or IFSM courses
- **Electives (10 credits):**
  Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in computer studies should allow students to

- Apply selected range of fundamental computer-based skills to advance professional and educational goals.
- Utilize academic skills to transition to further academic and professional studies.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum 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. 42.
# COMPUTER STUDIES CURRICULUM COURSES

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

*Note: Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td></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>Related course</td>
<td>Any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM courses</td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THET, dance, literature, or a 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 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>IFSM 201</td>
<td>Concepts and Applications of Information Technology fulfills the general education requirement in computing</td>
<td>3</td>
</tr>
<tr>
<td>Related course</td>
<td>Any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM courses</td>
<td></td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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>

## 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>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 Oral 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>Related course</td>
<td>Any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM courses</td>
<td></td>
</tr>
<tr>
<td>Related course</td>
<td>Any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM courses</td>
<td></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 in the computing field are recommended)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

Total credits for AA in general studies with computer studies curriculum 60
Coursework for AA in General Studies with Criminal Justice Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in criminal justice curriculum (students should note prerequisites and other sequencing requirements):

- Core courses (12 credits):
  - Any CCJS courses
- Electives (13 credits):
  - Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in criminal justice should allow students to

- Apply knowledge of the criminal justice system to advance professional and educational goals.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curricula 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. 42.
# Criminal Justice Curriculum Courses

## First Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
<td>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</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 a higher-level math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CCJS 100</td>
<td>3</td>
<td>Introduction to Criminal Justice:</td>
</tr>
<tr>
<td>or CCJS 105</td>
<td>3</td>
<td>Introduction to Criminal Justice:</td>
</tr>
</tbody>
</table>

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

## Introductory Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 170</td>
<td>3</td>
<td>American Government</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>3</td>
<td>Technology in Contemporary Society 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>3</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory course</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
<td>Introduction to Professional Writing or other communication/course</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology or other communication/course</td>
</tr>
<tr>
<td>CCJS 230</td>
<td>3</td>
<td>Criminal Law in Action</td>
</tr>
<tr>
<td>or CCJS 234</td>
<td>3</td>
<td>Criminal Procedure and Evidence or other core course for the curriculum (See Coursework for the Curriculum)</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>3</td>
<td>Introduction to Humanities 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>

## Additional Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201</td>
<td>3</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>or ECON 203</td>
<td>3</td>
<td>Principles of Microeconomics or other related 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>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</td>
</tr>
<tr>
<td>or 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 course)</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Foundations of Oral Communication</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>3</td>
<td>Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>CCJS 340</td>
<td>3</td>
<td>Law Enforcement Administration or other criminal justice core course (See Coursework for the Curriculum)</td>
</tr>
<tr>
<td>CCJS 345</td>
<td>3</td>
<td>Introduction to Security Management or other criminal justice core course (See Coursework for the Curriculum)</td>
</tr>
</tbody>
</table>

## Elective Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>13</td>
<td>(chosen from any courses to complete 60 credits for the degree - courses applicable to the BS in criminal justice are recommended)</td>
</tr>
</tbody>
</table>

## Total Credits

| Total credits for AA in general studies with criminal justice curriculum | 60 |
Foreign Language Area Studies Curriculum

Intended Program Outcomes
Within the overall outcomes of the AA degree in general studies, the specialized curriculum in foreign language area studies should allow students to

- Utilize intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence
The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curricula in foreign language area studies if the appropriate core and related courses for the specific language area are selected. All courses must be from the same area: Arabic, German, Italian, or Spanish. 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. 42.
Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Arabic

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in foreign language area studies curriculum - Arabic (students should note prerequisites and other sequencing requirements):

- 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; 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)
- 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 certain math and writing courses.
LIBS 150 Introduction to Research 1
WRTG 101 Introduction to Writing 3
or WRTG 101S Introduction to Writing
MATH 103 College Mathematics 3
or a higher-level math course
ARAB 111 Elementary Arabic I 3

Introductory Courses
(to be taken within the first 30 credits)
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 293 Introduction to Professional Writing or other communication/writing course 3
HIST 156 History of the United States to 1865 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)

ARAB 112 Elementary Arabic II 3
ARAB 114 Elementary Arabic III 3
GVPT 200 International Political Relations 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
ARAB 115 Elementary Arabic IV 3

Additional Required Courses
(to be taken after first and introductory courses)
ARAB 211 Intermediate Arabic I 3
or other related Arabic and Middle East area studies course
(See Coursework for the Curriculum)
ARAB 212 Intermediate Arabic II 3
or other related Arabic and Middle East area studies course
(See Coursework for the Curriculum)
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
ANTH 102 Introduction to Cultural Anthropology 3
or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)

Arabic-related course (See Coursework for the Curriculum) 3
PHIL 140 Contemporary Moral Issues 3
or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)
SPCH 100 Foundations of Oral Communication 3
or SPCH 101 Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech
IFSM 201 Concepts and Applications of Information Technology 3
fulfills the general education requirement in computing

Arabic-related course (See Coursework for the Curriculum) 3

Elective Course
1

Total credits for AA in general studies with foreign language area studies curriculum - Arabic 60

+ Required for the specialized curriculum
The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in foreign language area studies curriculum - German (students should note prerequisites and other sequencing requirements):

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

- **Related area studies courses (12 credits):**
  - Chosen from HIST 141, 142, 216H, 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)

- **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 certain math and writing courses.

- LIBS 150: Introduction to Research (1 credit)
- WRTG 101: Introduction to Writing (3 credits)
- MATH 103: College Mathematics (3 credits)
- GERM 111: Elementary German I (3 credits)

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

- BIOL 101: Concepts of Biology (3 credits)
- WRTG 293: Introduction to Professional Writing (3 credits)
- HIST 156: History of the United States to 1865 (3 credits)

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

- HIST 142: Western Civilization II (3 credits)
- HIST 217J: Heidelberg through the Ages (3 credits)
- GERM 212: Intermediate German II (3 credits)
- NSCI 100: Introduction to Physical Science (3 credits)
- IFSM 201: Concepts and Applications of Information Technology (3 credits)

### Elective Course

Total credits for AA in general studies with foreign language area studies curriculum - German: 60

**Required for the specialized curriculum**
Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Italian

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in foreign language area studies curriculum - Italian (students should note prerequisites and other sequencing requirements):

- **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)

- **Elective (1 credit):**
  - Any course related to interests and goals

### Credits

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

- **Note:** Placement tests are required for certain math and writing courses.
- LIBS 150 - Introduction to Research
- WRTG 101 - Introduction to Writing
  - or WRTG 101S - Introduction to Writing
- MATH 103 - College Mathematics
  - or a higher-level math course
- ITAL 111 - Elementary Italian I

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

- BIOL 101 - Concepts of Biology
- and BIOL 102 - Laboratory in Biology
  - or BIOL 103 - Introduction to Biology
  - or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory
- WRTG 293 - Introduction to Professional Writing
  - or other communication/writing course
- HIST 156 - History of the United States to 1865
  - or HIST 157 - History of the United States Since 1865

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

- HIST 142 - Western Civilization II
  - or other related Italian area studies course
  - (See Coursework for the Curriculum)
- ARTH 200 - Art of the Western World to 1300
  - or other related Italian area studies course
  - (See Coursework for the Curriculum)
- ITAL 212 - Intermediate Italian II
- NSCI 100 - Introduction to Physical Science
  - or ASTR 100 - Introduction to Astronomy
  - or other course to fulfill the general education requirement in biological and physical sciences
- ANTH 102 - Introduction to Cultural Anthropology
  - or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)
- HIST 217F - History and Culture of Naples
  - or other related Italian area studies course
  - (See Coursework for the Curriculum)
- PHIL 140 - Contemporary Moral Issues
  - or HUMN 100 - Introduction to Humanities
  - or other course to fulfill the second general education requirement in arts and humanities (discipline must differ from first)
- SPCH 100 - Foundations of Oral Communication
  - or SPCH 101 - Introduction to Public Speaking
  - or other course to fulfill the general education requirement in communications/writing or speech
- IFSM 201 - Concepts and Applications of Information Technology
  - fulfills the general education requirement in computing

#### Elective Course

- **Total credits for AA in general studies with foreign language area studies curriculum - Italian 60**

*Required for the specialized curriculum*
The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in foreign language area studies curriculum - Spanish (students should note prerequisites and other sequencing requirements):

- **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)

- **Elective (1 credit):**
  - Any course related to interests and goals
## Foreign Language Area Studies Curriculum Courses - Spanish

### 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>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</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>
<tr>
<td>SPAN 111</td>
<td>3</td>
<td>Elementary Spanish I</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for certain 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>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 293</td>
<td>3</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
</tr>
<tr>
<td>HIST 156</td>
<td>3</td>
<td>History of the United States to 1865</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>SPAN 112</td>
<td>3</td>
<td>Elementary Spanish II</td>
</tr>
<tr>
<td>SPAN 211</td>
<td>3</td>
<td>Intermediate Spanish I</td>
</tr>
<tr>
<td>GVPT 200</td>
<td>3</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>
</tr>
<tr>
<td>HIST 141</td>
<td>3</td>
<td>Western Civilization I or other related Spanish area studies course (See Coursework for the Curriculum)</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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>3</td>
<td>Western Civilization II or other related Spanish area studies course (See Coursework for the Curriculum)</td>
</tr>
<tr>
<td>HIST 218H</td>
<td>3</td>
<td>Spanish Civil War or other related Spanish area studies course (See Coursework for the Curriculum)</td>
</tr>
<tr>
<td>SPAN 212</td>
<td>3</td>
<td>Intermediate Spanish II</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>
<tr>
<td>ANTH 102</td>
<td>3</td>
<td>Introduction to Cultural Anthropology or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>ARTH 201</td>
<td>3</td>
<td>Art of the Western World from 1300 or other related Spanish area studies course (See Coursework for the Curriculum)</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td></td>
<td>Introduction to Humanities 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 Oral 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>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology fulfills the general education requirement in computing</td>
</tr>
</tbody>
</table>

### Elective Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>Total credits for AA in general studies with foreign language area studies curriculum - Spanish</td>
</tr>
</tbody>
</table>

**Required for the specialized curriculum**
Management Studies Curriculum

Coursework for AA in General Studies with Management Studies Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in management studies curriculum (students should note prerequisites and other sequencing requirements):

- Management-related courses (15 credits):
  Chosen from any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMG, HRMN, IFSM, and MRKT courses; GVPT 210; PSYC 321, 361; STAT 230 (or 200); and WRTG 490

- Electives (10 credits):
  Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in management studies should allow students to

- Apply knowledge from management-related disciplines to advance professional and educational goals.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum 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. 42.
## Management Studies Curriculum Courses

### First Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
<td>3</td>
</tr>
<tr>
<td>(recommended management studies-related course for the curriculum for students with no prior business experience)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Introductory Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society</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 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>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 203</td>
<td>Principles of Microeconomics</td>
<td></td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other communication/writing course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities</td>
<td></td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230</td>
<td>Introductory Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>or other management studies core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BMGT 160</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>or other management studies core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management studies core course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(a course that may be applied to BS in management studies is recommended)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management studies core course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(a course that may be applied to BS in management studies is recommended)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Elective Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230</td>
<td>Introductory Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>or other management studies core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or ASTR 100</td>
<td>Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>History of the United States Since 1865</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>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>
<td></td>
</tr>
<tr>
<td>BMGT 160</td>
<td>Principles of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>or other management studies core course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management studies core course</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>(a course that may be applied to BS in management studies is recommended)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(See Coursework for the Curriculum)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Credits

**Total credits for AA in general studies with management studies curriculum:** 60

*Required for the specialized curriculum*
Mathematics Curriculum

Coursework for AA in General Studies with Mathematics Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in mathematics curriculum (students should note prerequisites and other sequencing requirements):

- Required mathematics core courses (18–20 credits):
  - MATH 130, 131, 132 (or 140 and 141), 240 (or 246), and 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, 170 (or CMSC 150), and 242; ECON 201, 203, 430, and 440; any MATH course numbered 108 or higher; and PHYS 111 or higher

- Electives (2–4 credits):
  - Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in mathematics should allow students to

- Employ appropriate mathematical methods and technologies to accomplish quantitative tasks in professional and educational contexts.
- Utilize academic skills to transition to further academic and professional studies.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum 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. 42.
**Mathematics Curriculum Courses**

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

*Note: Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>MATH 107</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(fulfills general education requirement in mathematics or a higher-level math course)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Note: Courses applied in general education requirements may not be applied to the core or core-related requirements</em></td>
<td></td>
</tr>
<tr>
<td>MATH 108</td>
<td>Trigonometry and Analytical Geometry</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(prerequisite for later courses)</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>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>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 293</td>
<td>Introduction to Professional Writing</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>Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

**One of the following math sequences**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<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>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>3</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities 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 Oral 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>3</td>
</tr>
<tr>
<td>MATH 240</td>
<td>Introduction to Linear Algebra</td>
<td>3-4</td>
</tr>
<tr>
<td>or MATH 246</td>
<td>Differential Equations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(required core course for the curriculum)</td>
<td></td>
</tr>
<tr>
<td>MATH 241</td>
<td>Calculus III</td>
<td>4</td>
</tr>
<tr>
<td>or MATH 247</td>
<td>Introduction to Statistics</td>
<td></td>
</tr>
<tr>
<td>STAT 200</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 230</td>
<td>Introductory Business Statistics (required core course for the curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics-related course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required for the specialized curriculum</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits for AA in general studies with mathematics curriculum**

60

www.europe.umuc.edu 63
Coursework for AA in General Studies with Women’s Studies Curriculum

The following course sequence will fulfill all the requirements for the AA in general studies while incorporating specialized coursework in women’s studies curriculum (students should note prerequisites and other sequencing requirements):

- **Required core course (3 credits):**
  WMST 200

- **Women’s studies–related courses (15 credits):**
  Chosen from ARTH 199U; BEHS 220; and related women’s studies and special topics courses, with prior approval (contact an academic advisor for additional approved courses)

- **Electives (7 credits):**
  Any courses related to interests and goals

Intended Program Outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in women’s studies should allow students to

- Apply knowledge of the history, status, and experience of women in professional, personal, and educational contexts.
- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.
- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequences will fulfill all the requirements for the AA in general studies while incorporating specialized curriculum in women’s 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. 42.
## WOMEN’S STUDIES CURRICULUM COURSES

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

**Note:** Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</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>

### 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>3</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology to fulfill the general education requirement in computing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 141</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 142</td>
<td>Western Civilization II or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td>3</td>
</tr>
</tbody>
</table>

Women's studies-related course+ any courses for a minor in women's studies fulfill this requirement (See Coursework for the Curriculum) 3

GVPT 200 | International Political Relations or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, or GERO course to fulfill the general education requirement in behavioral and social sciences | 3 |

ARTH 199U+ | Female Form in Western Art or other women's studies-related core course (See Coursework for the Curriculum) | 3 |

### 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 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or JOUR 201</td>
<td>Introduction to News Writing 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 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>or HUMN 100</td>
<td>Introduction to Humanities or other women's studies-related core courses (See Coursework for the Curriculum)</td>
<td>3</td>
</tr>
<tr>
<td>Women's studies-related course+ any courses for a minor in women's studies fulfill this requirement (See Coursework for the Curriculum)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Women's studies-related course+ any courses for a minor in women's studies fulfill this requirement (See Coursework for the Curriculum)</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits for AA in general studies with women's studies curriculum** 60

+ Required for the specialized curriculum
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 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.

The UMUC degree begins with basic intellectual tools, ensuring through the general education requirements and other degree requirements that students are able to demonstrate the hallmarks of the educated person:

- Effective writing and communication skills
- Competence in the use of information technology
- Competence in information literacy skills
- Competence in mathematical and quantitative reasoning 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 frameworks for ethical decision making and the ability to apply them

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 provides clearly articulated learning outcomes that a student is expected to achieve in completing the degree.

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 2013.
GENERAL EDUCATION REQUIREMENTS

Recommendations for fulfilling general education requirements are provided for each major in the recommended sequence.

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

A. Communications 12

- WRTG 101 or WRTG 101S (3 credits)
  Must be completed within first 18 credits. Placement test required for WRTG 101. May not be earned through credit by examination.
- Another writing course (3 credits)
  All 3-credit WRTG courses (except WRTG 288, 388, 486A or 486B); ENGL 102; and JOUR 201 apply.
- A course in communication, writing, or speech (3 credits)
  All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, and 384; and JOUR 201 apply.
- An upper-level advanced writing course (3 credits)
  WRTG 391, 393, and 394 apply. May not be earned through credit by examination.

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

B. Arts and Humanities 6

- One 3-credit course that offers a historical perspective (any 3-credit ARTH or HIST course except ARTH 100).
- One 3-credit course chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except 281 and 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

Note: The two courses must be in different disciplines.

C. Behavioral and Social Sciences 6

- One 3-credit course each in two of the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, 105, 350, 360, 453, and 461 only), ECON, GEOG, GERO (except GERO 342 and 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

D. Biological and Physical Sciences 7

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

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

E. Mathematics 3

- 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: MATH 115 (or both MATH 107 and MATH 108) is required for the majors in computer science and environmental management. Students should refer to the specific major for recommendations or requirements.

F. Interdisciplinary or Emerging Issues 7

- One course (LIBS 150) in introductory research (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 301 (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, CSIA, IFSM, and ACCT 326.

Note: IFSM 300 is required in public safety administration and for business-related majors.

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

A. Academic Major 30–38

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 15–17

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 24–34

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, or non-collegiate training does not count as graded coursework. A maximum of six 1-credit courses may be applied to a major or minor.

Total Degree Requirements 120

SUMMARY OF BACHELOR’S DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Requirements</td>
<td>41 credits</td>
</tr>
<tr>
<td>Academic Major</td>
<td>30–38 credits</td>
</tr>
<tr>
<td>Academic Minor (optional)</td>
<td>15–17 credits</td>
</tr>
<tr>
<td>Electives</td>
<td>24–34 credits</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>120 credits</strong></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 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.

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.

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.

All students need to be aware of what is entailed in a second bachelor’s degree. Before beginning work or considering non-traditional 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 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
- Criminal justice
- Cybersecurity
- Digital media and Web technology
- Human resource management
- Information systems management
- Management studies
- Marketing
- Political science
- Psychology
- Social science
**UMUC Programs Available in Europe and Described in This Catalog**

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>major and minor</td>
</tr>
<tr>
<td>Art history</td>
<td>minor</td>
</tr>
<tr>
<td>Biology</td>
<td>minor</td>
</tr>
<tr>
<td>Business administration</td>
<td>major and 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>Criminal justice</td>
<td>major and minor</td>
</tr>
<tr>
<td>Cybersecurity</td>
<td>major and minor</td>
</tr>
<tr>
<td>Digital media and Web technology</td>
<td>major and minor</td>
</tr>
<tr>
<td>Diversity awareness</td>
<td>minor</td>
</tr>
<tr>
<td>Economics</td>
<td>minor</td>
</tr>
<tr>
<td>English</td>
<td>major and minor</td>
</tr>
<tr>
<td>History</td>
<td>major and minor</td>
</tr>
<tr>
<td>Homeland security</td>
<td>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 and minor</td>
</tr>
<tr>
<td>International business</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>Philosophy</td>
<td>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>minor</td>
</tr>
<tr>
<td>Women's studies</td>
<td>minor</td>
</tr>
</tbody>
</table>

**Programs Available in Europe Offered by Our Partner Institutions**

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary teacher education</td>
<td>major</td>
</tr>
<tr>
<td>Social work</td>
<td>major</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>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>African American studies</td>
<td>Graphic communication</td>
</tr>
<tr>
<td>Art</td>
<td>Health services management</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>Investigative forensics</td>
</tr>
<tr>
<td>Computer networks and security</td>
<td>Journalism</td>
</tr>
<tr>
<td>Computer science</td>
<td>Laboratory management</td>
</tr>
<tr>
<td>Contract management and acquisition</td>
<td>Legal studies</td>
</tr>
<tr>
<td>Corporate security</td>
<td>Mathematical sciences</td>
</tr>
<tr>
<td>East Asian studies</td>
<td>Microbiology</td>
</tr>
<tr>
<td>Emergency management</td>
<td>Natural science</td>
</tr>
<tr>
<td>Environmental management</td>
<td>Nursing for registered nurses</td>
</tr>
<tr>
<td>Finance</td>
<td>Public safety administration</td>
</tr>
<tr>
<td>Fire service administration</td>
<td>Small business management and entrepreneurship</td>
</tr>
<tr>
<td>Forensics</td>
<td>Speech communication</td>
</tr>
<tr>
<td>Fraud investigation</td>
<td>Terrorism and critical infrastructure</td>
</tr>
<tr>
<td>Gerontology and aging services</td>
<td></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.

Intended Program Outcomes
The student who graduates with a major in accounting should be able to
- Work effectively with interdisciplinary professionals and diverse stakeholders.
- Communicate with financial and non-financial audiences in a clear and concise manner, by making appropriate decisions about relevancy, reliability, and medium.
- Research, prepare, analyze, and review financial and business data by applying accounting and business management principles and standards to produce financial and business reports.
- Proficiently use current technology and analytical tools to perform business functions, work collaboratively, and facilitate decision-making.
- Employ analysis, critical thinking, and problem-solving to identify, test, and validate processes, systems, and financial data to advise stakeholders.
- Define, develop, and demonstrate ethical business practices and accountability by identifying and addressing current and emerging ethical and regulatory issues.
- Develop professionally through collaborating, training, mentoring, negotiating, solving problems creatively, and participating in networking activities to demonstrate and develop leadership skills.

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):
  - ACCT 411 (or BMGT 496); BMGT 364 and 380; FINC 330; MRKT 310; and STAT 230 (or STAT 200)
- Required related courses (9 credits) which may be applied anywhere in the degree:
  - 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.
### First Courses

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Introduction to Research</td>
<td></td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>or higher-level math course</td>
</tr>
<tr>
<td>BMGT 110</td>
<td>Introduction to Business and Management</td>
<td>(strongly recommended elective for students with no prior business experience)</td>
</tr>
<tr>
<td>ACCT 220</td>
<td>Principles of Accounting I</td>
<td></td>
</tr>
</tbody>
</table>

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

### Introductory Courses

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 221</td>
<td>Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Macroeconomics</td>
<td>(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences.)</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td></td>
</tr>
<tr>
<td>BIOL 102</td>
<td>Laboratory in Biology</td>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing</td>
<td>or other communication/writing course</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>course to fulfill the first general education requirement in computing</td>
</tr>
</tbody>
</table>

### Foundation Courses

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td></td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities 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>STAT 230</td>
<td>Introductory Business Statistics</td>
<td></td>
</tr>
<tr>
<td>or STAT 200</td>
<td>Principles of Microeconomics</td>
<td>(related requirement for accounting major)</td>
</tr>
<tr>
<td>GYPT 170</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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>or other course to fulfill the general education requirement in biological and physical sciences</td>
</tr>
<tr>
<td>ACCT 310</td>
<td>Intermediate Accounting I</td>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses (See Requirements for the Major)

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 142</td>
<td>Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>or HIST 157</td>
<td>or HIST 125</td>
<td>Technological Transformations or other 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>ACCT 321</td>
<td>Cost Accounting</td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</td>
<td></td>
</tr>
<tr>
<td>or COMM 202</td>
<td>Introduction to Public Speaking</td>
<td>or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>IFSM 300</td>
<td>Information Systems in Organizations</td>
<td>(related requirement for the major; also fulfills second computing requirement)</td>
</tr>
</tbody>
</table>

### Additional Elective Courses

**Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 364</td>
<td>Management and Organization Theory</td>
<td></td>
</tr>
<tr>
<td>ACCT 311</td>
<td>Intermediate Accounting II</td>
<td></td>
</tr>
<tr>
<td>ACCT 323</td>
<td>Federal Income Tax I</td>
<td></td>
</tr>
<tr>
<td>ACCT 411</td>
<td>Ethics and Professionalism in Accounting</td>
<td></td>
</tr>
<tr>
<td>or BMGT 496</td>
<td>Business Ethics</td>
<td></td>
</tr>
<tr>
<td>ACCT 422</td>
<td>Auditing Theory and Practice</td>
<td></td>
</tr>
<tr>
<td>WRTG 394</td>
<td>Advanced Business Writing</td>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>ACCT 410</td>
<td>Accounting for Government and Not-for-Profit Organizations</td>
<td></td>
</tr>
<tr>
<td>ACCT 425</td>
<td>International Accounting</td>
<td>or other supplemental major course</td>
</tr>
<tr>
<td>FINC 330</td>
<td>Business Finance</td>
<td></td>
</tr>
<tr>
<td>ACCT 433</td>
<td>Audit and Control of Information Technology</td>
<td>or other supplemental major course</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>Business Law I</td>
<td></td>
</tr>
<tr>
<td>ACCT 427</td>
<td>Advanced Auditing</td>
<td>or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 310</td>
<td>Marketing Principles</td>
<td></td>
</tr>
</tbody>
</table>

### Capstone Course for the Major

**Credits**

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

### Total credits for BS in Accounting

| Credits | 120 |

**Required for the major**
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.

Requirements for the Minor
A minor in accounting requires the completion of 15 credits in accounting (any ACCT course). 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). 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.

Art History
Students may seek an academic minor in art history.

Minor in Art History
The art history minor complements the skills the student gains in his or her major discipline by developing skills in historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the allied arts.

Requirements for the Minor
A minor in art history requires the completion of 15 credits in art history. All ARTH 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). Prerequisites apply for all courses.

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.

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). 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, small business and entrepreneurship, strategic 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.

Intended Program Outcomes

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

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.
- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.
- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promote ethical practices.
- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.
- Design and execute personal and employee development systems to enhance job performance and leadership skills.

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 course chosen from ACCT, BMGT, ENMT, FINC, HMG, HRMN, or MRKT courses), ACCT 220 and 221, and STAT 230 (or STAT 200)
- Required core courses (21 credits):
  BMGT 364, 365, 380, 496, and FINC 330; HRMN 300; and MRKT 310
- 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 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.
**First Courses**
(to be taken within the first 18 credits)
*Note: Placement tests are required for certain math and writing courses.*
- LIBS 150 Introduction to Research 1
- WRTG 101 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 3
  (students with business experience should substitute an additional business course in the last 60 credits of study)

**Introductory Courses**
(to be taken within the first 30 credits)
- ECON 201 Principles of Macroeconomics 3
  (related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)
- BIOL 101 Concepts of Biology 3
- 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 293 Introduction to Professional Writing 3
- IFSM 201 Concepts and Applications of Information Technology 3
  or other communication/writing course
- ACCT 220 Principles of Accounting I 3
- PHIL 140 Contemporary Moral Issues 3
  or HUMN 100 Introduction to Humanities
  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 Introductory Business Statistics 3
  or STAT 200 Introduction to Statistics
- GVPT 170 American Government 3
  or BEHS 103 Technology in Contemporary Society
  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 3
- NSCI 100 Introduction to Physical Science
  or other course to fulfill the general education requirement in biological and physical sciences
- ECON 203 Principles of Microeconomics
  (related requirement for major)
- HIST 142 Western Civilization II 3
  or HIST 157 History of the United States Since 1865
  or HIST 125 Technological Transformations
  or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)
- IFSM 300 Information Systems in Organizations
  (related requirement for the major; also fulfills the second computing requirement)
- SPCH 100 Foundations of Oral Communication 3
  or SPCH 101 Introduction to Public Speaking
  or COMM 202 Media and Society
  or other course to fulfill the general education requirement in communications/writing or speech

**Additional Required Courses**
(to be taken after introductory and foundation courses)
- BMGT 364 Management and Organization Theory 3
- WRTG 394 Advanced Business Writing
  or other course to fulfill the upper-level advanced writing requirement
- BMGT 365 Organizational Leadership 3
- MRKT 310 Marketing Principles 3
- BMGT 380 Business Law I 3
- HRMN 300 Human Resource Management 3
- FINC 330 Business Finance 3
- BMGT 496 Business Ethics 3

**Capstone Course for Major**
(to be taken in the last 15 credits)
- BMGT 495 Strategic Management 3

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

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

**Recommended electives:**
- MATH 140 Calculus I
  or MATH 130 Calculus A
  and MATH 131 Calculus B
  (for students who plan to go on to graduate school; note prerequisite is MATH 107, 108, or 115)

**Total credits for BS in business administration** 120
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.

Requirements for the Minor

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

Students are recommended to take BMGT 364 as the first course if not already applied elsewhere in the degree. 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). 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.

Intended Program Outcomes

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

- Apply analytical skills in interpreting, using, and delivering information in mediated contexts.
- Create professional written, oral, and visual communication for specific purposes and diverse audiences, applying structural and stylistic conventions.
- Design, create, and/or select multi-media components and integrate them into print, broadcast, and online media-rich resources.
- Manage successful communication activities within the ethical, legal, and financial parameters of the project and of the profession.
- Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations.
- Use an understanding of diverse and intercultural perspectives as they affect communication practices.
- Design and/or employ specific research methodologies and tools to gather information for specific purposes.

Degree Requirements

A degree with a major in communication studies 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 Communication Studies Major

Coursework for a major in communication studies includes the following:

- **Required foundation courses (6 credits):**
  - COMM 300 and COMM 302

- **Speech communication course (3 credits):**
  - Any SPCH course

- **Mass communication/media course (3 credits):**
  - Chosen from COMM 400, 410, 493, and any JOUR courses

- **Diversity communication courses (6 credits):**
  - Chosen from COMM 380, SPCH 324, 472, and 482

- **Specialization courses chosen from a single area (9 credits):**
  - a. Professional Writing: Chosen from WRTG 393, 394, 459, 489, 490, 493, 494, and 496
  - b. Speech Communication: Chosen from any upper-level SPCH courses
  - c. Media Studies: Chosen from COMM 400, 410, 459, and 493 and any JOUR courses

- **Required research methods course (3 credits):**
  - COMM 480

- **Required capstone course (3 credits):**
  - COMM 495

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>3</td>
</tr>
<tr>
<td>MATH 103</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>SPCH 100</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>3</td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 157</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 125</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
</tr>
<tr>
<td>SOCY 100</td>
<td>3</td>
</tr>
<tr>
<td>or GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 301</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>COMM 300</td>
<td>3</td>
</tr>
<tr>
<td>COMM 302</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 210</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 103</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Required Courses (see Requirements for the Major)
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 393</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 394</td>
<td>3</td>
</tr>
<tr>
<td>COMM 400</td>
<td>3</td>
</tr>
<tr>
<td>or any SPCH or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>IFSM 300</td>
<td>3</td>
</tr>
<tr>
<td>or CMIS 111</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>46</td>
</tr>
</tbody>
</table>

### Total credits for BA in Communication Studies

<table>
<thead>
<tr>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
</tr>
</tbody>
</table>
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.

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 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). 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.

Intended Program Outcomes

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

- Design, implement, secure, and maintain databases that meet user requirements for both transaction processing and data warehouses.
- Design, develop, implement, secure, and maintain software applications that meet user requirements, using current best practices and tools for all application interfaces and domains.
- Design, implement, and maintain a reliable and secure network and services infrastructure.
- Plan, manage, and provide appropriate documentation and communication through all phases of the software development life cycle to ensure successful implementation of an IT project that is on time and within budget.
- Identify, learn, and adapt to local and global IT trends, technologies, legalities, and policies, as well as appropriately communicate their impact to key stakeholders.
- Work independently or as an effective member of an application development team to determine and implement systems that meet customer requirements.

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:

- Introductory course (3 credits):
  CMIS 111 or CMIS 170
- Programming language sequence (6 credits):
  Chosen from
  a. PC/Java: CMIS 141 and 242
  b. Mac/Objective C: CMIS 115 and 215
  c. PC/Microsoft: CMIS 125 and 225
- Core courses (6 credits):
  CMIS 320 and 330
- Supplemental major courses (6 credits):
  Chosen from CMIS 102 (for students with no prior programming experience), 255, 310, 315, and 325.
  (Note: Students should take CMIS 102 before core courses and may apply it toward the computing requirement rather than toward the major.)
- 400-level supplemental major courses (6 credits):
  Chosen from any 400-level CMIS courses (except CMIS 486A and 486B)
- Required capstone course (3 credits): CMSC 495

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.
## 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>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101 or WRTG 101S</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103 or MATH 107</td>
<td>3</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>CMIS 102</td>
<td>3</td>
<td>Introduction to Problem Solving and Algorithm Design (prerequisite for later courses; also fulfills the general education requirements in computing)</td>
</tr>
</tbody>
</table>

**Note:** Placement tests are required for certain 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>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology</td>
</tr>
<tr>
<td>or CMST 301</td>
<td></td>
<td>Digital Media and Society or other course to fulfill the second general education requirement in computing</td>
</tr>
<tr>
<td>PHIL 140 or HUMN 100</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>CMIS 170 or CMIS 111</td>
<td>3</td>
<td>Introduction to XML or Social Networking and Cybersecurity Best Practices</td>
</tr>
<tr>
<td>BIOL 101 and BIOL 102</td>
<td>3</td>
<td>Concepts of Biology and 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>CMIS 115 or CMIS 125</td>
<td>3</td>
<td>Programming in Objective-C for Mac or Programming in C#</td>
</tr>
<tr>
<td>or CMIS 141</td>
<td></td>
<td>Introductory Programming</td>
</tr>
<tr>
<td>GVPT 170 or BEHS 103</td>
<td>3</td>
<td>American Government or Technology in Contemporary Society 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>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 293</td>
<td>3</td>
<td>Introduction to Professional Writing or other course to fulfill the general education requirement in communications/writing</td>
</tr>
<tr>
<td>CMIS 215 or CMIS 225</td>
<td>3</td>
<td>Programming for the iPhone and iPad Developing Windows Presentation Foundations Applications Using C#</td>
</tr>
</tbody>
</table>

## Additional Required Courses (see Requirements for the Major)
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100 or SOCY 100</td>
<td>3</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>
</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>HIST 142 or HIST 157 or HIST 125</td>
<td>3</td>
<td>Western Civilization II or History of the United States Since 1865 or Technological Transformation 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 or SPCH 101 or COMM 202</td>
<td>3</td>
<td>Foundations of Oral Communication or Introduction to Public Speaking or Media and Society or other course to fulfill the general education requirement in communications/writing or speech</td>
</tr>
<tr>
<td>CMIS 320 or CMIS 330 or CMIS 310 or CMIS 325 or CMIS 420 or CMIS 485</td>
<td>3</td>
<td>Relational Database Concepts and Applications or Software Engineering Principles and Techniques or Computer Systems and Architecture or UNIX with Shell Programming or Advanced Relational Databases Concepts and Applications or Web Database Development or other 400-level supplemental major course</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMSC 495</td>
<td>3</td>
<td>Current Trends and Projects in Computer Science</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>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits for BS in computer and information science</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

**Required for the major**
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.

Intended Program Outcomes

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

- Accurately communicate orally and in writing to complete organizational missions to ensure public safety.
- Apply critical thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment.
- Manage and evaluate organizational efforts to ensure effective cooperation with stakeholders to prevent, control, and manage crime to ensure public safety.
- Utilize an ethical framework and an understanding of legal constraints to make decisions as a criminal justice professional.
- Develop specialized technical knowledge and skills relevant to subspecialties in the field of criminal justice to ensure public safety.
- Use interpersonal and leadership skills to work both independently and cooperatively as a member of a criminal justice team.

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:

- Introductory course (3 credits):
  - Chosen from CCJS 100 or 105
- Required statistics course (3 credits): STAT 200
- Required core courses (12 credits):
  - CCJS 340, 345, 380, and 497
- Specialization courses (9 credits):
  - Any 3-credit CCJS courses
  - (Note: Taking courses within a single topic area - law enforcement, law, corrections, security management, forensics, intelligence, or leadership - is highly recommended)
- Required capstone course (3 credits): CCJS 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.
CRIMINAL JUSTICE MAJOR COURSES

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

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

- LIBS 150 Introduction to Research 1
- WRTG 101 Introduction to Writing 3
- or WRTG 101S Introduction to Writing
- MATH 103 College Mathematics 3
- or MATH 107 College Algebra or a higher-level math course
- CCJS 100 or CCJS 105 Introduction to Criminal Justice 3

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

- GVPT 170 American Government 3
- or BEHS 103 Technology in Contemporary Society or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMSW 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 293 Introduction to Professional Writing or other communication/writing course 3
- IFSM 201 Concepts and Applications of Information Technology 3
- or CMST 301 Digital Media and Society course to fulfill the first general education requirement in computing
- PHIL 140 Contemporary Moral Issues 3
- or HUMN 100 Introduction to Humanities 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 200 or Introduction to Statistics 3
- PSYC 100 Introduction to Psychology 3
- or SOCY 100 Introduction to Sociology
- or ECON 103 Economics in the Information Age 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 or other course to fulfill the general education requirement in biological and physical sciences 3
- HIST 142 Western Civilization II 3
- or HIST 157 History of the United States Since 1865
- or HIST 125 Technological Transformation 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)
- SPCH 100 Foundations of Oral Communication 3
- or SPCH 101 Introduction to Public Speaking
- or COMM 202 Media and Society or other course to fulfill the general education requirement in communications/writing or speech
- IFSM 300 Information Systems in Organizations 3
- or CMIS 111 Social Networking and Cybersecurity Best Practices or other course to fulfill the second general education requirement in computing
- CCJS 340 Law Enforcement Administration 3

Additional Required Courses (see Requirements for the Major)
(to be taken after introductory and foundation courses)

- WRTG 391 Advanced Research Writing or other course to fulfill the upper-level advanced writing requirement 3
- CCJS 345 Introduction to Security Management 3
- CCJS 380 Ethical Behavior in Criminal Justice 3
- CCJS 497 Correctional Administration 3
- CCJS 341 Criminal Investigation or other specialization course for the major 3
- CCJS 342 Crime Scene Investigation or other specialization course for the major 3
- CCJS 352 Drugs and Crime or other specialization course for the major 3

Capstone Course for the Major
(to be taken in the last 9 credits)

- CCJS 495 Issues in Criminal Justice 3

Minor and/or Elective Courses
(to be taken in the last 60 credits along with required major courses) 49

Recommended electives:

- ANTH 344 Culture and Language
- CCJS 230 Criminal Law in Action

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.

Requirements for the Minor

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. It is recommended that students 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 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). 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.

Cybersecurity

Students may seek an academic major or minor in cybersecurity.

Major in Cybersecurity

The major in cybersecurity helps prepare graduates to be leaders in the protection of data assets. The curriculum focuses on the techniques, policies, operational procedures, and technologies that secure and defend the availability, integrity, authentication, confidentiality, and nonrepudiation of information and information systems, in local as well as more broadly based domains. The major helps prepare students for careers as information systems security professionals, senior system managers, and system administrators responsible for information systems and security of those systems.

Intended Program Outcomes

The student who graduates with a major in cybersecurity should be able to

- Protect an organization’s critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise.
- Implement continuous network monitoring and provide real-time security solutions.
- Analyze advanced persistent threats and deploy counter measures, and conduct risk and vulnerability assessments of planned and installed information systems.
- Participate in forensic analysis of cyber incidents and assist in recovery operations.
- Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies.

Degree Requirements

A degree with a major in cybersecurity requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; 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 Cybersecurity Major

Coursework for a major in cybersecurity includes the following:

- Required foundation courses (9 credits): CSIA 301, CMIT 265, and IFSM 304
- Required core courses (15 credits): CSIA 303, 412, and 413; CMIT 320; and CCJS 321
- Supplemental major courses (6 credits): Chosen from CCJS 390 and 421; CMIT 321, 340, 424, 425, 440, and 460; and any CSIA courses (Note: Taking courses within a single topic area – policy or technology – is highly recommended.)
- Required capstone course (3 credits): CSIA 485

Recommended Sequence

The following course sequence will fulfill all the requirements for the BS in cybersecurity. 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 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.
<table>
<thead>
<tr>
<th>First Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Placement tests are required for certain math and writing courses.</td>
<td></td>
</tr>
<tr>
<td>LIBS 150</td>
<td>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra</td>
</tr>
<tr>
<td>Introductory Courses</td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 30 credits)</td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
</tr>
<tr>
<td>or CMST 301</td>
<td>Digital Media and Society course to fulfill general education requirement in computing; prerequisite for later courses</td>
</tr>
<tr>
<td>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or ENGL 240</td>
<td>Introduction to Fiction, Poetry, and Drama</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>Introduction to Biology or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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>Foundation Courses (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>(to be taken within the first 60 credits)</td>
<td></td>
</tr>
<tr>
<td>ECON 103</td>
<td>Economics in the Information Age or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>CSIA 301</td>
<td>Foundations of Cybersecurity</td>
</tr>
<tr>
<td>Credits</td>
<td></td>
</tr>
<tr>
<td>IFSM 304</td>
<td>Ethics in Information Technology</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>
</tr>
<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 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>CMIT 265</td>
<td>Fundamentals of Networking</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</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>
</tr>
<tr>
<td>Additional Required Courses (see Requirements for the Major)</td>
<td></td>
</tr>
<tr>
<td>(to be taken after introductory and foundation courses)</td>
<td></td>
</tr>
<tr>
<td>WRTG 393</td>
<td>Advanced Technical Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>CCJS 321</td>
<td>Digital Forensics in the Criminal Justice System</td>
</tr>
<tr>
<td>CSIA 303</td>
<td>Foundations of Information System Security</td>
</tr>
<tr>
<td>CSIA 412</td>
<td>Security Policy Analysis</td>
</tr>
<tr>
<td>CSIA 413</td>
<td>Security Policy Implementation</td>
</tr>
<tr>
<td>CMIT 320</td>
<td>Network Security</td>
</tr>
<tr>
<td>CMIT 425</td>
<td>Advanced Information Systems Security or other supplemental major course</td>
</tr>
<tr>
<td>CSIA 459</td>
<td>Evaluating Emerging Technologies or other supplemental major course</td>
</tr>
<tr>
<td>Capstone Course for the Major</td>
<td></td>
</tr>
<tr>
<td>(to be taken in the last 15 credits)</td>
<td></td>
</tr>
<tr>
<td>CSIA 485</td>
<td>Practical Applications in Cybersecurity Management</td>
</tr>
<tr>
<td>Minor and/or Elective Courses</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>Recommended electives:</td>
<td></td>
</tr>
<tr>
<td>CCJS 390</td>
<td>Cyber Crime and Security</td>
</tr>
<tr>
<td>CCJS 461</td>
<td>Psychology of Criminal Behavior</td>
</tr>
<tr>
<td>CMIS 141</td>
<td>Introductory Programming</td>
</tr>
<tr>
<td>CMIS 330</td>
<td>Software Engineering Principles and Techniques</td>
</tr>
<tr>
<td>GVPT 409</td>
<td>Terrorism, Antiterrorism, and Homeland Security</td>
</tr>
<tr>
<td>PSYC 370</td>
<td>Foundations of Forensics Psychology</td>
</tr>
<tr>
<td>Total credits for BS in cybersecurity</td>
<td>120</td>
</tr>
</tbody>
</table>
Minor in Cybersecurity

The cybersecurity minor complements the skills the student gains in his or her major discipline by providing a study of the principles, issues, and technologies pertinent to the field of cybersecurity.

Requirements for the Minor

A minor in cybersecurity requires the completion of 15 credits of coursework in cybersecurity. All courses allowable for the major 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). 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.
Digital Media and Web Technology

Students may seek an academic major or minor in digital media and Web technology.

Major in Digital Media and Web Technology

The digital media and Web technology major is designed to help prepare students for a career in the field of digital design. The flexible program of study allows students to specialize in Web technology, motion graphics, or digital design, as well as integrate courses from multiple disciplines to meet career interests and educational goals. The program offers hands-on experience in creating digital works using industry-standard software. The curriculum covers the theories, technologies, techniques, and best practices that govern the effective design of interactive, immersive, and engaging digital media across multiple delivery platforms. The major prepares students to work in areas such as Web design, motion graphics, multimedia, animation, and graphic design.

Intended Program Outcomes

The student who graduates with a major in digital media and Web technology should be able to

- Design, develop, and manage Web applications using current and emerging technologies that adhere to industry standards.
- Analyze needs and effectively manage projects and resources, applying sound business principles and technology.
- Configure, optimize, and administer computer systems to support Web technologies.
- Design and develop digital, interactive, and Web-based media to meet customer requirements and usability standards.
- Develop, test, and implement Web and multimedia applications using sound techniques of scripting and programming.
- Effectively apply relevant theories, practices, and principles when designing and developing works of digital media.

Degree Requirements

A degree with a major in digital media and Web technology 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 Digital Media and Web Technology Major

Coursework for a major in digital media and Web technology includes the following:

★ Foundation courses (6 credits):
    CMST 290 and 295

★ Required core course sequence (6 credits):
    CMST 385-386 (Web technologies),
    CMST 341-342 (motion graphics),
    or CMST 310-311 (digital design)

★ Supplemental major courses (15 credits):
    Chosen from any CMST, CMIS, CMIT, CMSC, CSIA, and IFSM courses (Note: Taking courses within a single topic area -- Web technologies, motion graphics, or digital design -- is highly recommended.)

★ Required capstone course (3 credits): CMST 495

Recommended Sequence

The following course sequence will fulfill all of the requirements for the BS in digital media and Web technology. 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.
## Credits

### First Courses

(to be taken within the first 18 credits)

**Note:** Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</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>3</td>
</tr>
</tbody>
</table>

### Introductory Courses

(to be taken within the first 30 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 HUMN 100</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARIT, 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>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 301</td>
<td>Digital Media and Society course to fulfill the first general education requirement in computing</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>or other course(s) to fulfill the first general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMIS 102</td>
<td>Introduction to Problem Solving and Algorithm Design</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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></td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Foundation Courses

(to be taken within the first 60 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 103</td>
<td>Economics in the Information Age 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 295</td>
<td>Fundamentals of Digital Media</td>
<td>3</td>
</tr>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</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>

### Additional Required Courses (see Requirements for the Major)

(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</td>
<td>Advanced Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMST 385</td>
<td>Principles of Web Design and Technology I</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 341</td>
<td>Principles of Multimedia I</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 310</td>
<td>Fundamentals of Electronic Publishing or other core major course</td>
<td></td>
</tr>
<tr>
<td>CMST 386</td>
<td>Principles of Web Design and Technology II</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 342</td>
<td>Principles of Multimedia II</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 311</td>
<td>Advanced Electronic Publishing or other core major course</td>
<td></td>
</tr>
<tr>
<td>CMST 306</td>
<td>Introduction to Visual Basic .NET Programming</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMST 388</td>
<td>Fundamentals of JavaScript</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMST 460</td>
<td>Web Application Development Using ColdFusion or other supplemental major course</td>
<td></td>
</tr>
<tr>
<td>CMST 463</td>
<td>Web Application Development Using PHP/MySQL or other supplemental major course</td>
<td></td>
</tr>
<tr>
<td>CMST 450</td>
<td>Web Development Using XML or other supplemental major course</td>
<td></td>
</tr>
</tbody>
</table>

### Capstone Course for the Major

(to be taken in the last 9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMST 495</td>
<td>Current Trends and Projects in Digital Media and Web Technology</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></td>
<td>Recommended minor: Business administration</td>
<td>49</td>
</tr>
</tbody>
</table>

### Total credits for BS in digital media and Web technology

120

*Required for the major*
Minor in Digital Media and Web Technology

The digital media and Web technology minor complements the skills the student gains in his or her major discipline by providing a study of the principles, best practices, and technologies that govern the design of digital media.

Requirements for the Minor

A minor in digital media and Web technology requires the completion of 15 credits of coursework in computer studies. Students must complete either CMST 290 or CMST 295. The remaining credits may be chosen from any CMST course.

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). 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.

Minor in Diversity Awareness

Students may seek an academic minor in diversity awareness.

Minor in Diversity Awareness

The diversity awareness minor complements the skills the student gains in his or her major discipline by providing an interdisciplinary perspective on diversity in contemporary society, conceptually grounded in social science, to promote and cultivate the intercultural awareness and effective communication skills that are necessary in today’s professional and social settings.

Requirements for the Minor

A minor in diversity awareness requires the completion of 15 credits of coursework, chosen from the following courses:

- ANTH 344 Culture and Language
- BEHS 220 Diversity Awareness
- BEHS 320 Disability Studies
- BMGT 312 Gender Issues in Business
- GER 311 Gender and Aging
- GER 327 Ethnicity and Aging
- PSYC 338 Psychology of Gender
- PSYC 354 Cross-Cultural Psychology
- PSYC 357 Adulthood and Aging
- SOCY 325 The Sociology of Gender
- SOCY 423 Minorities in the United States
- SOCY 424 Race and Ethnic Relations

Economics

Students may seek an academic minor in economics.

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.

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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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.

Intended Program Outcomes

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

- Interpret literature and apply language in a thoughtful and articulate way in order to reflect on the human condition in today's world.
- Apply models from literature that reflect diversity and cultural competence to promote fair and inclusive interactions in the workplace and the larger society.
- Apply models from literature to ethical leadership and strategic management in for-profit and not-for-profit organizations.
- Access, research, and analyze information using current technologies and library resources in order to accomplish professional objectives.
- Create professional written and oral communications for specific purposes and provide feedback on grammatical and stylistic conventions.

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 (6 credits): ENGL 240 and 303
- Historical background courses (9 credits): Chosen from ENGL 309, 310, 311, 312, and 386
- Period course (3 credits): Chosen from ENGL 345, 425, 430, 433, 441, 457, or 459
- Major authors courses (9 credits): Chosen from ENGL 363, 364, 406, 434, 439, and 454
- Supplemental major course (3 credits): Chosen from any ENGL course or WRTG 387
- Required capstone course (3 credits): ENGL 495

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 certain 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>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td></td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
<td>College Mathematics</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>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td></td>
<td>Introduction to Humanities</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMAN, MUSC, PHIL, THEET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td></td>
<td>Laboratory in Biology</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td></td>
<td>Introduction to Biology</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
<td>Introduction to Professional Writing</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>3</td>
<td>American Government</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td></td>
<td>Technology in Contemporary Society</td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GER, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology</td>
</tr>
<tr>
<td>or CMST 301</td>
<td></td>
<td>Digital Media and Society</td>
</tr>
<tr>
<td>or other communication/writing course</td>
<td></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>
<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</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>3</td>
<td>Introduction to Physical Science</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 142</td>
<td>3</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>or HIST 157</td>
<td></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>
<td></td>
</tr>
</tbody>
</table>

### Additional Required Courses *(see Requirements for the Major)*
*(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 Research Writing</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 309</td>
<td>3</td>
<td>Medieval Literature</td>
</tr>
<tr>
<td>or other historical background course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 310</td>
<td>3</td>
<td>Renaissance Literature</td>
</tr>
<tr>
<td>or other historical background course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 311</td>
<td>3</td>
<td>17th- and 18th-Century British Literature</td>
</tr>
<tr>
<td>or other historical background course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 425</td>
<td>3</td>
<td>20th Century British Literature</td>
</tr>
<tr>
<td>or other period course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 364</td>
<td>3</td>
<td>African American Authors</td>
</tr>
<tr>
<td>or other major author course from 1900 to the Present</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 406</td>
<td>3</td>
<td>Seminar in Shakespeare Studies</td>
</tr>
<tr>
<td>or other major author course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 454</td>
<td>3</td>
<td>Modern World Drama</td>
</tr>
<tr>
<td>or other major author course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 481</td>
<td>3</td>
<td>Seminar in Creative Writing: Fiction and Creative Nonfiction</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Capstone Course for the Major
*(to be taken after all other courses for the major)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 495</td>
<td>3</td>
<td>Advanced Seminar in English Language and Literature</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>ENGL 240</td>
<td>3</td>
<td>Introduction to Fiction, Poetry, and Drama</td>
</tr>
<tr>
<td>or other course to fulfill the requirement for supplemental major coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 300</td>
<td>3</td>
<td>Information Systems in Organizations</td>
</tr>
<tr>
<td>or CMIS 111</td>
<td></td>
<td>Social Computing and Cybersecurity Best Practices</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>3</td>
<td>Foundations of Oral Communication</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td></td>
<td>Introduction to Public Speaking</td>
</tr>
<tr>
<td>or COMM 202</td>
<td></td>
<td>Media and Society</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>ENGL 303</td>
<td>3</td>
<td>Critical Approaches to Literature</td>
</tr>
</tbody>
</table>

### Total credits for BA in English

120
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.

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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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.
History

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

Major in History

The history major helps prepare 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 helps prepare students for graduate study in history and for careers in education, writing and publishing, journalism, law, public relations, business, government, and management.

Intended Program Outcomes

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

♦ Organize and use primary and secondary sources for research, interpretation, and presentation of historical knowledge.
♦ Convey historical information by writing and speaking clearly and appropriately for different audiences with an appreciation of diverse viewpoints.
♦ Engage in history as a moral and ethical practice, recognizing a diversity of backgrounds and perspectives.
♦ Cultivate historical habits of mind, apply historical precedents to contemporary developments, remain open to historical interpretation as an incomplete process, and develop self-reflection to mitigate bias.
♦ Demonstrate a chronological understanding of the different peoples, events, and cultures that have shaped human civilization.

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:

♦ Foundation course (3 credits): HIST 289
♦ 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 or HIST 141–142
♦ European distribution course (3 credits): HIST 324, 325, 326, 327, 332, 333, 334, 335, 336, 337, 358, 430, 431, 432, 433, 434, 437, 438, 439, 440, 441, 443, or 448
♦ World regions distribution course (3 credits): HIST 342, 353, 354, 382, 383, 389, 392, 464, 465, 466, 480, 481, 482, 483, or 485
♦ Supplemental major course (3 credits): Any upper-level HIST course
♦ Required capstone course (3 credits): HIST 495

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)

Note: Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
<td></td>
</tr>
</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 HUMN 100</td>
<td>Introduction to Humanities</td>
<td></td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>Concepts of Biology</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td>Laboratory in Biology</td>
<td>1</td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>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 293</td>
<td>Introduction to Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other communication/writing course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 115</td>
<td>World History I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 141</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society</td>
<td></td>
</tr>
<tr>
<td>or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirement in behavioral and social sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 301</td>
<td>Digital Media and Society</td>
<td></td>
</tr>
<tr>
<td>course to fulfill the first general education requirement in computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 116</td>
<td>World History II</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 142</td>
<td>Western Civilization I</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td></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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSCI 100</td>
<td>Introduction to Physical Science</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 156</td>
<td>History of the United States to 1865</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 372</td>
<td>History of Western Art I</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 125</td>
<td>Technological Transformation</td>
<td></td>
</tr>
<tr>
<td>or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>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>
<td></td>
</tr>
<tr>
<td>CMIS 111</td>
<td>Social Networking and Cybersecurity Best Practices</td>
<td>3</td>
</tr>
<tr>
<td>HIST 115</td>
<td>History of the United States Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 157</td>
<td>Historical Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Additional Required Courses (see Requirements for the Major)
(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</td>
<td>Advanced Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the upper-level advanced writing requirement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 309</td>
<td>Historical Writing</td>
<td>3</td>
</tr>
<tr>
<td>HIST 364</td>
<td>Emergence of Modern America: 1900 to 1945</td>
<td>3</td>
</tr>
<tr>
<td>or other U.S. distribution course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 337</td>
<td>Europe’s Bloodiest Century</td>
<td>3</td>
</tr>
<tr>
<td>or other European distribution course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 481</td>
<td>History of China from the Opium War to Deng Xiaoping</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 483</td>
<td>History of Japan since 1800</td>
<td></td>
</tr>
<tr>
<td>or other world regions distribution course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 465</td>
<td>World War II</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Capstone Course for the Major
(to be taken after all other courses for the major)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 495</td>
<td>Senior Thesis in History</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)

- Required for the major

Total credits for BA in history 120
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.

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 289 as the first course in the minor and take HIST 309 after all other courses in the minor.

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). 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.

Homeland Security

Students may seek an academic minor in homeland security.

Minor in Homeland Security

The homeland security minor complements the skills the student gains in his or her major discipline by providing knowledge of the concepts of domestic and international security.

Requirements for the Minor

A minor in homeland security requires the completion of 15 credits of coursework in homeland security. All HMLS courses apply. It is recommended that students take HMLS 302 or 304 as the first course in the minor (if they have not already applied the course toward other degree requirements).

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). 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 helps provide 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 can prepare 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.

Intended Program Outcomes

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

- Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and improvement to develop strategic competencies and position the organization competitively.
- Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with all applicable regulations and where all employees are motivated and valued.
- Develop, implement, and assess training, development, and total rewards programs that foster employee and organizational learning and development.
- Recognize the different cultures and world views that inform human thinking and action and respond constructively to human and global differences in workplaces, communities, and organizations.
- Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner that educates and influences others.

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 (12 credits):
  - BMGT 110 (or BMGT 364), ACCT 301 (or ACCT 221), FINC 331 (or any upper-level FINC course except FINC 321 or 322), and MRKT 310
- Required core courses (18 credits):
  - HRMN 300, 362, 395, 400, 406, and 408
- Supplemental major course (3 credits):
  - Chosen from any HRMN course or BMGT 365, 465, and 484
- Required capstone course (3 credits):
  - HRMN 495
- Required related course (3 credits), which may be applied anywhere in the degree:
  - IFSM 300

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 certain 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>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td></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>3</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>BMGT 110+</td>
<td>3</td>
<td>Introduction to Business and Management</td>
</tr>
<tr>
<td>or BMGT 364</td>
<td></td>
<td>Management and Organizational Theory (for students with business experience)</td>
</tr>
<tr>
<td>ECON 201</td>
<td>3</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>or ECON 203</td>
<td></td>
<td>Principles of Microeconomics (fulfills 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 293</td>
<td>3</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology course to fulfill the first general education requirement in computing</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td></td>
<td>Introduction to Humanities 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>
</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</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td></td>
<td>Technology in Contemporary Society 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 Nonaccounting Majors</td>
</tr>
<tr>
<td>or ACCT 221</td>
<td></td>
<td>Principles of Accounting II (students should note prerequisite)</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>
</tbody>
</table>

### HIST 142
Western Civilization II 3
or HIST 157
History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course) 3

### IFSM 300
Information Systems in Organizations (fulfills the second computing requirement; students should note prerequisites) 3

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

### 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</td>
<td>3</td>
<td>Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>HRMN 300+</td>
<td>3</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>HRMN 362+</td>
<td>3</td>
<td>Labor Relations</td>
</tr>
<tr>
<td>HRMN 395+</td>
<td>3</td>
<td>The Total Rewards Approach to Compensation Management</td>
</tr>
<tr>
<td>HRMN 400+</td>
<td>3</td>
<td>Human Resource Management: Issues and Problems</td>
</tr>
<tr>
<td>HRMN 406+</td>
<td>3</td>
<td>Employee Training and Development</td>
</tr>
<tr>
<td>HRMN 408+</td>
<td>3</td>
<td>Employment Law for Business</td>
</tr>
<tr>
<td>HRMN 302+</td>
<td>3</td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>or HRMN 367</td>
<td></td>
<td>Organizational Culture or other supplemental major course (see Requirements for the Major)</td>
</tr>
</tbody>
</table>

### Capstone Course for the 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>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>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMN 302+</td>
<td></td>
<td>Organizational Communication</td>
</tr>
<tr>
<td>HRMN 365</td>
<td></td>
<td>Conflict Management in Organizations</td>
</tr>
<tr>
<td>HRMN 392</td>
<td></td>
<td>Stress Management in the Workplace</td>
</tr>
<tr>
<td>HRMN 467</td>
<td></td>
<td>Global Human Resource Management</td>
</tr>
</tbody>
</table>

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

### Total credits for BS in human resource management
120

*Required for the major*
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.

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.

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). 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.
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.

Intended Program Outcomes

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

- Use the knowledge, experiences, and skills gained from the study of the humanities to develop one’s identity as a lifelong learner and contributing member of one’s community and society.
- Plan, communicate, and implement coherent and justifiable practices that improve human conditions.
- Critically analyze ideas and defend recommendations for improving the conditions of all members of society.
- Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience.

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 17 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Humanities Major

Coursework for a major in humanities includes the following:

- Required introductory course (3 credits):
  HUMN 100
- Required foundation courses (12 credits):
  ARTT 205, HIST 115 – HIST 116
  (or HIST 141 – 142), and PHIL 140
- Core courses (12 credits): ARTH 372
  (or ARTH 373), an upper-level ENGL course
  and two upper-level courses designated HUMN and/or PHIL
- Supplemental major course (3 credits):
  Any upper-level ARTT, ARTH, ENGL, GRCO,
  HUMN, MUSC, PHIL, or THET course
- Required capstone course (3 credits):
  HUMN 495

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>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>3</td>
</tr>
<tr>
<td>or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

*Note: Placement tests are required for certain 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>ENGL 240</td>
<td>3</td>
</tr>
<tr>
<td>or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
</tr>
<tr>
<td>BIOL 101</td>
<td>3</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td></td>
</tr>
<tr>
<td>or BIOL 103</td>
<td>1</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>HUMN 100</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>GVPT 170</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td></td>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences with related laboratory</td>
<td></td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 301</td>
<td></td>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td></td>
</tr>
<tr>
<td>CMIS 201</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in computing</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>HIST 115</td>
<td>3</td>
</tr>
<tr>
<td>or HIST 141</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td></td>
</tr>
<tr>
<td>or other course(s) to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td></td>
</tr>
<tr>
<td>NSCI 100</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the general education requirement in biological and physical sciences</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Required Courses (see Requirements for the Major)
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391</td>
<td>3</td>
</tr>
<tr>
<td>ARTH 372</td>
<td>3</td>
</tr>
<tr>
<td>or ARTH 373</td>
<td></td>
</tr>
<tr>
<td>ENGL 433</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the upper-level advanced writing requirement</td>
<td></td>
</tr>
<tr>
<td>HUMN 351</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the upper-level ENGL course for the major</td>
<td></td>
</tr>
<tr>
<td>PHIL 336</td>
<td>3</td>
</tr>
<tr>
<td>or other course(s) to fulfill the upper-level PHIL or HUMN course for the major</td>
<td></td>
</tr>
<tr>
<td>PHIL 348</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMN 495</td>
<td>3</td>
</tr>
<tr>
<td>Humanities Seminar</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 BA in humanities</td>
<td>120</td>
</tr>
</tbody>
</table>

*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.

Requirements for the Minor

A minor in humanities requires the completion of 15 credits in humanities and related courses 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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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 or minor 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.

Intended Program Outcomes

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

- Evaluate, select, and apply appropriate analytical and measurement methods/tools and System Development Life Cycle (SDLC) methodologies to meet organizational needs.
- Research, assess, recommend/select, and implement information technology that aligns with business needs and meets business objectives.
- Effectively communicate with stakeholders orally, visually, and in writing to determine stakeholders’ business requirements, explain how their requirements will be met, and provide ongoing, audience-appropriate information.
- Responsibly protect organizations’ critical information and assets by integrating cybersecurity best practices and risk management throughout global enterprises.
- Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects.

Degree Requirements

A degree with a major in information systems management 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 Information Systems Management Major

Coursework for a major in information systems management includes the following:

- Required foundation courses (12 credits):
  IFSM 300, 301, 304, and 310
- Core courses (15 credits):
  CMIS 320; and IFSM 311, 370, 438, and 461
- Supplemental major course (3 credits):
  Any upper-level CMIS, CMIT, CMSC, CMST, CSIA, or IFSM course
- Required capstone course (3 credits): IFSM 495
- Required related courses (6 credits), which may be applied anywhere in the degree:
  CMIS 102 (or programming language course) and IFSM 201

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.
# BACHELOR’S DEGREES

## INFORMATION SYSTEMS MANAGEMENT COURSES

### First Courses

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

*Note: Placement tests are required for certain 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>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</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>
</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>or HUMN 100</td>
<td>Introduction to Humanities</td>
<td></td>
</tr>
<tr>
<td>or ENGL 240</td>
<td>Introduction to Fiction, Poetry, and Drama 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>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>IFSM 201</td>
<td>Concepts and Applications of Information Technology course to fulfill the second general education requirement in computing</td>
<td>3</td>
</tr>
<tr>
<td>WRTG 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society 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>

### Foundation Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCY 100</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>IFSM 300</td>
<td>Information Systems in Organizations</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 393</td>
<td>Advanced Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 310</td>
<td>Software and Hardware Infrastructure Concepts</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 370</td>
<td>Telecommunications in Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CMIS 320</td>
<td>Relational Database Concepts and Applications</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 311</td>
<td>Enterprise Architecture and Systems</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 438</td>
<td>Information Systems Project Management</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 461</td>
<td>Systems Engineering</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 441</td>
<td>Agile Project Management</td>
<td>3</td>
</tr>
<tr>
<td>or other supplemental major course (see Requirements for the Major)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Capstone Course for the Major

*(to be taken in the last 15 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IFSM 495</td>
<td>Current Issues and Trends in Information Systems Management</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</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 140</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>or 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>or students who plan to go on to graduate school</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Recommended electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 140</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>or MATH 130</td>
<td>Calculus A</td>
<td></td>
</tr>
<tr>
<td>and MATH 131</td>
<td>Calculus B</td>
<td></td>
</tr>
</tbody>
</table>

### Recommended minors:

Computing, business administration, psychology, or marketing

### Total credits for BS in information systems management

120
Minor in Information Systems Management

The information systems management minor complements the skills the student gains in his or her major discipline by helping students develop their abilities to conceptualize and manage the design and implementation of high-quality information systems.

Requirements for the Minor

A minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM 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). 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.

International Business

Students may seek an academic minor in international business.

Minor in International Business

The international business 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.

Requirements for the Minor

A minor in international business requires the completion of 15 credits of coursework in international business. Students must complete BMGT 392 Global Business. The remaining coursework may be chosen from the following:

- ACCT 425 International Accounting
- BMGT 307 Import and Export: Managing Global Trade
- BMGT 437 International Business Law
- BMGT 456 Managing Across Cultures and Borders
- BMGT 466 Global Public Management
- FINC 460 International Finance
- HRMN 467 Global Human Resource Management
- MRKT 454 Global Marketing

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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 helps provide 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 helps prepare students for a variety of management-related careers.

Intended Program Outcomes

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

- Apply leadership skills to promote communication, ethical behavior, and quality performance.
- Implement appropriate employment practices, encourage team building, and mentor junior members of the staff.
- Effectively communicate with culturally diverse audiences using a variety of formats and technology.
- Assess and develop performance measures, feedback, and coaching that facilitate employee development.
- Employ self-reflection and mindfulness of individual and cultural differences when interacting with others.
- Research, plan, and develop processes and procedures that ensure organizational performance.

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 (or ACCT 301); HRMN 302; and STAT 230 (or STAT 200)
- Required core courses (9 credits):
  - BMGT 364, 365, and 464 (or 465)
- Supplemental major courses (12 credits):
  - Any ACCT, BMGT, ENMT, FINC, HMGT, HRMN, and MRKT courses
- Required capstone course (3 credits): BMGT 485
- Required related courses (6 credits), which may be applied anywhere in the degree:
  - IFSM 300 and ECON 201 (or ECON 203)

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)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150 Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101 Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S 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>
</tbody>
</table>

*(students with business experience should substitute a supplemental major course in last 60 credits of study)*

### Introductory Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201 Principles of Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 203 Principles of Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>(related requirement for the major; also fulfills the first general education requirement in behavioral and social sciences)*</td>
<td></td>
</tr>
<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>
<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>3</td>
</tr>
<tr>
<td>WRTG 293 Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201 Concepts and Applications of Information Technology course to fulfill the first general education requirement in computing</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 140 Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100 Introduction to Humanities 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>

### Foundation Courses

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>STAT 230+ Introductory Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td>or STAT 200 Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 170 American Government</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103 Technology in Contemporary Society or other ANTH, BEHS, ECON, GEOG, GVPT, PSYG, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Additional Required Courses *(see Requirements for the Major)*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 394 Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 364+ Management and Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 365+ Organizational Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 464+ Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>or BMGT 465 Organizational Development and Transformation</td>
<td>3</td>
</tr>
<tr>
<td>MRKT 310+ Marketing Principles or other supplemental major course</td>
<td>3</td>
</tr>
<tr>
<td>FINC 330+ Business Finance or other supplemental major course</td>
<td>3</td>
</tr>
<tr>
<td>HRMN 300+ Human Resource Management or other supplemental major course</td>
<td>3</td>
</tr>
<tr>
<td>BMGT 317+ Decision Making or other supplemental major course</td>
<td>3</td>
</tr>
</tbody>
</table>

### Capstone Course for the Major

*(to be taken in the last 15 credits)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMGT 485+ Leadership for the 21st Century</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>Total credits for BS in management studies</td>
<td>120</td>
</tr>
</tbody>
</table>

*Required for the major*
Marketing
Students may seek either an academic major or minor in marketing.

Major in Marketing
The marketing major helps provide students with the marketing skills and business acumen necessary for professional and personal success in today’s global business environment. The curriculum offers a balanced course of study that is designed to expose students to a common body of knowledge and helps them to understand marketing processes and situations, think independently, communicate effectively, and appreciate their own and other cultures. Students with a major in marketing may pursue a broad spectrum of marketing positions in private and public corporations, marketing agencies, or entrepreneurial endeavors.

Intended Program Outcomes
The student who graduates with a major in marketing should be able to

- Apply marketing knowledge and skills to meet organizational goals through analytic and management techniques related to customers, executives, finance, information technology, law, operational domains, and customer relations.
- Employ strategic marketing skills including scenario planning, market intelligence, customer profiles, marketing plans, and competitive analysis to respond to organizational marketing challenges.
- Conduct research, analyze data, create an effective marketing plan, and support decisions that meet the needs and wants of global customers.
- Utilize verbal and non-verbal communication skills, including strategic communication, technology, fluency in business language, and effective customer communication, to achieve personal and organizational goals.
- Act with personal and professional integrity, conveying an ethical orientation in the global marketplace of employers, peers, and customers.
- Cultivate and maintain positive interpersonal relationships based on demonstrated character, behavior, engagement, and positive interaction with teams, managers, and customers.

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:
- Required business courses (15 credits):
  ACCT 301 (or ACCT 221); BMGT 364, 380, and 496; and STAT 230 (or STAT 200)
- Required marketing courses (12 credits):
  MRKT 310, 354, 410, and 412
- 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 certain 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>Introduction to Research</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>3</td>
<td>Introduction to Writing</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td></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 (strongly recommended elective if the student has no prior business experience)</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>BIOL 101</td>
<td>3</td>
<td>Concepts of Biology</td>
</tr>
<tr>
<td>and BIOL 102</td>
<td></td>
<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>
</tr>
<tr>
<td>WRTG 293</td>
<td>3</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>3</td>
<td>Concepts and Applications of Information Technology or course to fulfill the first general education requirement in computing</td>
</tr>
<tr>
<td>STAT 250</td>
<td>3</td>
<td>Introductory Business Statistics or introductory courses</td>
</tr>
<tr>
<td>or STAT 200</td>
<td></td>
<td>or STAT 200 Introduction to Statistics or introductory courses</td>
</tr>
<tr>
<td>PHIL 140</td>
<td>3</td>
<td>Contemporary Moral Issues or another course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td></td>
<td>or HUMN 100 Introduction to Humanities 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>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>or SOCY 100</td>
<td></td>
<td>or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)</td>
</tr>
<tr>
<td>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>
</tbody>
</table>

### Additional Required Courses (see Requirements for the Major)
(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</td>
<td>3</td>
<td>Advanced Business Writing or other course to fulfill the upper-level advanced writing requirement</td>
</tr>
<tr>
<td>BMGT 380</td>
<td>3</td>
<td>Business Law I or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 354</td>
<td>3</td>
<td>Integrated Marketing Communications or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 457</td>
<td>3</td>
<td>E-Marketing or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 410</td>
<td>3</td>
<td>Consumer Behavior or other supplemental major course</td>
</tr>
<tr>
<td>BMGT 496</td>
<td>3</td>
<td>Business Ethics or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 454</td>
<td>3</td>
<td>Global Marketing or other supplemental major course</td>
</tr>
<tr>
<td>MRKT 412</td>
<td>3</td>
<td>Marketing Research or other supplemental major course</td>
</tr>
</tbody>
</table>

### Capstone Course for the 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>MRKT 495</td>
<td>3</td>
<td>Strategic Marketing Management or other supplemental major course</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></td>
<td>37</td>
<td>Total credits for BS in marketing</td>
</tr>
</tbody>
</table>

**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.

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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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.

Philosophy

Students may seek an academic minor in philosophy.

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.

Requirements for the Philosophy Minor

A minor in philosophy requires the completion of 15 credits in philosophy. All PHIL courses and GVPT 101 apply. 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). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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

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

Major in Political Science

A major in political science offers valuable, comprehensive knowledge of American government and global politics, helping to prepare students to analyze complex political problems and recognize potential solutions in both the public and private sectors. Students are able to gain an understanding of political structure, theory, and methodology. They can also develop their research skills and sense of intellectual property using libraries, archives, and online sources. The program provides an opportunity for students to develop their writing skills and learn the responsibility for clearly presenting and interpreting political issues using the language of the discipline. A major in political science helps students to analyze complex political problems and recognize potential solutions in both the public and private sectors.

Intended Program Outcomes

The student who graduates with a major in political science should be able to

- Analyze and participate in the formulation and implementation of public policy at the local, state, federal, and international level by building consensus and using effective lobbying techniques.
- Participate in and/or influence government at all levels through an understanding of the establishment, structure, and interaction of such governmental institutions.
- Use effective writing, research, analysis, advocacy, and coalition-building skills to develop and influence policy at the national and international levels.
- Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments.
- Apply knowledge of ethical principles and issues to public policy and politics.

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 courses (6 credits): GVPT 100 and 101
- Required statistics course (3 credits): STAT 200
- Core courses (9 credits): GVPT 170 (or 200), 280, and 444 (or 457)
- Supplemental major courses (9 credits): Any 300- or 400-level GVPT courses
- Required capstone course (3 credits): GVPT 495

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)

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBS 150</td>
<td>Introduction to Research</td>
<td>1</td>
</tr>
<tr>
<td>WRTG 101</td>
<td>Introduction to Writing</td>
<td>3</td>
</tr>
<tr>
<td>or WRTG 101S</td>
<td>Introduction to Writing</td>
<td></td>
</tr>
<tr>
<td>MATH 103</td>
<td>College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>or MATH 107</td>
<td>College Algebra or a higher-level math course</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 100</td>
<td>Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>SOCY 100</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>or ECON 103</td>
<td>Economics in the Information Age or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first general education requirements in behavioral and social sciences</td>
<td></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 293</td>
<td>Introduction to Professional Writing or other communication/writing course</td>
<td>3</td>
</tr>
<tr>
<td>IFSM 201</td>
<td>Concepts and Applications of Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>or CMST 301</td>
<td>Digital Media and Society course to fulfill the first general education requirement in computing</td>
<td></td>
</tr>
<tr>
<td>PHIL 140</td>
<td>Contemporary Moral Issues</td>
<td>3</td>
</tr>
<tr>
<td>or HUMN 100</td>
<td>Introduction to Humanities or a foreign language course or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the first general education requirement in arts and humanities</td>
<td></td>
</tr>
<tr>
<td>GVPT 101</td>
<td>Introduction to Political Theory</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</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></td>
</tr>
<tr>
<td>or HIST 125</td>
<td>Technological Transformation 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>GVPT 170+</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>or GVPT 200</td>
<td>International Political Relations</td>
<td></td>
</tr>
<tr>
<td>PSYC 100</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or BEHS 103</td>
<td>Technology in Contemporary Society or other course to fulfill the second general education requirements 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</td>
<td></td>
</tr>
<tr>
<td>GVPT 280+</td>
<td>Comparative Politics and Government</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 100</td>
<td>Foundations of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>or SPCH 101</td>
<td>Introduction to Public Speaking</td>
<td></td>
</tr>
<tr>
<td>or COMM 202</td>
<td>Media and Society or other course to fulfill the general education requirement in communications/writing or speech</td>
<td></td>
</tr>
<tr>
<td>STAT 200+</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CMIS 111</td>
<td>Social Networking and Cybersecurity Best Practices</td>
<td>3</td>
</tr>
<tr>
<td>or other course to fulfill the second general education requirement in computing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Required Courses**
(see Requirements for the Major)
(to be taken after introductory and foundation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRTG 391</td>
<td>Advanced Research Writing</td>
<td>3</td>
</tr>
<tr>
<td>or GVPT 444</td>
<td>American Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>or GVPT 457</td>
<td>American Foreign Policy</td>
<td></td>
</tr>
<tr>
<td>GVPT 401+</td>
<td>Understanding 21st Century Global Challenges or other supplemental major course</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 403+</td>
<td>Law, Morality, and War or other supplemental major course</td>
<td>3</td>
</tr>
<tr>
<td>GVPT 406+</td>
<td>Global Terrorism or other supplemental major course</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GVPT 495+</td>
<td>Advanced Seminar in Political Science</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)

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.

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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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 offers students a knowledge base of theory, research, and practice in psychological sciences. The curriculum enables students to use the principles of psychology and helps prepare them for graduate study or for careers in professions for which psychological training is crucial.

Intended Program Outcomes

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

- Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate studies or careers in which psychological training is relevant.
- Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts.
- Apply knowledge of human behavior to inform personal growth, communicate effectively, solve problems, make decisions, and interact with individuals, communities, and organizations.
- Use critical and creative thinking, skeptical inquiry, and (where possible) appropriate technology and the scientific approach to solve problems related to current and emergent trends within the domains of psychology.
- Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various sociocultural and international populations.
Degree Requirements

A degree with a major in psychology 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 Psychology Major

Coursework for a major in psychology includes the following:

- Required foundation courses (9 credits):
  - PSYC 100, PSYC 300, and STAT 225
- Biological science psychology foundation courses (6 credits): Chosen from BIOL 362 or PSYC 301, 310, and 341
- Professional psychology courses (6 credits):
  - Chosen from PSYC 335, 353, 432, 436, and 437
- Social psychology courses (6 credits):
  - Chosen from PSYC 321, 351, 354, and 361
- Supplemental major courses (6 credits):
  - Any PSYC courses (but no more than three 1-credit courses)
- Required capstone course (3 credits): PSYC 495

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.
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.

Requirements for the Minor

A minor in psychology requires the completion of 15 credits in psychology (any PSYC course).

- Students must choose one of the following foundation courses
  - PSYC 100 Introduction to Psychology
  - PSYC 300 Research Methods in Psychology
  - STAT 225 Introduction to Statistics for the Behavioral Sciences

- They must also choose one biological psychology course, one social psychology course, and one professional psychology course. All of these courses must be chosen from those listed under the requirements for the major. The remaining course may be chosen from any PSYC course.

At least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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.
Secondary Teacher Education

Students may seek an academic major in secondary teacher education.

Major in Secondary Teacher Education

The secondary teacher education major is designed to help prepare students for a rewarding career in education. Offered by our partner, Frostburg State University, and administered by UMUC Europe, the teacher preparation curriculum provides paths to secondary certifications in English, mathematics, and social studies. Through this program, accredited by both the Council for the Accreditation of Educator Preparation and the Maryland State Department of Education, students are offered the education and experience necessary to become a licensed middle or high school teacher in Maryland. This major will be offered for the first time to U.S. military communities in Europe during the 2013-2014 academic year.

For more information, students can visit www.europe.umuc.edu.

ABOUT OUR PARTNER INSTITUTION
FROSTBURG STATE UNIVERSITY

Founded in 1898, Frostburg State University (FSU) is a regionally accredited, four-year university based out of Frostburg, a historic town in the mountains of Western Maryland.

With over 5,000 undergraduate and graduate students, FSU is a student-centered teaching and learning institution featuring experiential opportunities in more than 40 academic majors. Founded as a teacher’s college, FSU remains strong in the field of education with its College of Education program, approved by the Maryland State Department of Education and accredited by the National Council for Accreditation of Teacher Education.
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, gerontology and aging services, 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.

Intended Program Outcomes

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

- Analyze issues, identify improvements, and recommend solutions using statistics, data analysis, and appropriate quantitative and qualitative methods for social science research and/or program evaluation.
- Communicate effectively to professional and nonprofessional individuals and groups through an appropriate media to provide information about social science research, services, or programs.
- Apply an understanding of the relationship between micro- and macro-level problems and issues to identify and evaluate individual and community needs.
- Analyze complex social problems and work toward realistic solutions using diversity awareness and global multicultural perspectives.
- Recognize and apply ethical principles and standards to support the professional responsibilities and conduct of social scientists in the workplace.
- Apply critical and creative thinking, information literacy, technology, and an interdisciplinary perspective to solve practical problems in the social sciences.

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).

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.

Requirements for the Social Science Major

Coursework for a major in social science includes the following:

- Required foundation courses (6 credits): BEHS 210 and 220
- Other foundation course (3 credits): Chosen from SOCY 100, ANTH 102, PSYC 100, and GERO 100
- Required statistics course (3 credits): STAT 225 (or STAT 200 or 230)
- Required research methods course (3 credits): BEHS 300
- Core courses (9 credits in a single focus area): Chosen from upper-level ANTH, GERO, PSYC, or SOCY courses
- Supplemental major course (3 credits): Any ANTH, BEHS, GEOG, GERO, PSYC, or SOCY course, or WMST 200
- Required capstone course (3 credits): BEHS 495
SOCIAL SCIENCE MAJOR COURSES

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

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

- **LIBS 150** Introduction to Research 1
- **WRTG 101** Introduction to Writing 3
- **WRTG 101S** Introduction to Writing 3
- **MATH 103** College Mathematics 3
- **MATH 107** College Algebra or a higher-level math course

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

- **GVPT 170** American Government 3
- **ECON 103** Economics in the Information Age 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
- **BIOL 102** Laboratory in Biology 1
- **WRTG 293** Introduction to Professional Writing or other communication/writing course 3
- **IFSM 201** Concepts and Applications of Information Technology 3
- **CMST 301** Digital Media and Society course to fulfill the first general education requirement in computing
- **PHIL 140** Contemporary Moral Issues 3
- **HUMN 100** Introduction to Humanities 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
- **PSYC 100** Introduction to Psychology 3
- **BEHS 103** Technology in Contemporary Society or other course to fulfill the second general education requirement in behavioral and social sciences (discipline must differ from first)
- **BEHS 210** Introduction to Social Sciences 3

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

- **CMIS 111** Social Networking and Cybersecurity Best Practices or other course to fulfill the second general education requirement in computing 3
- **STAT 225** Introduction to Statistics for the Behavioral Sciences or STAT 230 Introductory Business Statistics or STAT 200 Introduction to Statistics 3
- **NSCI 100** Introduction to Physical Science or other course(s) to fulfill the general education requirement in biological and physical sciences
- **SOCY 100** Introduction to Sociology or other foundation course for the major (see Requirements for the Major) 3
- **HIST 142** Western Civilization II 3
- **HIST 157** History of the United States Since 1865 or other ARTH or HIST course to fulfill the general education requirement in arts and humanities for the historical perspective (discipline must differ from other humanities course) 3
- **SPCH 100** Foundations of Oral Communication 3
- **SPCH 101** Introduction to Public Speaking or other course to fulfill the general education requirement in communications/writing or speech 3
- **BEHS 220** Diversity Awareness 3

**Additional Required Courses** (see Requirements for the Major)
(to be taken after introductory and foundation courses)

- **WRTG 391** Advanced Research Writing or other course to fulfill the upper-level advanced writing requirement 3
- **BEHS 300** Research Methods in the Social Sciences 3
- **SOCY 313** The Individual and Society or other core course 3
- **SOCY 423** Minorities in the United States or other core course in the same discipline as the first 3
- **SOCY 325** The Sociology of Gender or other core course in the same discipline as the first and second 3
- **ANTH 344** Culture and Language or other supplemental major course 3

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

- **BEHS 495** Advanced Seminar in Social Sciences 3

**Minor and/or Elective Courses**
(to be taken in the last 60 credits along with required major courses) 49

**Total credits for BS in social science** 120
Social Work

Students may seek an academic major in social work.

Major in Social Work

The social work major is designed to provide students with the education and experience necessary to help people function as best as they can in their environment. Social workers are people who care about the needs of others and want to make a difference. Offered by our partner, Salisbury University, and administered by UMUC Europe, the Bachelor of Arts in social work helps prepare graduates for entry-level generalist social work practice and advanced graduate education. Accredited by the Council on Social Work Education, the curriculum utilizes both standard classroom study and practical field experience to prepare competent social work professionals for practice with individuals, families, and groups. This major will be offered for the first time to U.S. military communities in Europe during the 2013-2014 academic year.

For more information, students can visit www.europe.umuc.edu.

ABOUT OUR PARTNER INSTITUTION

SALISBURY UNIVERSITY

Salisbury University (SU) is a regionally accredited, four-year comprehensive university offering 57 distinct undergraduate and graduate degree programs in a friendly atmosphere that encourages close relationships between faculty and students.

Founded in 1925, SU has over 8,500 students enrolled and was ranked as a “Top Public Regional University in the North” by U.S. News & World Report in 2013. The SU social work program includes the Bachelor of Arts in social work and Master of Social Work, and were designed for the working professional.
Sociology

Students may seek an academic minor in sociology.

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.

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). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WMST</td>
<td>Any course</td>
</tr>
<tr>
<td>BEHS 220</td>
<td>Diversity Awareness</td>
</tr>
<tr>
<td>BEHS 343</td>
<td>Parenting Today</td>
</tr>
<tr>
<td>BEHS 453</td>
<td>Domestic Violence</td>
</tr>
<tr>
<td>BMGT 312</td>
<td>Gender Issues in Business</td>
</tr>
<tr>
<td>ENGL 354</td>
<td>American Women Writers Since 1900</td>
</tr>
<tr>
<td>ENGL 358</td>
<td>British Women Writers Since 1900</td>
</tr>
<tr>
<td>GER 311</td>
<td>Gender and Aging</td>
</tr>
<tr>
<td>HIST 376</td>
<td>Women and the Family in America to 1870</td>
</tr>
<tr>
<td>HIST 377</td>
<td>United States Women’s History: 1870 to 2000</td>
</tr>
<tr>
<td>PHIL 343</td>
<td>Sexual Morality</td>
</tr>
<tr>
<td>PHIL 346</td>
<td>Contemporary Sexual Ethics</td>
</tr>
<tr>
<td>PSYC 334</td>
<td>Psychology of Interpersonal Relationships</td>
</tr>
<tr>
<td>PSYC 338</td>
<td>Psychology of Gender</td>
</tr>
<tr>
<td>SOCY 325</td>
<td>The Sociology of Gender</td>
</tr>
<tr>
<td>SOCY 443</td>
<td>The Family and Society</td>
</tr>
<tr>
<td>SOCY 462</td>
<td>Women in the Military</td>
</tr>
<tr>
<td>SPCH 324</td>
<td>Communication and Gender</td>
</tr>
</tbody>
</table>

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). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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 enrollment managers 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.

COURSE NUMBERS ARE DESIGNATED AS FOLLOWS:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>000-099</td>
<td>Noncredit and institutional credit courses (which do not count toward any degree or certificate)</td>
</tr>
<tr>
<td>100-199</td>
<td>Primarily freshman courses</td>
</tr>
<tr>
<td>200-299</td>
<td>Primarily sophomore courses</td>
</tr>
<tr>
<td>300-399</td>
<td>Junior and senior courses; unacceptable for credit toward a graduate degree</td>
</tr>
<tr>
<td>400-499</td>
<td>Junior and senior courses; acceptable for credit toward some graduate degrees</td>
</tr>
</tbody>
</table>

Each course description includes very important information for students. The course description highlights each component by a numeric listing (1, 2, 3, 4). To the right of the course description is a key that explains each of the components.

1. 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 content. If a course in the list is not described elsewhere in the Catalog, it has changed the designator or number over the years or is not offered at all UMUC locations.

**CHEM 103 General Chemistry (4)**

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.)

1. Prerequisite: MATH 107 or MATH 115.

2. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered.

3. 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 is expected to have before enrolling in a given course. Students may be barred from enrolling in or may be removed from courses for which they do not have the necessary prerequisites. Prerequisites listed as “recommended” are advisory but not absolutely required before taking the course, and those listed as “corequisite” are required but may be taken at the same time.

It is each student’s responsibility to check the prerequisites listed in the course description and make certain that he or she is academically prepared to take a course. If the prerequisite course was not taken recently, the student should consult advisors or the academic department about whether he or she is sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite. Regardless of specific prerequisites, upper-level courses (numbered 300 and 400) assume that students have substantial prior experience in university-level study. In general, students should have completed around 60 credits before enrolling in upper-level courses.

Prerequisites may also be fulfilled by Prior Learning credit for the appropriate course earned through course-challenge examinations or Portfolio (described earlier in this Catalog). Advisors can explain the procedures for seeking this credit. Some courses are not eligible for challenge examination or Portfolio, and students may not take course-challenge examinations or seek Portfolio credit for lower-level courses that are prerequisite to courses for which they have already received credit.

WRTG 101 or WRTG 101S Introduction to Writing is prerequisite to any higher-level course in English, communication studies, or writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. MATH 106 Finite Mathematics or MATH 103 College Mathematics is prerequisite to any of the introductory statistics courses. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement testing is required for enrollment in WRTG 101 and for MATH 009, 012, 106, 107, 108, 115, 140, and 220, unless the student has taken the prerequisite course or its equivalent. More information on writing and mathematics placement tests may be obtained by contacting the local UMUC Europe field representative.

FIELD STUDY PROGRAM

The UMUC Field Study Program enables students to earn university credit while traveling to sites of historical or cultural significance throughout Europe. The 3-credit field study courses are available in a variety of subject areas and credit can be awarded at both the lower- and upper-levels.

Course locations include:
- Amsterdam
- Berlin
- Brussels
- Cambridge
- Dublin
- Edinburgh
- Florence
- Heidelberg
- London
- Naples
- Nice
- Paris
- Rome
- Venice

Before enrolling, students should contact a UMUC academic advisor to determine how a course may apply toward a specific degree program.

Field study courses include the same number of contact hours as equivalent on-site or online courses, with the main difference being that the majority of coursework is done in one week in an accelerated format between scheduled sessions. Students may register for a field study course at any time during the academic year prior to the registration deadline for the course. Most courses include a flat fee that covers hotel accommodations and local excursions.

More information may be obtained at www.europe.umuc.edu/fieldstudy.
ONLINE STUDY

The mission of UMUC’s Distance Education (DE) program is to provide opportunities for students to continue their studies without the time and place constraints of an on-site classroom. In online classes, students interact asynchronously with classmates and the faculty member. By accessing a secure classroom site, students 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. Before enrolling in any undergraduate online classes, students must meet any course prerequisites. The Distance Education Web site at www.europe.umuc.edu/onlinelearning provides current schedules, course descriptions and syllabi, as well as answers to frequently asked questions.

These courses are not independent study courses.

To participate in a UMUC online course, students must have access to the Internet and the appropriate hardware and software for the course. Students have hundreds of options when enrolling for online courses in one of the eight sessions offered each year.

CLASSROOM-BASED STUDY

UMUC Europe students take face-to-face courses in classrooms at over 60 sites in Europe, the Middle East, and Africa. Courses are located on U.S. military bases for the convenience of servicemembers, their families, and civilians in those communities. Usually scheduled in 8-week sessions, courses can take place on weekdays or weekends. Some communities also schedule on-site courses based on recommendations of the most convenient times for military units in the area.

HYBRID COURSES

Hybrid courses use an innovative learning format, combining face-to-face interaction and online learning. Students have the benefit of increased flexibility combined with in-person instruction time. Each course is designed to meet half of the time at an on-site location for classroom learning while the other half of the course takes place online. Course times vary, with on-site meetings taking place during the week or on weekends.
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 (according to individual program requirements) 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 AA in general studies with accounting, business and management, or management studies curricula;
- 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. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, 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. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job order and process costing, cost-volume-profit analysis, and budgets. 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. This is a professional course requiring intensive study and analysis and is not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisite: ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)
(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.
**ACCT 321 Cost Accounting (3)**
Prerequisite: ACCT 221. A study of basic cost accounting concepts. The goal is to apply basic cost accounting concepts, use technology to prepare financial deliverables, evaluate business and financial data, and communicate financial information. Topics include the evaluation of business and financial data to make profit-maximizing decisions and ethics and corporate social responsibility. Discussion also covers the role of accountants in decision making; cost behavior; cost planning and control; and costing methods, such as standard costing, budgeting, and inventory valuation. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

**ACCT 323 Federal Income Tax I (3)**
Prerequisite: ACCT 220. Recommended: ACCT 310 and ACCT 311. A study of federal income tax for individuals and other entities. The objective is to identify the legislative process, conduct tax research, evaluate tax implications, and complete an individual tax return. Topics include the legislative process, tax policy, research, and the evaluation of transactions and decisions for planning and compliance. Emphasis is on ethics and professional responsibilities. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

**ANTHROPOLOGY**
Courses in anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the behavioral and social sciences;
- a major in social science;
- a minor in diversity awareness; and
- electives.

**ANTH 102 Introduction Cultural Anthropology (3)**
A survey of social and cultural principles inherent in ethnographic descriptions. The objective is to apply anthropological knowledge of human behavior to everyday situations and problems. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

**ANTH 344 Culture and Language (3)**
An intermediate-level exploration of contemporary issues in cultural anthropology and the anthropology of language. The aim is to apply relevant anthropological theories to concerns in our global society. Topics include ethnographic methods, variation in human social organization and worldviews, and the cultural dimensions of language. 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 (according to individual program requirements) toward

- the general education requirement in the arts and humanities;
- an AA general studies in foreign language area studies curriculum – Arabic;
- a certificate in foreign language area studies; and
- electives.

ARAB 111 Elementary Arabic I (3)
(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication is provided.

ARAB 112 Elementary Arabic II (3)
(Not open to native speakers of Arabic.) Prerequisite: ARAB 111 or appropriate score on a placement test. A continued introduction to spoken and written modern standard Arabic. The goal is to communicate in Arabic in concrete, real-life situations using culturally appropriate language and etiquette. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

ARAB 333 Arabic Life and Culture I (3)
(Conducted in English. Fulfills the international perspective requirement.) A study of the origin and historical development of Arabic culture and traditions.

ARAB 334 Arabic Life and Culture II (3)
(Conducted in English. Fulfills the international perspective requirement.) 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 (according to individual program requirements) toward

- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

ARTT 110 Introduction to Drawing (3)
A hands-on introduction to various drawing media and related techniques. The objective is to translate the three-dimensional world into two dimensions, communicate through a visual medium, and critique visual works of art. Projects are based on nature and still life.

ARTT 152 Basics of Photography (3)
An introduction to the technical and aesthetic aspects of the photographic image. Emphasis is on photography as a fine art medium, with references to popular and commercial uses and the role of photography in contemporary society.

ARTT 205 Art Appreciation (3)
An introduction to a variety of two- and three-dimensional art forms, with particular emphasis on two-dimensional arts. The goal is to examine the elements and principles of design, materials, and techniques used in personal and professional settings. Examples from different media including illustration; painting with oils, acrylics, and watercolors; and sculpture are used to consider form, light, color, perspective, and other elements of art.
ART HISTORY

Courses in art history (designated ARTH) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirements in the arts and humanities;
- a major in humanities;
- a minor in art history or humanities; and
- electives.

UMUC offers a limited number of ARTH courses each session.

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.

ARTH 204 Film and American Culture Studies (3)
An introductory study of the relationship between film and American culture. The objective is to improve one's ability to understand a film's message and to expand one's cultural awareness. Discussion covers the way one of our most popular media portrays American culture and influences our interpretation of cultural issues. Various films, filmmaking issues, and representative filmmakers' work are examined. Students may receive credit for only one of the following courses: ARTH 204, AMST 204, or HUMN 204.

ARTH 334 Understanding Movies (3)
(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334, HUMN 334, or HUMN 498D.

ASTRONOMY

Courses in astronomy (designated ASTR) may be applied as appropriate (according to individual program requirements) toward:

- the general education requirement in the biological and physical sciences; and
- electives.

UMUC offers only a limited number of courses each session in this discipline.

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. An examination of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to space science. 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 behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the behavioral and social sciences;
- a major in social science;
- a minor in diversity awareness or women’s studies;
- an AA in general studies with women’s studies curriculum;
- a Women’s Studies Certificate; and
- electives.

**BEHS 210 Introduction to Social Sciences (3)**
Recommended: WRTG 101 or WRTG 101S. An interdisciplinary introduction to the study of society that addresses the issue of what it is to be a social scientist from a variety of social science perspectives. A primary objective is to use the empirical and theoretical contributions of the different social science disciplines to better understand the nature of society. Topics include research methods in the social science disciplines and the relationships among the different social science disciplines. Discussion surveys the various social sciences, including psychology, sociology, anthropology, and gerontology. A historical overview of the development of the social sciences is provided, and an analysis of social phenomena that integrates insights from the social sciences is presented. Students may receive credit for only one of the following courses: BEHS 201 or BEHS 210.

**BEHS 220 Diversity Awareness (3)**
An examination of the many dimensions of diversity within the framework of modern culture and principles of social justice. The aim is to interact and communicate effectively and appropriately within a diverse society. Emphasis is on raising consciousness of diversity and using critical thinking with respect to stereotypes, prejudice, and discrimination. Discussion covers issues related to age, disability, race, religion, gender, sexual orientation, national origin, and socioeconomic status, as well as current issues in diversity studies.

**BEHS 343 Parenting Today (3)**
An overview of critical issues of parenthood in the United States today using an interdisciplinary perspective. The objective is to apply research and theory in family development to practical decision making. Topics include characteristics of effective parenting styles, disciplinary strategies, the role of diverse family structures, and the social forces that cause changes in parent/child relationships.

Courses in biology (designated BIOL) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the biological and physical sciences;
- a minor in biology; and
- electives.

**BIOL 101 Concepts of Biology (3)**
(For students not majoring in a science.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge on human societies. 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 hands-on study of the concepts underlying the structure and function of living organisms. The goal is to apply the scientific method and to use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, cell structure and function, and the classification of organisms. 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)
(Not open to students who have completed BIOL 101 or BIOL 102. For students not majoring in a science. Fulfills the laboratory science requirement.) An introduction to the concepts underlying the structure and function of living organisms. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge on human societies. Laboratory activities emphasize the scientific method. Students may receive credit for only one of the following courses: BIOL 101–102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 160 Human Biology (3)
(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The aim is to use scientific reasoning to make informed decisions about topics related to human biology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Discussion also covers pertinent health topics. 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 study that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 181 Life in the Oceans (3)
An introductory study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The objective is to use scientific reasoning to make informed decisions about topics related to marine biology. Discussion covers the impact of human activity on life in the ocean and the potential uses and misuses of the ocean. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 182 Marine Biology Laboratory (1)
(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light. The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

BIOL 201 Human Anatomy and Physiology I (4)
(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. A thorough introduction to the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOOL 201.

BIOL 202 Human Anatomy and Physiology II (4)
(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. An introduction to the anatomy and physiology of the sensory, cardiovascular, endocrine, lymphatic, respiratory, digestive, excretory, immune, and reproductive systems. Intermediary metabolism and endocrine relationships are also studied. Students may receive credit for only one of the following courses: BIOL 202 or ZOOL 202.

BIOL 211 Environmental Science (3)
A survey of ecological principles as they apply to the interrelated dilemmas of sustainability. Topics include overpopulation, pollution, over-consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or PBIO 235.

BIOL 212 Environmental Science Laboratory (1)
(For students not majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and interrelated 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 230 General Microbiology (4)
(For students majoring or minorinig in a science. Fulfills the laboratory science requirement.) Prerequisite: BIOL 105 or BSCI 105. An investigation of fundamental concepts in morphology, physiology, genetics, immunology, ecology, and pathogenic microbiology. Applications of microbiology to medicine, the food industry, and biotechnology are considered. Student may receive credit for only one of the following: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 301 Human Health and Disease (3)
(For students majoring in both science and nonscience disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. The goal is to use scientific reasoning to make informed decisions about matters related to human biology and health. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on analysis of factors that cause disruption of healthy body functions leading to disease, and on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BUSINESS AND MANAGEMENT

Courses in business and management (designated BMGT) 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 or international business;
- an AA general studies with business and management curriculum;
- a Business and Management Certificate; 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.) An introduction to the fundamental concepts of business management and leadership. The objective is to understand the interrelated dynamics of business, society, and the economy. Discussion covers business principles and practices in the context of everyday business events and human affairs and from a historical perspective.

BMGT 160 Principles of Supervision (3)
An introductory study of the skills required to effectively supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management. Students may earn credit for only one of the following: BMGT 160 or MGST 160.

BMGT 161 Managerial Communications Skills (3)
An examination of the communication model. Practice is provided in sending and receiving information through reading, writing, listening, speaking, and observing nonverbal cues using job-related situations. Students may earn credit for only one of the following: BMGT 161 or MGST 161.
BMGT 364 Management and Organization Theory (3)
Prerequisites: BMGT 110 or at least two years of business and management experience. An examination of the four functions of management—planning, organizing, leading, and controlling—with emphasis on the application of management concepts and theories to achieve organizational goals. The aim is to develop strategies, goals, and objectives to enhance performance and sustainability. Topics include ethics, social responsibility, globalization, and change and innovation. 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 110 or BMGT 364. An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Topics include vision, values, culture, ethics, and the interaction between the organization and the external environment. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

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 and concepts relevant to the conduct and understanding of commercial business transactions in the domestic and global environments. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include the legal, ethical, and social environment of business, civil and criminal law, agency, types of business organizations, and contracts and sales agreements.

BMGT 392 Global Business (3)
Prerequisite: BMGT 110 or at least two years of business and management experience. An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. 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 364 and 365. An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. The aim is to participate, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics, group dynamics, and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship).

BMGT 465 Organizational Development and Transformation (3)
Prerequisite: BMGT 364 and 365. An introduction to organizational development—a systematic process of data collection, diagnosis, action planning, intervention, and evaluation aimed at increasing the effectiveness of the organization and developing the potential of all individuals. The goal is to identify and diagnose organizational problems and opportunities and apply management principles to support organizational change. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.
BMGT 495 Strategic Management (3)
(Access to spreadsheet, word processing, and presentation software is required. Intended as a final, capstone course to be taken in a student’s last 15 credits.) Prerequisites: BMGT 364 and 365, FINC 330 (or BMGT 340), and MRKT 310. A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Students may receive credit for only one of the following courses: BMGT 495, HMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)
A study of the relationship of business ethics and social responsibility in both domestic and global settings. The aim is to explore ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies. Discussion covers the definition, scope, application, and analysis of ethical values as they relate to issues of public and organizational consequence and business decision making in the domestic and global business environments.

CHEM 103 General Chemistry I (4)
(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: MATH 107. The first course in chemistry intended for students majoring or minoring in science. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.

CHEM 113 General Chemistry II (4)
(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)
(For students not majoring or minoring in science.) An exploration of chemistry as it relates to human life and the environment. The goal is to use a working knowledge of chemical principles, scientific reasoning, and quantitative reasoning to make informed decisions about health and safety matters. Discussion examines natural processes and human factors in the modern world using the principles of chemistry and the scientific method. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.
COMMUNICATION STUDIES

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in communications;
- a major in communication studies;
- a minor in communication studies; and
- electives.

COMM 200 Military Communication and Writing (3)
(Fulfills the general education requirement in communications.) A study of business communication management in a military context. The objective is to develop appropriate and effective communication products for military audiences and within military environments through the application of accepted business communication practices. Topics include communication theories; research methods; organization of information; formats; writing and editing strategies; and techniques for guiding subordinate communication, conducting interviews, and managing meetings. Assignments may include making speech presentations; instructing a class; conducting interviews; managing meetings; and writing and editing reports, letters, e-mails, proposals, and personnel evaluations.

COMM 300 Communication Theory (3)
(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101, WRTG 101S, or ENGL 101. An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

COMM 302 Mass Communication and Media Studies (3)
(Formerly COMM 379A. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101, WRTG 101S, or ENGL 101. A survey of mass communication designed to enhance media literacy. The goal is to interpret, evaluate, and produce media messages. Topics include media industries and the impact of the media, as well as regulation, policy, and ethical issues. Emphasis is on critical thinking and analysis of vital aspects of pervasive elements of popular culture, such as news, advertising, children’s entertainment, and a free press. Students may receive credit for only one of the following courses: COMM 379A or COMM 302.

COMM 380 Language in Social Contexts (3)
(Formerly COMM 379B. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101, WRTG 101S, or ENGL 101. An examination of the components of languages, with special emphasis on the English language, its origins, continued development, and use in speaking and writing. The aim is to examine categories of speech and methods of written communication 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 (according to individual program requirements) toward
- the general education requirement in computing;
- a major in computer and information science, digital media and Web technology, or information systems management;
- an AA general studies with computer studies curriculum;
- a Computer Studies Certificate or a Certificate in Management; and
- electives.

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two academic sessions students should not take two (or more) courses that involve programming.
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. The objective is to design programs using pseudocode and participate in hands-on debugging, testing, and documenting activities. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 111 Social Networking and Cybersecurity Best Practices (3)
A hands-on study of current social networking applications and approaches to protect against cyber attacks and enhance personal cybersecurity. The goal is to collaborate and interact through personal and professional social networking while developing and using computer security best practices. Discussion covers issues associated with the impact of social computing on individuals and society. Projects include creating and maintaining accounts on selected social networking sites.

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. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, CMIS 141A, or CMSC 130.

CMIS 170 Introduction to XML (3)
Prerequisites: CMIS 102 or CMIS 141. An introduction to the principles of Extensible Markup Language (XML) and its use in business data exchange. The goal is to design and create well-formed, validated XML documents. Discussion covers the structure, transformation, presentation, and implementation of XML technologies, including document type definitions (DTDs) and schemas. Hands-on projects and exercises are provided.

CMIS 242 Intermediate Programming (3)
Prerequisite: CMIS 141. Further study of the Java programming language. The objective is to design, implement, test, debug, and document Java programs, using appropriate development tools. Topics include object-oriented design, event-driven programming, exceptions, recursion, arrays, and data structures.

CMIS 310 Computer Systems and Architecture (3)
(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. The aim is to apply practical skills to computer systems architecture. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 315 Programming in C++ (3)
Prerequisite: CMIS 141, CMIS 115, or CMIS 125. A hands-on, comprehensive study of the C++ programming language, including basic C++ syntax, arrays and strings, pointers and references, operator overloading, object-oriented concepts, inheritance and polymorphism, and templates. The aim is to design, implement, test, debug, and document C++ programs using basic computation, simple input/output (I/O), standard conditional and iterative structures, and functions. Students may receive credit for only one of the following courses: CMIS 240 or IFSM 315.

CMIS 320 Relational Database Concepts and Applications (3)
Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim of the course is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. 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 141, CMIS 115, or CMIS 125. A hands-on, project-based introduction to the UNIX operating system. The aim is to use basic UNIX commands to design, create, and execute shell programs. Topics include file structures, editors, pattern-matching facilities, shell commands, and shell scripts.

CMIS 330 Software Engineering Principles and Techniques (3)
Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of software engineering from initial concept through design, development, testing, and maintenance of the product. Discussion covers software development life-cycle models. The goal is to analyze, customize, and document multiple processes to solve information technology problems. Topics include configuration management, quality, validation and verification, security, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

COMPUTER INFORMATION TECHNOLOGY
Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in cybersecurity, digital media and Web technology, or information systems management;
- a minor in cybersecurity;
- an AA general studies with computer studies curriculum; and
- electives.

CMIT 202 Fundamentals of Computer Troubleshooting (3)
(Designed to help prepare for the CompTIA A+ exams.) Prerequisite: IFSM 201. A thorough review of computer hardware and software with emphasis on the application of current and appropriate computing safety and environmental practices. The goal is to evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems.

CMIT 265 Fundamentals of Networking (3)
(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: IFSM 201. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (Open System Interconnection) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)
(Designed to help prepare for the CompTIA Security+ exam.) Prerequisite: CMIT 265, CSIA 302, or CompTIA Network+ certification. A study of the fundamental concepts of computer security and its implementation. The aim is to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards.

CMIT 321 Ethical Hacking (3)
(Formerly CMIT 398E. Designed to help prepare for EC-Council Certified Ethical Hacker certifications.) Prerequisite: CMIT 320. Development of the knowledge and skills required to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. The goal is to use penetration-testing tools and techniques that security testers and ethical hackers use to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 331 Wireless Network Administration (3)
(Designed to help prepare for the Certified Wireless Network Administrator certification exam. Access to a dd-wrt/tomato-compatible wireless access point/router with administration privileges is required; use of a secondary or separate router for coursework is recommended to preserve Internet connectivity). Prerequisite: CMIT 265. A comprehensive review of the fundamentals of wireless network technologies. The objective is to design, implement, and manage secure and scalable wireless networks based on organizational requirements. Students may receive credit for only one of the following courses: CMIT 331 and CMIT 499W.
CMIT 350 Interconnecting Cisco Devices (3)
(Designed to help prepare for the Cisco Certified Network Associate Examination 640-802.) Prerequisite: CMIT 265. A hands on introduction to Cisco internetworking devices. The goal is to configure and manage Cisco switches within multiprotocol internetworks. Topics include VoIP (voice over Internet protocol), wireless network protocols, and routing protocols. 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 (according to individual program requirements) toward

◊ the general education requirement in computing;
◊ a major in digital media and Web technology, or information systems management;
◊ a minor in digital media and Web technology;
◊ an AA general studies with computer studies curriculum;
◊ a Computer Studies Certificate; and
◊ electives.

CMST 301 Digital Media and Society (3)
A survey of the technological advancements in the field of digital media and their impact. The objective is to explain how digital media has transformed the communication of ideas in society and to make responsible choices in the creation and consumption of digital media based on awareness of global, social, ethical, and legal contexts. Topics include social media, the visual display of information, ethics and privacy, participatory media, and the impact of digital media on culture.

CMST 306 Introduction to Visual Basic .NET Programming (3)
Prerequisite: CMST 290 or CMIS 102. A hands-on, project-based introduction to developing object-oriented, event-driven Web and desktop applications using the Visual Basic programming language in the .NET environment. The objective is to successfully write, test, debug, and execute Visual Basic .NET programming code to create visually oriented, event-driven desktop and Web applications. Topics include objects, events, variables, looping, data input/output, form design, sequencing of operation, interface design, and debugging. Discussion also covers specifications and requirements, documentation, and determination of performance relative to specification.

CMST 310 Fundamentals of Electronic Publishing (3)
Prerequisite: IFSM 201 or CMST 103. Recommended: CMST 290 and 295. A hands-on, project-based introduction to the tools, concepts, processes, and methods of electronic (desktop) publishing. The aim is to use Adobe InDesign (or another professional electronic publishing software program) to create electronic publications for various media formats following fundamental design principles. Topics include the history and evolution of publishing, working with color, incorporating graphics, principles and elements of design, publication workflow, emerging technologies, careers in the field, ethical and legal considerations, and collaborative design. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 385 Principles of Web Design and Technology I (3)
Prerequisite: CMST 290, CMIS 102, IFSM 201, or CMST 103. Recommended: CMST 295. A study of Web design, tools and technology principles. The goal is to plan and produce a professional Web site. Topics include Internet protocols; usability; accessibility; and social, ethical, and legal issues related to Web site production. Focus is on Extensible HyperText Markup Language (XHTML) and cascading style sheets (CSS). Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Principles of Web Design and Technology II (3)
Prerequisites: CMST 385. Continuation of the study of Web design, tools, and technology principles. The objective is to create a Web site promotion strategy, with search engine optimization, and produce a professional Web site that incorporates multimedia and scripting. Topics include Web site marketing, Web analytics, performance, privacy, and security issues related to Web site production. Focus is on Extensible HyperText Markup Language (XHTML), cascading style sheets (CSS), and JavaScript. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.
CRIMINOLOGY/CRIMINAL JUSTICE

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences (Note: Only CCJS 100, 105, 350, 360, 453, and 461 apply);
- a major in criminal justice or cybersecurity;
- a minor in criminal justice or cybersecurity;
- an AA general studies with criminal justice curriculum; 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 100 Introduction to Criminal Justice (3)
(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. The objective is to conduct research, analyze criminological theory to inform the development of criminal justice policies, and make appropriate criminal justice decisions. Discussion covers the principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy). Students may receive credit for only one of the following courses: CCJS 100 or CJUS 100.

CCJS 105 Introduction to Criminology (3)
(Fulfills the general education requirement in behavioral and social sciences.) An overview of the major elements of the criminological enterprise. The objective is to classify and analyze different crime trends and patterns, analyze criminological theories, and conduct research. Topics include the nature of criminology, criminological methods, crime causation, and characteristics of types of crimes and offenders. The police, courts, and corrections and the effects of the criminal justice system in society are also examined.

CCJS 345 Introduction to Security Management (3)
(Formerly CCJS 445.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A study of the history, concepts, principles, and methods of organizing and administering security management and loss prevention activities in industry, business, and government. The objective is to manage security duties, evaluate and apply risk management principles, and evaluate administrative and operational issues. Discussion covers both private and governmental risk assessment and management and the protection of assets, personnel, and facilities. Students may receive credit for only one of the following courses: CCJS 345, CCJS 445, or CCJS 498G.

CCJS 350 Juvenile Delinquency (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)
Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. 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. Recommended: CCJS 230. 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 aim is to identify and apply appropriate preventative measures and responses to victimization. Discussion covers the interaction between victims of crime and the system of criminal justice 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. Recommended: CCJS 230. A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system. The objective is to identify and apply appropriate preventative measures and master the aspects of the field of victimology.

CCJS 380 Ethical Behavior in Criminal Justice (3)
Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A survey of basic principles relating to the standards for ethical behavior that guide criminal justice professionals in different roles and responsibilities. The aim is to make ethical decisions based on informed personal and accepted professional standards. Rules, laws, and codes of conduct are explored as a foundation for discussing individual ethical responsibilities.

CCJS 390 Cyber Crime and Security (3)
(Formerly CCJS 496.) Prerequisites: CCJS 100, CCJS 101, CCJS 105, or CSIA 301. Recommended: CCJS 234. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security. Students may receive credit for only one of the following courses: CCJS 496 or CCJS 498C.

CCJS 461 Psychology of Criminal Behavior (3)
(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An overview of the biological, environmental, and psychological factors that underlie criminal behavior. The goal is to analyze psychological disorders and explain their relationship to and legal impact on criminal behavior. Discussion covers the characteristics of criminal behavior and the influence of biophysiology and stress on the commission of various crimes. Topics include patterns of maladjustment, disorders of the personality, psychoses, the connection between aggression and violent crime, sexual deviations and crimes that are sexually motivated, and the abuse of alcohol and drugs. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CYBERSECURITY AND INFORMATION ASSURANCE

Courses in cybersecurity (designated CSIA) may be applied as appropriate (according to individual program requirements) toward:
- a major in cybersecurity, digital media and Web technology, or information systems management;
- a minor in cybersecurity;
- an AA general studies with computer studies curriculum; and
- electives.

CSIA 301 Foundations of Cybersecurity (3)
Prerequisite: CMIS 102. A comprehensive introduction to the protection of business information and the systems that support business processes. The objective is to identify common threats and attacks employed against Web-accessible applications, analyze the role of security models and architectures, explain the role of cryptography, and analyze issues related to security management and network security.

CSIA 303 Foundations of Information System Security (3)
(Formerly IFSM 430.) Prerequisite: CSIA 301 or IFSM 300. A survey of various means of establishing and maintaining a practical cyber and information security program to protect key organizational assets. The aim is to develop an information security program that is aligned with organizational strategy and to evaluate and recommend information and security technologies to support the information security program. Discussion covers the integration of confidentiality, integrity, and availability into an organization’s security program through the use of physical and logical security controls. Topics include data protection, telecommunications systems, applications, and emerging technologies. Threats and vulnerabilities are assessed to determine the level of risk. Students may receive credit for only one of the following courses: CSIA 303, IFSM 430, IFSM 433, or IFSM 498N.

CSIA 412 Security Policy Analysis (3)
Prerequisite: CSIA 303. A study of various aspects of information assurance and cybersecurity policy planning in an organizational context. The aim is to examine key analysis procedures, such as security requirements analysis and risk assessments, to determine their roles in policy formation. Topics include the impact of current legislation, judicial decisions, and government regulations directing the focus of policy formulation. Projects include generating an information security profile for an organization.
CSIA 413 Security Policy Implementation (3)
Prerequisite: CSIA 412. A study of information security (IS) performance standards and policy implementation for IS system administrators. The goal is to analyze the application of security policy and security assessment findings to security procedures and processes. Topics include contents of a security policy; general procedures related to secure use of data; general awareness; training and education plans; and general countermeasures and safeguards, including access controls, auditing, management oversight, and configuration management.

DUTCH
See Foreign Languages.

ECONOMICS
Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the behavioral and social sciences;
- a minor in economics;
- related requirements for most business-related majors and minors; and
- electives.

ECON 201 Principles of Macroeconomics (3)
An introduction to the study of the macroeconomy. The objective is to apply select macroeconomic theories to real world situations. Discussion covers economic growth, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)
An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real world situations. Emphasis is on market theory. Topics include the implications of government intervention, the advantages and disadvantages of different market structures, and income distribution and poverty.

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.

EDUCATIONAL PRINCIPLES
Courses in educational principles (designated EDCP) do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to make the most of their college careers. They are recommended for students who have been away from school or who need to improve their academic skills.

EDCP 103 does not fulfill the general education requirement in communications; it 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. The aim is to relate one’s own learning experiences and educational goals to UMUC’s vision and mission and integrate one’s knowledge and experience into the local and global community to achieve success and life goals as a lifelong learner. Focus is on developing the academic, interpersonal, and life-management skills and attitudes needed to thrive in the academic setting. A series of self-assessments serve as tools to identify values and goals for individual life planning and educational achievement.

EDCP 103 Fundamentals of Writing and Grammar (3)
(Does not fulfill the general education requirement in communications. Recommended as preparation for WRTG 101, WRTG 101X, or upper-level writing courses.)
A review of basic writing skills. The objectives are to learn and apply specific steps within the writing process; write effective sentences, paragraphs, and short essays; and edit writing for grammar and punctuation. Topics include the writing process; strategies for developing academic paragraphs and essays; and key aspects of grammar, punctuation, and mechanics. Practice in refining writing skills is provided. Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, or ENGL 100.
ENGLISH

Courses in English (designated ENGL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities;
- a major in English or humanities;
- a minor in English, humanities, or women’s studies; and
- electives.

ENGL 102 Composition and Literature (3)
(Fulfills the general education requirements in Communications or Arts and Humanities.) Prerequisite: WRTG 101 or WRTG 101S. Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature through a variety of modes such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

ENGL 103 Greek and Roman Mythology (3)
(Formerly HUMAN 103.) A study of the major gods and goddesses of ancient Greece, as examined through the legends and stories of both Greek and Roman authors of ancient history. The stories of the major heroes and heroic events are also studied. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

ENGL 205 Introduction to Shakespeare (3)
Prerequisite: WRTG 101 or WRTG 101S. An examination of representative Shakespearean plays from each genre (comedy, history, tragedy, and romance, as well as poems and sonnets). The goal is to analyze and interpret texts; demonstrate relevance of texts in today’s culture; and ethically locate, assess, and use secondary source materials.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
Prerequisite: WRTG 101 or WRTG 101S. An introduction to fiction, poetry, drama, film, and the literary essay, with an emphasis on developing critical reading and writing skills. The objective is to identify elements of literature and explicate texts. Study may be organized either by genre or by theme. Writers covered vary from term to term. 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: WRTG 101 or WRTG 101S. 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: WRTG 101 or WRTG 101S. An analysis of the attributes of the well-written story. The aim is to assess texts and apply knowledge of text to life experience. Discussion covers theme, plot, characterization, point of view, setting, tone, imagery, irony, and symbolism as exemplified in representative works from the 19th century to the present. Biographical and historical backgrounds are examined, but the focus is on the selected readings.

ENGL 281 Standard English Grammar (3)
(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 101 or WRTG 101S. An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer’s goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.
ENGL 294 Introduction to Creative Writing: Fiction and Creative Nonfiction (3)
Prerequisite: WRTG 101 or WRTG 101S. An introductory survey and practical study of key areas of creative writing in creative nonfiction and fiction. The objective is to write original fiction and creative nonfiction and critique, revise, and edit writing. Emphasis is on reading and thinking critically and analytically from a writer’s perspective as a means to better understand the craft. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)
(Designed as a foundation course for other upper-level literature courses.) Prerequisite: WRTG 101 or WRTG 101S. A study of the techniques of literary criticism emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 312 Romantic to Modern British Literature (3)
Prerequisite: WRTG 101 or WRTG 101S. A study of representative authors and works in British literature from the early 19th century to 1945. The goal is to evaluate and synthesize source materials; create professional written communications; and gain a historical perspective through analysis of race, class, and gender issues. The works of representative writers (such as Jane Austen, Charles Dickens, Thomas Hardy, P. D. James, and others) are explored.

ENGL 406 Seminar in Shakespeare Studies (3)
Prerequisite: WRTG 101 or WRTG 101S. An intensive study of Shakespeare’s dramatic masterpieces both in a historically specific social and cultural context and as timeless concerns reflecting the human condition. The objective is to evaluate and synthesize source materials and apply critical theory to demonstrate understanding of dramatic text. Histories, comedies, tragedies, romances, and sonnets may be examined. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 454 Modern World Drama (3)
Prerequisite: WRTG 101 or WRTG 101S. An examination of 20th-century theatre, with an emphasis on the social, cultural, and historical context of drama. The goal is to analyze the elements of drama, evaluate human motivations and behavior, and interpret the dramatic re-creation of historical events. Drama from around the globe is examined. Discussion covers the works of major playwrights, such as Ibsen, Strindberg, Chekhov, Shaw, O’Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard.

ENGL 457 The Modern Novel (3)
Prerequisite: WRTG 101 or WRTG 101S. An examination of the development of the novel from the late 19th century to the present. The aim is to develop an understanding of a work’s historical and cultural foundations, its place in the literary canon, and the modernist human experience by analyzing the elements of the novel. Authors and works vary each semester but may include writers such as Henry James, Virginia Woolf, William Faulkner, James Joyce, Zora Neale Hurston, Doris Lessing, and Chinua Achebe.
ENVIRONMENTAL MANAGEMENT

Courses in environmental management (designated ENMT) may be applied as appropriate (according to individual program requirements) toward

✧ a major in management studies; and
✧ electives.

Courses in environmental management require a basic scientific foundation. Before enrolling, students are recommended to complete the related requirements in math and science and should consult an advisor.

**ENMT 301 Environment and Ecosystems Management (3)**

Prerequisite: CHEM 297 or a environmental chemistry course. An overview of the scientific principles governing ecosystems, particularly as they relate to the environmental consequences of resource development and industrial processes. The objective is to identify and apply scientific reasoning and knowledge of ecological principles to make informed decisions about environmental management issues and other issues that affect the ecosystem. Topics include Earth’s ecosphere, atmosphere, hydrosphere, and lithosphere. Discussion also covers the current state of the environment, the history of the environmental movement, and concepts of risk assessment and management. The historical development of environmental management issues and approaches is introduced.

EXPERIENTIAL LEARNING

The Portfolio program yields UMUC credit for learning acquired outside the classroom.

The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward

✧ appropriate majors and minors;
✧ general education requirements (according to content) as appropriate; and
✧ electives.

Information about this program is provided in this Catalog. Details, an application form, and an online orientation are also available on the Web at www.umuc.edu/priorlearning.

**EXCL X001 Supplement to Learning Analysis and Planning (0)**

(Students should visit www.umuc.edu/priorlearning or contact priorlearning@umuc.edu for complete requirements.) Prerequisite: EXCL 301. An opportunity to submit additional portfolios for courses not previously targeted. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; a total of 30 credits may be awarded through Portfolio.

**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, or management studies;
- an AA general studies with accounting, business and management, or management curricula;
- a minor in business administration or international business; 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. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. 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.

FINC 331 Finance for the Nonfinancial Manager (3)
(Formerly BMGT 341). Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management. Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

FINC 340 Investments (3)
(Formerly BMGT 343.) Prerequisite: FINC 330. An introduction to financial investments and portfolio management. The goal is to evaluate and critically analyze asset selection and allocation and perform basic portfolio management activities. Topics include types of securities and securities markets; investment risks, returns, and constraints; portfolio policies and management; and institutional investment policies. Theories, practices, and real world examples are examined and analyzed. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.

FOREIGN LANGUAGES

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

Courses in foreign languages may be applied as appropriate, for example, toward
- the general education requirement in the arts and humanities; and
- electives.

Courses in German, Italian, Spanish, and Arabic may be applied as appropriate, for example, toward
- an AA general studies foreign language area studies curriculum; and
- a certificate in foreign language area studies.

FRENCH

See Foreign Languages.
GEOGRAPHY
Courses in geography (designated GEOG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences; and
- electives.

UMUC offers only a limited number of courses each session in this discipline.

GEOG 100 Introduction to Geography (3)
An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

GEOG 110 The World Today: A Regional Geography (3)
An examination of the major regions that make up the world today. Study is organized around the framework of modern and traditional lifestyles.

GEOLOGY
Courses in geology (designated GEOL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences; and
- electives.

UMUC offers only a limited number of courses each session in this discipline.

GEOL 100 Physical Geology (3)
An introductory study of geology, encompassing the Earth, the materials that constitute its makeup, the structure of those materials, and the processes acting on them. The goal is to understand geological principles and how humans impact geological processes. Topics include the rocks and minerals composing Earth, the movement within Earth, and its surface features and the agents that form them and our environment. Discussion also covers energy and mineral resources. 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 (according to individual program requirements) toward

- the general education requirements in the arts and humanities;
- an AA general studies foreign language area studies curriculum – German;
- a certificate in foreign language area studies; and
- electives.

Students with prior experience in the German language—either through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMUC—should take a placement exam before enrolling. Students with oral proficiency in German who wish instruction in written German should also take the placement test.

GERM 111 Elementary German I (3)
(Not open to native speakers of German: assumes no prior knowledge of German. Students with prior experience with the German language should take a placement test to assess appropriate level.) An introduction to the German language. The objective is to communicate in German in some concrete, real-life situations using culturally appropriate language. Aspects of German life and culture are explored through the German language. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

GERM 112 Elementary German II (3)
(Not open to native speakers of German.) Prerequisite: GERM 111 or appropriate score on a placement test. A continued introduction to spoken and written German. The goal is to communicate in German in concrete, real-life situations relating to oneself and others. German culture and language are explored. 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 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The aim is to communicate in German in real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

GERM 212 Intermediate German II (3)
Prerequisite: GERM 211 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The objective is to interact effectively with German-speaking individuals in a variety of personal settings and on issues of topical interest in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 301 Review Grammar and Composition I (3)
Prerequisite: GERM 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

GERM 333 German Life and Culture I (3)
(Conducted in English.) An examination of German political, social, economic, and cultural life from the tribal migrations to the end of the 18th century. The goal is to analyze both cultural artifacts and the consequences of social movements and social structures in German-speaking countries and to evaluate the development of German life and culture.

GERM 334 German Life and Culture II (3)
(Conducted in English.) An examination of German political, social, economic, and cultural life in the 19th and 20th centuries. The goal is to analyze both cultural artifacts and the consequences of social movements and social structures in German-speaking countries and to evaluate the development of German life and culture.
GOVERNMENT AND POLITICS

Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in political science;
- a minor in political science or philosophy; and
- electives.

GVPT 100 Introduction to Political Science (3)
A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; 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 overview of the main schools of political theory, including democracy, authoritarianism, and alternative theories. The aim is to be familiar with important thinkers and major works in the history of political theory, use theoretical language to analyze and critique political behavior and events, identify strengths and weaknesses of different governmental forms, and demonstrate knowledge of crucial concepts and their history (justice, power, authority, the state, social contract, etc.). Topics include the philosophical foundations of liberalism, socialism, conservatism, and core political concepts—justice, power, and authority.

GVPT 170 American Government (3)
A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 200 International Political Relations (3)
A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing worldviews, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

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 280 Comparative Politics and Government (3)
An introductory study of institutional patterns and trends in a variety of countries with dissimilar governmental styles. The goal is to compare the stages of political development in the modern state system on a spectrum ranging from liberal democracies to authoritarian regimes. Discussion covers ethnic conflict and economic inequality in relation to the success and failure of governmental approaches in solving compelling issues.

GVPT 403 Law, Morality, and War (3)
Prerequisite: WRTG 101 or WRTG 101S. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)
Prerequisite: WRTG 101 or WRTG 101S. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.
HISTORY

Courses in history (designated HIST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities;
- a major in history or humanities;
- a minor in history or women's studies; and
- electives.

HIST 141 Western Civilization I (3)
Recommended: WRTG 101 or WRTG 101S. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)
Recommended: WRTG 101 or WRTG 101S. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

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. The aim is to locate, evaluate, and use primary and secondary sources and interpret current events and ideas in a historical context. 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 objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 289 Historical Methods (3)
Prerequisite: A 100-level HIST course. An introduction to historical methods, approaches, and techniques. The goal is to explain what history is and why it matters, identify historical paradigms, and employ the moral and ethical standards of the historical profession. Focus is on the philosophical and practical skills employed by historians.

HIST 309 Historical Writing (3)
Prerequisite: HIST 289. A study of the historical research and writing process. The goal is to construct a framework for an original historical research project, locate and evaluate source materials, and demonstrate proficiency in research methods.

HIST 337 Europe’s Bloodiest Century (3)
An investigation of the political, economic, and cultural development of Europe since 1914, with emphasis on the factors involved in the two world wars and their worldwide effects and significance. The objective is to evaluate causes, courses, and consequences of armed conflicts in Europe during the 20th century to interpret their effects on contemporary society.

HIST 364 Emergence of Modern America: 1900 to 1945 (3)
Prerequisite: A writing course. Recommended: WRTG 291. A study of the emergence of modern American institutions and identities in the years 1900-45. The aim is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Discussion also covers 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)
Prerequisite: A writing course. Recommended: WRTG 291. An investigation of U.S. history from the end of World War II to the events of September 11, 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.
CURSE DESCRIPTIONS

HIST 441 Modern Germany (3)
Prerequisite: A writing course. An examination of the history of Germany during the 20th century. Topics include the aims and policies of Germany during World War I, the country’s condition and policies in the period between the wars, the rise of national socialism, the outbreak of World War II, and postwar conditions.

HOMELAND SECURITY
Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward
✧ a minor in homeland security; and
✧ electives.

HMLS 302 Introduction to Homeland Security (3)
Prerequisite: WRTG 101 or WRTG 101S. An introduction to the theory and practice of homeland security in both the public and private sector at the national, regional, state, and local level. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HUMAN RESOURCE MANAGEMENT
Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward
✧ a major in human resource management, business administration, or management studies;
✧ a minor in human resource management, business administration, international business;
✧ an AA general studies with business and management or management curricula; and
✧ electives.

HRMN 300 Human Resource Management (3)
A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. 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. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. 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 survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.
HRMN 400 Human Resource Management: Issues 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 goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. 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: 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. The aim is to analyze employment law, compliance with laws and regulations, and evaluate rights, obligations, and liabilities in the employment process. Topics include discrimination based on race, national origin, religion, sex, affinity and sexual orientation, age, and disability; the hiring process, testing and performance appraisal; employee privacy; wrongful discharge, employee benefits; and liability protection. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

HUMANITIES
Courses in humanities (designated HUMN) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the arts and humanities;
- a major or minor in humanities; and
- electives.

HUMN 100 Introduction to Humanities (3)
An introduction to the humanities through a review of some of the major developments in human culture. The goal is to analyze underlying assumptions about the way societies are formed and run and how societies express their ideas through art, literature, architecture, music, and philosophy. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth in the World (3)
A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.
INFORMATION SYSTEMS MANAGEMENT

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in information systems management, digital media and Web technology, or cybersecurity;
- a minor in cybersecurity or information systems management
- an AA general studies with computer studies curriculum; and
- electives.

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) A practical application of information technology for personal and professional productivity. The objective is to use technology appropriately and fluently to organize, analyze, and communicate information. Topics include hardware, software, office applications, information security and ethics, and the Internet. 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)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CSIA 302, CMIS 370, CMSC 370, IFSM 370, or IFSM 450.

IFSM 304 Ethics in Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 311 Enterprise Architecture and Systems (3)

Prerequisite: IFSM 301. A study of enterprise architecture and frameworks, including the transition of current business processes and functional systems to an enterprise solution. The aim is to analyze how enterprise architecture and resulting enterprise systems support an organization’s ability to adapt and respond to a continually changing business and competitive environment.

IFSM 370 Telecommunications in Information Systems (3)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CSIA 302, CMIS 370, CMSC 370, IFSM 370, or IFSM 450.
IFSM 432 Business Continuity Planning (3)
Prerequisite: IFSM 311. An analysis of the requirements for business continuity and disaster recovery planning related to mission critical business information systems. The goal is to assess the risk to continuity of business processes, develop a Business Continuity/Disaster Recovery Plan according to industry standards and best practices, and develop a test plan. Topics include risk assessment and organizational requirements for maintaining systems. A group project is designed to produce and validate a comprehensive business continuity and disaster recovery plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 433 Information Security Planning and Needs Assessment (3)
Prerequisite: IFSM 301. In-depth practice in developing an information security plan that documents security solutions for an enterprise business application. The aim is to analyze a business environment to assess information security risks, identify security requirements and controls to address threats and vulnerabilities and conduct appropriate evaluation and cost-benefit analysis, and develop a comprehensive information security plan. Topics include the identification of security requirements based on business needs; key domains based on industry-accepted standards and best practices, including standard National Institute of Standards and Technology (NIST) and International Organization for Standardization (ISO) frameworks; the roles and responsibilities of the ISM (information systems security manager) and the ISSO (information systems security officer); and the need for ongoing monitoring and updating of information security plans to address new vulnerabilities and emerging threats. Students may receive credit for only one of the following courses: CSIA 303, IFSM 430, IFSM 433, or IFSM 498N.

IFSM 438 Information Systems Project Management (3)
Prerequisite: IFSM 300. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 461 Systems Analysis and Design (3)
Prerequisite: CMIS 320, IFSM 311, and IFSM 438. A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, and 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;
- an AA general studies in foreign language area studies curriculum – Italian;
- a foreign language area studies certificate; and
- electives.

ITAL 111 Elementary Italian I (3)
(Not open to native speakers of Italian: assumes no prior knowledge of Italian. Students with prior experience with the Italian language should take a placement test to assess appropriate level.) An introduction to the Italian language. The objective is to communicate in Italian in some concrete, real-life situations using the appropriate level of formality. Italian culture, historical references, current events, and geography are explored through the Italian language.

ITAL 112 Elementary Italian II (3)
(Not open to native speakers of Italian.) Prerequisite of ITAL 111 or appropriate score on placement test. A continued introduction to the Italian language. The goal is to listen to, speak, read, and write Italian in concrete, real-life situations and in culturally appropriate ways. Students will continue to explore Italian culture, historical references, current events, and geography through the Italian language, using authentic materials when possible.

ITAL 211 Intermediate Italian I (3)
Prerequisite: ITAL 112 or appropriate score on placement test. An intermediate-level study of the Italian language. The aim is to improve listening, speaking, reading, and writing skills in Italian, and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Authentic Italian materials are used as much as possible to explore aspects of Italian life and culture.
ITAL 212 Intermediate Italian II (3)
Prerequisite: ITAL 211 or appropriate score on a placement test. Further intermediate-level study of the Italian language. The objective is to listen to, speak, read, and write Italian and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Continued exploration of aspects of Italian life and culture are explored through authentic materials.

ITAL 301 Review Grammar and Composition I (3)
Prerequisite: ITAL 212. A systematic and thorough review of grammar with emphasis on the more idiomatic and difficult points of syntax.

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

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

JOURNALISM
Courses in journalism (designated JOUR) may be applied as appropriate (according to individual program requirements) toward
♦ a major or minor in communication studies; and
♦ electives.
JOUR 201 fulfills the general education requirement in communications.

JOUR 201 Introduction to News Writing (3)
(Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or WRTG 101S. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing— from mechanics (grammar, spelling, punctuation, and journalistic style) to content (accuracy, completeness, audience, and readability)— and reporting.

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.
Degree-seeking students must complete LIBS 150 (or present its equivalent in transfer) during the first 18 credits of enrollment at UMUC.

LIBS 150 Introduction to Research (1)
An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using Web search engines and UMUC Information and Library Services’ electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.
MARKETING

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward

- a major in marketing, business administration, human resource management, or management studies;
- a minor in marketing, business administration, human resource management, or international business;
- an AA general studies with business and management or management studies curricula; and
- electives.

MRKT 310 Marketing Principles (3)
A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. 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. A project-driven study of the integration of marketing communication tools used to achieve customer-centered marketing communications objectives. The goal is to develop and evaluate an integrated marketing communications plan and manage the marketing communications function. Topics include advertising, direct marketing, public relations, sales promotion, interactive and social media, buzz marketing, and personal selling. 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;
- an AA general studies with mathematics curriculum;
- 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.europe.umuc.edu/services. Tests are administered at most education centers. Students can contact the UMUC Europe field representative at the education center 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 real number properties and operations, including fractions, percentages, operations with signed numbers, and geometric formulas. The objective is to develop fluency in the language of introductory algebra; develop number sense and estimation skills; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include linear equations and inequalities, equations of lines, graphs on number lines and rectangular coordinate systems, rules of exponents, and operations on polynomials. 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. The goal is to demonstrate number sense and estimation skills; interpret mathematical ideas using appropriate terminology; manipulate, evaluate, and simplify real-number and algebraic expressions; and translate, solve, and interpret applied problems. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as finance, science, and the physical world). Topics include polynomials; factoring; exponents and their notation; rational expressions and equations; rational exponents and radical expressions; 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)**

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.

**MATH 107 College Algebra (3)**

(The first course in the two-course series MATH 107/ MATH 108. An alternative to MATH 115.) Prerequisite: MATH 012 or an appropriate result on the placement test. An introduction to equations, inequalities, and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real numbers, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Technology is used for data modeling. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 and 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.) Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, 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.
MAT 140 Calculus I (4)
Prerequisite: MATH 108 or MATH 115. An introduction to calculus. The goal is to determine fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MAT 141 Calculus II (4)
(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real world scenarios. Focus is on techniques of integration, improper integrals, and applications of real world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MODERN GREEK
See Foreign Languages.

MUSIC
Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the arts and humanities;
- a major in humanities;
- a minor in humanities; and
- electives.

UMUC offers a limited number of courses each session in this discipline.

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 (according to individual program requirements) toward
- the general education requirement in the biological and physical sciences; and
- electives.

NSC 100 Introduction to Physical Science (3)
(For students not majoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. 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, NSCI 100, or NSCI 103.
**UNDERGRADUATE CATALOG | 2013-2014**

**COURSE DESCRIPTIONS**

**NSCI 101 Physical Science Laboratory (1)**
(For students not majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 012 or higher. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover 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.

**NSCI 110 Introduction to Oceanography (3)**
(Not for students majoring or minoring in science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

**PHILOSOPHY**

Courses in philosophy (designated PHIL) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the arts and humanities;
- a major in humanities;
- a minor in humanities, philosophy, or women’s studies; and
- electives.

UMUC offers only a limited number of courses each session in this discipline.

**PHIL 100 Introduction to Philosophy (3)**
An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Emphasis is on the developing awareness of the significance of philosophical problems and to learning to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

**PHIL 127 Living Religions of the World (3)**
(Formerly HUMN 127.) An examination of the cultural construction of religious or nonreligious identity within the diverse world community. The goal is to understand the role of religion in current events. Discussion covers the world’s major living religious traditions: Hinduism, Buddhism, Christianity, Judaism, and Islam. Students may receive credit for only one of the following courses: HUMN 127, RLST 125, or PHIL 127.

**PHIL 140 Contemporary Moral Issues (3)**
An exploration of how philosophical analysis can serve as a foundation for thinking clearly about moral issues. The aim is to offer rational argument about ethical problems. Problems analyzed 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.

**NUTRITION**

Courses in nutrition (designated NUTR) may be applied as appropriate, for example, toward
- the general education requirement in the biological and physical sciences; and
- electives.

**NUTR 100 Elements of Nutrition (3)**
A study of the fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

**NUTR 200 Nutrition for Health Services (3)**
Prerequisites or corequisites: BIOL 101/102 or BIOL 103 or BIOL 160/161. CHEM 103 is recommended. A survey of the role of nutrition in maintaining normal health and preventing disease. Nutritional requirements for individuals in different stages of development are covered. Current topics of concern to the professional health services worker are highlighted. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.
PHIL 336 Ideas Shaping the 21st Century (3)
(Formerly HUMN 336.) An overview of ideas and philosophies likely to affect humanity and this planet in the early 21st century. The goal is to identify and understand predominant modes of thought to critically evaluate ideas that affect ways of living; articulate the principles underlying cooperation and dissention among different cultures, institutions, and individuals; and trace the influence of key ideas across various realms of human activity to navigate the challenges of the modern world. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

PHIL 346 Contemporary Sexual Ethics (3)
(Formerly HUMN 442.) An inquiry into ethical considerations of contemporary sexual behavior. Topics include the changing dynamics between male and female (modes, expectations, and codes); the increase of sexual activity and freedom (premarital, postmarital, and extramarital); laws, such as those concerning abortion, homosexuality, and rape (whether outside or within marriage); the sexual rights of women; and speculations about ethical dimensions of human sexual activity in the future. Students may receive credit for only one of the following courses: HUMN 442 or PHIL 346.

PHYSICS
Courses in physics (designated PHYS) may be applied as appropriate, for example, toward
- the general education requirement in the biological and physical sciences; and
- electives.

PHYS 111 General Physics I (3)
Prerequisite: MATH 107. Recommended: MATH 108. A general study of physics covering classical mechanics and the science of force and motion, at the level of college algebra. Topics include velocity, acceleration, statics, work, energy, power, momentum, rotation, length, time, and mass. Elementary trigonometric and vector properties are introduced.

PORTUGUESE
See Foreign Languages.

PSYCHOLOGY
Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the behavioral and social sciences;
- a major in psychology or social science;
- a minor in psychology, diversity awareness, or women’s studies; 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. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 101 Psychology of Adjustment (3)
(Formerly PSYC 235.) A survey of psychological principles and their applications to areas such as stress coping strategies, social influence, interpersonal communication, relationships, careers and work, and physical health. The objective is to apply knowledge of the scientific approach and psychological principles to issues of adjustment in everyday life. Students may receive credit for only one of the following courses: PSYC 101 or PSYC 235.

PSYC 300 Research Methods in Psychology (3)
(Formerly PSYC 305.) Prerequisites: PSYC 100 and STAT 225 (or PSYC 200). Recommended: PSYC 306A. A survey of research methods focusing on the fundamentals of research design and behavior. The goal is to provide major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.
PSYC 301 Biological Basis of Behavior (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to effectively communicate about the biological basis of 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, and language), as well as the basic functioning of the nervous system.

PSYC 306F Psychology of Happiness (1)
An introduction to the theories, concepts, and research related to the psychology of happiness, as well as implications for psychotherapy. The objective is to identify biological, cultural, and social theories in the study of happiness. Topics include neurobiological and cultural determinants of well-being, fulfillment in work and relationships, sources of unhappiness, and psychological approaches to increasing contentment and satisfaction.

PSYC 307D Improving Memory and Thinking (1)
An introduction to the theories and methods of improving memory and thinking. The goal is to apply psychological research models to explain the memory process. Topics include the memory functions of encoding, storage, retrieval, and loss, as well as strategies for improving memory.

PSYC 309H Psychological Consequences of War and Violent Conflict (1)
A study of the effects of war on various vulnerable groups of people. The objective is to understand the research and theories related to the psychological consequences of war and violent conflict. Topics include theoretical bases and issues of the development, expression, treatment, and rehabilitation of associated disorders.

PSYC 309K Managing Interpersonal Stress and Conflict (1)
An exploration of the nature and causes of stress and techniques for its management. The aim is to identify a variety of techniques to mitigate stress. Topics include 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 Sensation and Perception (3)
Prerequisite: PSYC 100. Recommended: PSYC 300 and 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)
Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 334 Psychology of Interpersonal Relationships (3)
Prerequisite: PSYC 100. A study of interpersonal dynamics and how relationship skills can result in healthy or unhealthy behaviors, from the beginning to the end of a relationship. The goal is to apply knowledge of interpersonal dynamics to evaluate behaviors. Discussion covers effective communication and conflict resolution skills as well as ways that advances in technology have altered societal understandings of interpersonal dynamics.

PSYC 335 Theories of Personality (3)
(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. Topics include trait, psychodynamic, behavioristic, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.
PSYC 341 Memory and Cognition (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to basic models; methods of research; and findings in the fields of memory, problem solving, and language. The objective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 352 Child and Adolescent Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of research and theory focusing on psychological development, from conception through adolescence. The objective is to apply knowledge of child and adolescent development through critical and creative analysis of cases and situations. Topics include physiological, conceptual, and behavioral changes and the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 352, PSYC 355, or PSYC 356.

PSYC 353 Abnormal Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 386 Psychology of Stress (3)
Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. The aim is to apply stress management techniques to remEDIATE the negative impact of stress. Stress is studied as the product of the interactions among one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is examined in relation to the stresses produced in a variety of contexts, such as families and work organizations. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 432 Introduction to Counseling Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)
Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

RUSSIAN
See Foreign Languages.

SOCIOLOGY
Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward
- the general education requirement in the behavioral and social sciences;
- a major in social science;
- a minor in sociology, diversity awareness, or women's studies; and
- electives.

SOCY 100 Introduction to Sociology (3)
An introduction to the basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, 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)
Prerequisite: SOCY 100. An intermediate-level survey of the structure and organization of American society, with special reference to recent social changes. The aim is to describe trends and patterns of social change in American society; compare American and global perspectives of American social values; and apply sociological theories to examine the character, structure, values, and ideology of contemporary American social thought. Topics include individualism; community commitment; and attitudes regarding work, leisure, and recreation in American society.

SOCY 325 The Sociology of Gender (3)
Prerequisite: SOCY 100. An inquiry into how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 423 Minorities in the United States (3)
Prerequisite: SOCY 100. An examination of basic social processes in the relations of minority groups in the United States. The aim is to analyze current and historical events and use sociological tools to critically evaluate ethnic and racial issues.

SOCY 424 Race and Ethnic Relations (3)
Prerequisite: SOCY 100. An analysis of race- and ethnic-related issues in society. The goal is to examine, analyze, project future trends in, and communicate effectively about minority-majority issues. Discussion covers the impact of inequality, prejudice, and discrimination on minority/majority relations. Topics include theories of race relations; the historical emergence, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

SOCY 426 Sociology of Religion (3)
Prerequisite: SOCY 100. Recommended: BEHS 220 or HUMN 350. An advanced examination of religion from a sociological perspective. The aim is to evaluate the influence of social location on religious beliefs and attitudes, examine relationships between church and state, and analyze current religious conflicts and controversies. Topics include fundamentalism versus extremism; modernity; religious conflicts; and the relationship of religion with race, class, gender, sexuality, and politics.

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 462 Women in the Military (3)
Prerequisite: SOCY 100. An advanced examination of women in the military from a sociological perspective. The objective is to understand gender, power, and the changing roles of women in the military; assess how policies affect women in the military; examine military, community, and family support systems for military women; and compare the roles and duties of women in the U.S. armed forces in war and peacetime with those of military women in other countries. Topics include the social construction of gender and sexuality of the armed forces; the history of women in the military; violence against women in the military; rank, status, and advancement of women in the military; and postmilitary transitions and career options for women.

SOCY 464 Military Sociology (3)
Prerequisite: SOCY 100. An advanced examination of the U.S. military from a sociological perspective. The aim is to differentiate the roles of officer and enlisted corps; analyze health, morale, and welfare issues in today's armed forces; evaluate the legal and political components of military/civil relations; and assess the changing impact of the U.S. military nationally and globally. Topics include military structure, military doctrine, ethics, justice, sustainability, and the future of the U.S. military. Discussion analyzes current military events from a sociological perspective.
SPANISH

Courses in Spanish (designated SPAN) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities;
- an AA general studies with foreign language area studies curriculum – Spanish;
- a foreign language area studies certificate; and
- electives.

SPAN 111 Elementary Spanish I (3)
(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)
(Not open to native speakers of Spanish.) Prerequisite: SPAN 111. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. 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. An intermediate-level study of the Spanish language. The aim is to improve listening, speaking, reading, and writing skills in Spanish and apply them in a variety of real-life situations and social contexts using culturally appropriate language. Students may receive credit for only one of the following courses: SPAN 201, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)
Prerequisite: SPAN 211. Further intermediate-level study of the Spanish language. The objective is to listen to, speak, read, and write Spanish and interact effectively with native speakers in a variety of personal and professional settings using culturally appropriate language. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

SPEECH COMMUNICATION

Courses in speech communication (designated SPCH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;
- a major in communication studies;
- a minor in communication studies, diversity awareness, or women’s studies; and
- electives.

SPCH 100 Foundations of Oral Communication (3)
(Fulfills the prerequisite for all upper-level SPCH courses.) An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. 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 (3)
A practical introduction to effective strategies used to deliver competent, professional speeches. Emphasis is on speech preparation, design, analysis, and delivery. 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 how communication influences gender and how gender affects communication. The objective is to apply theoretical frameworks and key concepts of gender to contexts, situations, and messages. Discussion covers gender roles, gender variation across communication styles, and the role gender plays in personal and professional relationships, as well as its role in culture and the media.

SPCH 482 Intercultural Communication (3)
Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.
STATISTICALS 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, MATH 106, or MATH 107 (preferably in the last two years). An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students who receive credit for STAT 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 225, or STAT 230.

STAT 230 Introductory Business Statistics (3)
Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). An introduction to the essential concepts of statistics for business and management. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Emphasis is on applications in business and management. Topics include sampling methods; measures of dispersion and central tendency; probability; random variables; binomial experiments; normal distribution; hypothesis testing; z-, t- and chi-square tests; margin of error and confidence intervals; linear regression and correlation; and analysis of variance (ANOVA). Software programs are used to analyze and present data. Students 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 (according to individual program requirements) toward

- the general education requirement in the arts and humanities;
- a minor in humanities; and
- electives.

UMUC offers a limited number of courses each session in this discipline.

THET 110 Introduction to the Theatre (3)
An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Emphasis is on engaging with theatrical performances as informed audience members and assessing one’s own role within the script-performance-audience dynamic. Assignments include attendance at two live professional performances (or view them online if that option is not available). Students may receive credits for only one of the following: HUMN 100 or THET 110.

TURKISH

See Foreign Languages.

WOMEN’S STUDIES

Courses in women’s studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward

- a major in social science;
- a minor in women’s studies;
- an AA general studies with women’s studies curriculum;
- a Women’s Studies Certificate; and
- electives.

UMUC offers a limited number of courses each session in this discipline.

WMST 200 Introduction to Women’s Studies: Women and Society (3)
An interdisciplinary study of the status, roles, and experiences of women in contemporary society. The aim is to recognize the impact of gender in all academic disciplines; analyze political, economic, social, and cultural issues through a feminist lens; and apply knowledge of local and global issues to affect positive change in women’s lives. Discussion covers women’s experiences across geography and history. Topics include gender and other identities, systems of privilege and inequality, sexuality, and power relations.
WORKPLACE LEARNING

Workplace Learning extends education beyond the traditional classroom by integrating career-related work opportunities with the student’s field of study. Workplace Learning courses carry the designator of the appropriate academic discipline and the number 486A or 486B. Workplace Learning courses may not be applied toward any general education requirements or some majors and minors. Students are responsible for consulting their advisor about applying Workplace Learning credit to their degree program. More details and contact information for Workplace Learning are available on p. 19. Details are also available on the Web at www.umuc.edu/wkpl.

WRITING

Courses in writing (designated WRTG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;
- a major in communication studies or English;
- a minor in communication studies; and
- electives (including related requirements in various majors).

Degree-seeking students must complete WRTG 101 or WRTG 101S (or present its equivalent in transfer) during their first 18 credits of enrollment at UMUC. WRTG 101 or WRTG 101S is prerequisite to all writing courses with higher numbers and most courses in English and communication studies. Placement tests are required for enrollment in WRTG 101. Students may contact their local field representative to schedule the placement test.

WRTG 391, WRTG 393, and WRTG 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement for upper-level advanced writing.

WRTG 101 Introduction to Writing (3)
(Formerly ENGL 101) 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. The objective is to apply specific steps within the writing process, including formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Revision and recursive writing practice are emphasized and encouraged. Assignments include comparison-contrast and research essays, as well as other rhetorical tasks. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, or WRTG 101X.

WRTG 101S Introduction to Writing (3)
(Fulfills the general education requirement in communications.) Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and the integration of research into one’s writing. An intensive review of grammar is provided. Focus is on organizing, developing, and writing academic essays. The goal is to apply specific steps within the writing process, including formulating purpose, identifying an audience, selecting and using research resources and methods of development, and completing other rhetorical tasks. Revision and recursive writing practice are emphasized and encouraged. Assignments include a comparison-contrast analysis, a cause-effect analysis, a research-supported essay, and a final reflective paper. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 100, WRTG 101, WRTG 101S, or WRTG 101X.

WRTG 291 Research Writing (3)
(Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or WRTG 101S. Continued practice in critical reading, thinking, and writing. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing. Assignments include creating responses to readings, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.
WRG 293 Introduction to Professional Writing (3)
Prerequisite: WRG 101 or WRG 101S. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRG 293.

WRG 391 Advanced Research Writing (3)
(Formerly ENGL 391. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRG 101 or WRG 101S. Instruction and practice in academic research skills. The objective is to critically analyze scholarly sources and effectively integrate source material into a complex argument. Assignments include prewriting exercises, a critique, a critical annotated bibliography, a literature review, and a statement of proposed research. Students may receive credit for only one of the following courses: ENGL 391, ENGL 391X, WRG 391, or WRG 391X.

WRG 393 Advanced Technical Writing (3)
(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRG 101 or WRG 101S. Recommended: WRG 291 or WRG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents using strategies and technologies for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393, ENGL 393X, WRG 393, or WRG 393X.

WRG 394 Advanced Business Writing (3)
(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRG 101 or WRG 101S. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards to business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, ENGL 394X, WRG 394, or WRG 394X.
UMUC EUROPE

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

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

Larry Arnoldy, MS
Co-Director, Information Technology

Iris S. Close, BS
Associate Director, Marketing and Communications

Scott Culton, BA
Co-Director, Information Technology

Monika E. Denburg, MA
Director, Distance Education Programs

Gregory P. Emerson, EdM
Manager, Textbooks

Sabri Erturk, MS
Associate Comptroller

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

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

Edna D. Roy
Associate Director, Financial Aid

Gina M. Schmidt-Phillips, EdM
UMUC Overseas Institutional Research and Contract Compliance

Jennifer J. Williams, MA
Senior Director, Human Resources

Enrollment Operations

Stephanie R. Styll, MHR
Director, Enrollment Operations

Michele A. Bigos, BA
Field Advisor – Ramstein, Germany

Maria Kostavasil, MPA
Master Field Advisor – Stuttgart, Germany

Angela M. Langley, BA
Advanced Field Advisor – Spangdahlem, Germany

Keri L. Martell, MA
Advanced Field Advisor – Lakenheath, United Kingdom

Tiffany C. Mathers, BS
Field Advisor – Ramstein, Germany

Andy R. Midura, MBA
Senior Field Advisor – Wiesbaden, Germany

Monica L. Philipp, BA
Master Field Advisor – Downrange

Alexis Ramos, MML
Field Advisor – Ramstein, Germany

Jenny H. Rimer, BA
Senior Field Advisor – Ramstein, Germany

Sonya M. Sessions, BS
Advanced Field Advisor - Ramstein, Germany

Aurora F. Streeter, MSM
Advanced Field Advisor – Naples, Italy

Nelson J. Villegas, BS
Advanced Field Advisor – Aviano, Italy

Tiffany L. Zdunkawicz, BS
Field Advisor Administrator

Student Services

Janice A. Keller, EdM
Senior Director, Student Services

Conrad A. Terry, MS
Senior Associate Registrar, Europe

Regional Enrollment Managers

Jacqueline A. Brunson-Kuhn, MA
Amanda C. Maguire, BS
Renée I. G. Noon, BA
Helmuth E. Radig, BA
Lavell L. Seale, BA
Stacey Tate
Mitzia P. Williams, MA
**UMUC EUROPE**

**Addresses**

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

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

**Telephone numbers**

Civilian: 06221-3780 (within Germany)  
+49-6221-3780 (outside Germany)

**Fax**

06221-378300 (within Germany)  
+49-6221-378300 (outside Germany)

**E-mail**

studentservices-europe@umuc.edu

**Web**

www.europe.umuc.edu

*The UMUC Europe headquarters office will be moving to the Kaiserslautern military community in the area of Sembach, Germany, within this academic year. Please check our Web site for updated contact information.*

**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>Portugal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bagram</td>
<td>Ansbach</td>
<td>Souda Bay</td>
<td>Lajes</td>
</tr>
<tr>
<td>Kabul</td>
<td>Bamberg</td>
<td>Italy</td>
<td>Lisbon</td>
</tr>
<tr>
<td>Kandahar</td>
<td>Baumholder</td>
<td>Aviano</td>
<td>Southwest Asia</td>
</tr>
<tr>
<td>Leatherneck</td>
<td>Buechel</td>
<td>Ghedi</td>
<td>Al Udeid</td>
</tr>
<tr>
<td>Marmal</td>
<td>Garmisch</td>
<td>Livorno</td>
<td>Camp As Sayliyah</td>
</tr>
<tr>
<td>Shank</td>
<td>Geilenkirchen</td>
<td>Naples</td>
<td>Spain</td>
</tr>
<tr>
<td>Shindand</td>
<td>Grafenwoehr</td>
<td>Sigonella</td>
<td>Rota</td>
</tr>
<tr>
<td><strong>Bahrain</strong></td>
<td></td>
<td>Vicenza</td>
<td>Turkey</td>
</tr>
<tr>
<td>Manama</td>
<td></td>
<td>Kuwait</td>
<td>Adana (Incirlik)</td>
</tr>
<tr>
<td><strong>Belgium</strong></td>
<td></td>
<td></td>
<td>Izmir</td>
</tr>
<tr>
<td>Brussels</td>
<td></td>
<td></td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Kleine Brogel</td>
<td></td>
<td></td>
<td>Alconbury</td>
</tr>
<tr>
<td>SHAPE</td>
<td></td>
<td></td>
<td>Croughton</td>
</tr>
<tr>
<td><strong>Djibouti</strong></td>
<td></td>
<td></td>
<td>Lakenheath</td>
</tr>
<tr>
<td>Camp Lemonnier</td>
<td></td>
<td></td>
<td>Menwith Hill (Harrogate)</td>
</tr>
<tr>
<td><strong>Egypt</strong></td>
<td></td>
<td></td>
<td>Mildenhall</td>
</tr>
<tr>
<td>Sinai North Camp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinai South Camp</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UMUC ASIA

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

Andrew D. Boone, PhD
Associate Dean

Emi Ikeda, BS
Associate Director, Human Resources

Keiko Jack, MA
Comptroller

Christopher L. Kelly, BS
Director, Student Services

Ted Loya, MIM, MBA
Director, Enrollment Operations

Melvin E. Medeiros, MA
Director, Logistics

Brian Oliver, BS
Financial Aid/VA Coordinator

William Stevens, BS
Senior Associate Registrar, Asia

Carmen Tassone, MS
Director, Information Technology

Scott Wiley, MS
Director, Instructional Resources

Timothy J. Young, BA
Coordinator, Marketing and Communications

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

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

Telephone numbers
Military: 315-225-3680
Civilian (within the United States): +81-3117-55-3680
Civilian (from elsewhere): +81-42-552-2510, ext. 5-3680

Fax
Civilian (international): +81-42-551-8305

E-mail
sservices-asia@umuc.edu (for Student Services)

Web
www.asia.umuc.edu

UMUC ASIA LOCATIONS

Australia
Alice Springs

Central Japan
Atsugi
Camp Fuji
Camp Zama
Iwakuni
Misawa
Sasebo
Yokohama/Negishi
Yokusuka
Yokota

Guam
Andersen
Guam Army National Guard
Naval Base Guam

Marshall Islands
Kwajalein

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

Singapore
U.S. Navy Region Singapore (NRS)

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

K-16
Kunsan
Osan
Yongsan

Thailand
JUSMAG-THAI/U.S. Embassy

www.europe.umuc.edu
UMUC

Javier Miyares, MS
President

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

Marie A. Cini, PhD
Provost and Senior Vice President

Cynthia Davis, PhD
Acting Vice Provost and Dean,
The Undergraduate School

Aric Krause, PhD
Vice Provost and Dean, The Graduate School

Eugene D. Lockett Jr., MBA
Vice President and Chief Financial Officer

Nadine Porter, JD
Vice President and Chief Human Resources Officer

James H. Selbe, MEd
Senior Vice President,
Partnerships, Marketing, and Enrollment Management

George Shoenberger, MBA
Senior Vice President and Chief Business Officer

Nancy Williamson, JD
Senior Vice President and General Counsel

Peter C. Young, MBA
Senior Vice President,
Analytics, Planning, and Technology

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

Telephone number
800-888-UMUC

Fax
301-985-7977

E-mail
umucinfo@umuc.edu

Web
www.umuc.edu

UMUC Locations

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

Arizona
Davis-Monthan Air Force Base
Fort Huachuca
Luke Air Force Base

California
Balboa Naval Hospital
Beale Air Force Base
Camp Pendleton
Coronado Naval Base
Fort Irwin
Miramar Marine Corps Air Station
North Island Naval Air Station
Point Loma Naval Base
Point Mugu Naval Air Station
San Diego
Coast Guard Air Station
Marine Corps Recruit Base
Naval Base
UMUC at San Diego
Travis Air Force Base
Twenty-Nine Palms Marine Corps Air Ground Combat Center

Colorado
Air Force Academy
Buckley Air Force Base
Fort Carson
Peterson Air Force Base
Schriever Air Force Base

Connecticut
New London Naval Submarine Base

Delaware
Dover Air Force Base
District of Columbia
- Anacostia-Bolling Joint Base

Florida
- Corry Station Naval Technical Training Center
- Eglin Air Force Base
- Hurlburt Air Force Base
- Jacksonville Naval Air Station
- Mayport Naval Station
- Pensacola Naval Air Station
- Whiting Field Naval Air Station

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

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

Kentucky
- Fort Campbell

Maryland
- Aberdeen Proving Ground
- Adelphi (UMUC headquarters)*
- Allegany College of Maryland
- Andrews (Joint Base Andrews Naval Air Facility Washington)
- Anne Arundel Community College
- Arundel Mills (Anne Arundel Community College Center)
- Baltimore City Community College
- Carroll Community College
- Cecil College
- Chesapeake College
- College of Southern Maryland (La Plata, Leonardtown, Prince Frederick)
- Community College of Baltimore County
- Curtis Bay Coast Guard Yard
- 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
- Largo (UMUC Academic Center)*
- Laurel College Center
- Montgomery College
- National Security Agency
- Northeast Maryland Higher Education Center
- Patuxent River Naval Air Station
- Prince George’s Community College
- Shady Grove*
- Southern Maryland Higher Education Center
- University of Maryland, College Park
- Waldorf Center for Higher Education*
- Walter Reed National Military Medical Center (Bethesda)
- Wor-Wic Community College

New Jersey
- Fort Dix
- McGuire Air Force Base

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

New York
- Fort Drum

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

Rhode Island
- Newport Naval Station

South Carolina
- Fort Jackson
- Shaw Air Force Base

Texas
- Fort Bliss
- Fort Hood
- Fort Sam Houston
- Lackland Air Force Base
- Randolph Air Force Base

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

Washington
- Bremerton Naval Station
- Everett Naval Station
- Kitsap at Bangor Naval Base
- Lewis McChord Joint Base
- Seattle Coast Guard Base
- Whidbey Island Naval Air Station

Wyoming
- F. E. Warren Air Force Base
UNIVERSITY SYSTEM OF MARYLAND

Board of Regents

James L. Shea  
Chair

Barry P. Gossett  
Vice Chair

Gary L. Attman  
Treasurer

John L. Young  
Assistant Treasurer

C. Thomas McMillen  
Secretary

Thomas G. Slater  
Assistant Secretary

Norman R. Augustine

Louise Michaux Gonzales

Linda R. Gooden

Earl F. Hance  
Ex Officio

Steven Hershkowitz  
Student Regent

Francis X. Kelly Jr.

David Kinkopf

Robert Rauch

Frank M. Reid II

Tracye Turner

Paul L. Vance

Officers of the University System

William E. Kirwan  
Chancellor

Joann Boughman  
Senior Vice Chancellor for Academic Affairs

Leonard Raley  
Vice Chancellor for Advancement

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

Ann Moultrie  
Vice Chancellor for Communications

Donald F. Boesch  
Vice Chancellor for Environmental Sustainability

Patrick J. Hogan  
Vice Chancellor for Government Relations

David Mosca  
Director of Auditing

Web

www.usmd.edu
Abrahamson, Robert-Louis, **Collegiate Professor, English**; BA, Amherst College; MA, Rutgers University; PhD, Rutgers University

Acuff, Matthew C., **Adjunct Instructor, Management Studies**; BS, University of Missouri; MA, San Diego State University

Adair, Stephanie R., **Adjunct Instructor, Philosophy**; BS, University of Pittsburgh; MA, Duquesne University

Adomaitis, Ray M., **Adjunct Professor, Counseling, Psychology**; BS, University of Illinois, Chicago; PhD, Northwestern University

Aguirre, Tawny L., **Adjunct Assistant Professor, Economics, Bus. & Mgmt.**; BBA, New Mexico State University; MBA, New Mexico State University; MA, New Mexico State University

Aiello, Rosa, **Adjunct Professor, Chemistry, Biology**; Dottore in Medicina, University of Catania

Aiello, Rosa M., **Adjunct Instructor, Library Research**; BS, University of Maryland University College; MA, California State University, Dominguez Hills; MS, Pratt Institute

Aistock, Charles A., **Collegiate Professor, Bus. & Mgmt., Govt. & Pol.**; BA, Howard University; JD, Howard University; LLM, Georgetown University

Alvear-Mabry, Christina L., **Adjunct Instructor, History**; BA, University of Texas, San Antonio; MA, University of Texas, El Paso

Anderson, Katja T., **Adjunct Assistant Professor, German**; BA (Licencié), Université DE LA Sorbonne Nouvelle; MA (Zweites Staatsexamen), University of Bonn

Andrews, Michelle, **Adjunct Instructor, Bus. & Mgmt.**; BA, Southern Illinois University - Carbondale; MA, Troy University

Anthony, Kenneth V., **Adjunct Instructor, History**; BS, Mississippi University for Women; MEd, Mississippi University for Women; PhD, Mississippi State University

Apichella, Maria L., **Adjunct Instructor, English**; BA, Aberystwyth University; MA, Aberystwyth University

Apichella, Michael, **Collegiate Professor, English, Speech**; BS, Kutztown University of Pennsylvania; MA, Wheaton College; PhD, Aberystwyth University

Arzdorf, Robert J., **Adjunct Associate Professor, Accounting**; BA, Moorhead State University; MBA, Western Carolina University

Atwell, Amanda D., **Adjunct Associate Professor, Psychology**; BS, Cameron University; MS, Cameron University

Auman, Julie D., **Adjunct Instructor, Music**; BMus, University of Illinois; MMus, Northwest Missouri State University; DMA, Michigan State University

Azcue, Jose M., **Adjunct Professor, Biology**; BS, University of Bilbao; MSc, University of Rio de Janeiro; PhD, University of Waterloo

Azemi, Visar, **Adjunct Instructor, Mathematics, Computer Studies**; BS, University of Pristina; BS, University of Maryland University College Europe

Babcock, Virginia M., **Adjunct Professor, Sociology**; BS, University of Idaho; MA, Washington State University; PhD, Washington State University

Bahrij, Amanda K., **Adjunct Instructor, Mathematics**; BS, University of Nebraska at Lincoln; MS, Colorado State University

www.europe.umuc.edu
Birbiri, Mehmet, PhD, Emory University; Adjunct Instructor, Mānoa Denver; MS, University of Hawai'i at Manoa.

Barbato, John L., Collegiate Associate Professor, Bus. & Mgmt.; BA, University of Colorado; MBA, University of Colorado.

Beasley, Michael A., Adjunct Instructor, Bus. & Mgmt.; BS, Virginia Polytechnic Institute and State University; MS, Bowie State University.

Beck, Johannes G., Adjunct Assistant Professor, Biology; Dr Sc Agi, University of Hohenheim.

Bennette, Daniel, Adjunct Associate Professor, Computer Studies; BA, University of Maryland University College; BS, University of Maryland University College; MSBA, Boston University.

Bergmanis, Eric C., Collegiate Instructor, Geology; BA, University of Colorado at Denver; MS, University of Hawai‘i at Mānoa.

Bieri, Franziska, Adjunct Instructor, Sociology; BA, Georgia State University; PhD, Emory University.

Bibiribi, Mehmet, Adjunct Associate Professor, Turkish; Diplom, Istanbul Educational Institute.

Blackwood, Sarah K., Adjunct Instructor, English; BS, State University College - Buffalo, NY; MA, Royal Holloway University of London.

Blattman, Michael, Collegiate Associate Professor, Accounting, Economics; BA, Queens College CUNY; MBA, St. John's University.

Block, William, Adjunct Associate Professor, Psychology, German; BA, Kalamazoo College; Diplom, University of Muenster.

Bolton, John A., Adjunct Instructor, Philosophy; BA, University of Essex; MA, University of Essex.

Booth, John F., Adjunct Associate Professor, Psychology; BA, University of Maryland University College; Diplom, University of Mannheim.

Boretos, Nicholas E., Adjunct Instructor, Computer Studies; BS, University of Lowell; MA, University of Lowell.

Bouchie, James S., Collegiate Associate Professor, English; BA, University of Maryland University College; BA, University of New Hampshire; MA, University of New Hampshire.

Boyd, Michael K., Adjunct Associate Professor, Computer Studies; BS, Kent State University; BS, University of Maryland University College; MS, University of Michigan.

Braem, Guido J., Adjunct Professor, Biology; Diplom, University of Giessen; PhD, University of Toronto.

Brant, William A., Adjunct Instructor, Philosophy; BS, Texas State University; MA, Sofia University; PhD, Sofia University.

Bray, James R., Adjunct Associate Professor, Mathematics; BSEE, Texas Tech University; MSEE, Air Force Institute of Technology.

Briscoe, James B., Adjunct Professor, Computer Studies, History; BS, Stanford University; MA, Columbia University; MBA, University of Oklahoma; MPhil, Columbia University; PhD, Columbia University.

Brown, Sidney A., Adjunct Professor, History; BA, University of Hull; PGCE, University of Hull; MA, University of Maryland, College Park; MEd, University of Manchester; MPhil, University of Reading; MA(Ed), University of Southampton; PhD, University of Bradford; PGCHS, University of Oxford.

Brudowsky, John M., Collegiate Assistant Professor, Mathematics; AB, University of California, Berkeley; Diplom, University of Kaiserslautern.

Bunch, Cameron D., Adjunct Associate Professor, Computer Studies, Information Systems; BS, University of Maryland University College; MS, Bowie State University.

Burchett, Richard E., Adjunct Associate Professor, Psychology; BA, Western Washington University; PhD, University of California, Riverside.

Busch, Angelika, Adjunct Associate Professor, Mathematics; Diplom, Technical University of Mannheim.

Butts, Duncan R., Collegiate Professor, Bus. & Mgmt., Mathematics; BS, Arizona State University; MBA, Eastern New Mexico University; EdD, College of William and Mary.

Buzzard, Janet K., Adjunct Associate Professor, Information Systems Management; BSE, Missouri Southern State University; MS, Pittsburgh State University; EdD, Oklahoma State University.

Bytyqi, Fisnik S., Adjunct Instructor, Human Resource Management; BS, University of Pristina; MS, La Roche College.

Calabresi, Leonello, Adjunct Associate Professor, Computer Studies; Laurea, University of Salerno.

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

Cameron, Janice K., Adjunct Associate Professor, Computer Studies; MBA, University of Warwick.

Campbell, Philip C., Collegiate Professor, Sociology; BS, Eastern Michigan University; MA, University of Iowa; PhD, University of Iowa.

Cann, Brian, Collegiate Associate Professor, Mathematics; BS, University of Warwick; ME, University of Sheffield; PGCE, University of Sussex.

Carder, Jennifer B., Adjunct Associate Professor, Biology, Chemistry; BS, Towson University; MS, University of Tennessee, Knoxville; PhD, University of Hawaii.

Cardwell, Kevin F., Adjunct Associate Professor, Computer Studies; BS, National University; MS, Southern Methodist University.

Carmel-Arthur, Judith L., Adjunct Associate Professor, Art History; BA, Southern Illinois University at Carbondale; MA, The Courtauld Institute of Art; PhD, Kingston University.
Carpenter, Kerri A., Adjunct Instructor, Environmental Science; BS, Hampton University; MRes, University of East Anglia

Carter III, Robert, Adjunct Professor, Biology; BS, Northwestern State University; MS, Southern University; PhD, University of North Texas Health Science Center

Cassel, Diana G., Adjunct Instructor, English; BA, Smith College; MA, State University of New York, Buffalo; MLS, State University of New York, Buffalo

Cataldo, Arthur R., Adjunct Assistant Professor, Mathematics; BS, Portland State University; BA, Buffalo State College; MS, Portland State University

Celle, Olga R., Adjunct Professor, Sociology; MA, University of Iowa; PhD, University of California, Santa Cruz

Chandra, Madhukar, Adjunct Professor, Astronomy, Physics; BSc, University of Delhi; BSc, University of London; PhD, University of Salford

Chipman, Lydia M., Adjunct Instructor, English; BA, Clayton College & State University; MA, Georgia Southern University

Chojnacka, Monica E., Adjunct Professor, History; BA, Kalamazoo College; MA, Stanford University; PhD, Stanford University

Chomiak, Anna, Collegiate Professor, Bus. & Mgmt., Psychology; BA, Butler University; MS, Oklahoma State University; PhD, Oklahoma State University

Christiansen, Rebecca S., Adjunct Instructor, Human Resource Management; BA, Michigan State University; MS, Central Michigan University

Cloud, Noah C., Adjunct Instructor, Bus. & Mgmt.; BS, United States Military Academy; MBA, University of Rochester

Cobb, Kristen C., Adjunct Assistant Professor, Bus. & Mgmt.; BA, West Virginia University; MS, West Virginia University

Cobb, Melvin N., Adjunct Associate Professor, Mathematics, Natural Sciences; BS, University of California, Berkeley; MSE, Santa Clara University; MS, University of Hawaii

Coe, Barabara A., Adjunct Associate Professor, Government; BGS, Chaminade College of Honolulu; MPA, University of Colorado; PhD, University of Colorado

Colatrella, Steven J., Adjunct Associate Professor, Sociology, Government; BA, Bard College; MA, The New School; PhD, Binghamton University

Cole, Trafford R., Adjunct Professor, Psychology; Laurea di Dottore, University of Padua

Combs, JoAnne M., Adjunct Instructor, History, Italian; BA, University of Maryland University College; MA, Excelsior College

Corcoran, Katherine M., Adjunct Instructor, Economics; BA, University of Notre Dame; MA, Leeds University

Cox, Leslie A., Adjunct Professor, Biology; BSc, North London Polytechnic University; PhD, Hatfield Polytechnic

Cuccurullo, Antonio M., Adjunct Professor, Bus. & Mgmt.; Laurea, University of Naples; MBA, ISIDA

Curts, Christine J., Adjunct Instructor, Psychology; BA, Trinity University; MA, University of Mississippi; PhD, University of Mississippi

Daneker, Roger G., Adjunct Instructor, Computer Studies; BS, University of Maryland University College

Dauti, Bekim A., Adjunct Instructor, Computer Studies; Diplom, Tirana University; MS, University of Maryland University College

Davis, Frances, K., Adjunct Assistant Professor, History; BA, Mount Holyoke College; MA, Duke University; JD, Villanova University School of Law

Davis-Gruber, Wendy S., Adjunct Associate Professor, Computer Studies; BS, University of Wisconsin; MS, University of Southern California

De Jesus Munoz, Ramon, Adjunct Assistant Professor, Counseling, Information Technology; BA, DeVry University; MS, Keller Graduate School

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

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

Dele, Charles S., Adjunct Associate Professor, Information Systems, Mathematics; BSE, University of Alabama, Huntsville; MSEE, Florida Institute of Technology; MSEM, Florida Institute of Technology

Del Villano, Bianca, Adjunct Professor, English, Italian Studies; Laurea, University of Naples; Dottore di Ricerca, University of Turin

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

Demak, Puhie, Adjunct Instructor, Govt. & Pol.; BA, University of Pristina; MA, University of Sussex

Denison, Barry, Collegiate Associate Professor, Mathematics; BA, St. Andrews Presbyterian University; Diplom, University of Heidelberg

Di Pastena, Solvia, Adjunct Assistant Professor, Italian; Laurea, University of Naples

Di Pastena, Vincenzo, Adjunct Professor, Mathematics, Geology; Dottore di Ricerca, University of Naples

Diego Miguel, Maria del Carmen S., Adjunct Associate Professor, Spanish; BA, University of Valladolid; MIB, CECIVA Business School

Dimitropoulos, Nikolaos, Adjunct Assistant Professor, German; BA, Ludwig-Maximilians University Munich; MA, Ludwig-Maximilians University Munich

Dingle, Patrick S., Adjunct Associate Professor, Biology, Geology; Diplom, University of Kiel; Dr. rer. nat., University of Kiel

Di Rocco, Diana, Adjunct Instructor, Italian, Govt. & Pol.; Diplom, Liceo Linguistico; Laurea, Oriental Institute, Naples

DiStefano, Denise M., Collegiate Professor, Bus. & Mgmt., Criminal Justice; BA, The American University; JD, The American University
Donlan, Carol A., Adjunct Professor, Psychology; BA, Saint Michael's College; MA, University of North Carolina, Greensboro; MA, Bowie State University; PhD, University of North Carolina, Greensboro

Donmez, Cemalettin, Adjunct Associate Professor, Mathematics; BS, Middle East Technical University; MS, Middle East Technical University; PhD, Purdue University

Donmez, Ferda, Adjunct Instructor, Economics; BS, Middle East Technical University; MS, Middle East Technical University; PhD, University of Utah

Donnellan, William J., College Associate Professor, English; PhD, University of Utah; MS, Middle East Technical University; PhD, Purdue University

Drakopoulos, Eleftherios, Adjunct Assistant Professor, History; MA, Loyola University

Driver, Helen E., Adjunct Instructor, English; BA, Saint Mary’s College; MA, Austin Peay State University

Drouet, Joel, Adjunct Assistant Professor, Spanish, French; BA, Northeast Louisiana University; MA, University of Utah

Dryden, Konrad C., Adjunct Professor, German; BA, University of Maryland University College; MA, California State University, Dominguez Hills; Dr.phil., University of Marburg

Dua, Patrick, Adjunct Professor, Govt. & Pol.; Philosophy; MA, University of Heidelberg; Dr.phil., University of Heidelberg

Dullmaier, Therese M., College Associate Professor, Bus. & Mgmt.; BA, University of Wisconsin; MS, University of Wisconsin

Durand, Steven L., College Associate Professor, Govt. & Pol.; History; BA, Michigan State University; MA, University of South Carolina

Erk, Sinan F., Adjunct Instructor, Marketing; BA, Eastern Mediterranean University; MS, Roosevelt University

Ertl, Alan W., College Professor, Economics; BA, Western State College; MA, University of Exeter; PhD, University of St. Andrews

Erwin, Scott M., Adjunct Instructor, Computer Studies; BS, University of Maryland University College; MS, University of Maryland University College

Erwin-Grabner, Tracy E., Adjunct Assistant Professor, Psychology; BS, Indiana University; MA, Drexel University; PsyD, Chicago School of Professional Psychology

Ethington, Cristina, College Associate Professor, Computer Studies, Information Technology; BS, Federal University of Rio de Janeiro; MS, Polytechnic University of Madrid; MS, Technical University of Kaiserslautern

Fay, Mitchell, College Associate Professor, English, Speech; BA, University of Wisconsin at Eau Claire; MA, University of Wisconsin at River Falls; MPS, Cornell University

Fernandez, Lourdes T., Adjunct Instructor, English; BSBA, University of South Carolina; MA, Austin Peay State University

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

Ferrara, Serena, Adjunct Instructor, Italian; MA, University of Pisa

Ferrelli, Karen E., College Associate Professor, English; BA, University of Pennsylvania; MA, University of Pennsylvania

Fister-Stoga, Andrezej A., Adjunct Instructor, Philosophy; BA, Bishops University; MLitt, St. Andrews University

Flannagan, Timothy B., Adjunct Professor, Mathematics; BA, University of Melbourne; MSc, University of London; PhD, University of London

Foehr, Sherry L., Adjunct Associate Professor, History; BA, Wesleyan University; MA, Georgetown University; PhD, Georgetown University

Fortuno, Felicidad B., Adjunct Associate Professor, Information Technology, Finance; BS, University of Nueva Caseres; MBA, University of Nueva Caseres; DBA, Aquinas University of Legazpi

Fowler, James F., Adjunct Instructor, Mathematics; BSc, University of Reading; PGCE, University of Cambridge

Fox, Carly M. P., Adjunct Instructor, Humanities; BA, The Moody Bible Institute; MA, St. John’s College

Fox, Raymond G., College Associate Professor, History, Anthropology; BA, Florida State University; MA, Florida State University; MAT, University of Florida

Franceschini, Samuela, Adjunct Instructor, Mathematics; BS, State University of New York at Buffalo; MA, State University of New York at Buffalo; PhD, State University of New York at Buffalo

Franch, Fabio, Adjunct Instructor, Bus. & Mgmt.; BA, University of Trento; MA, University of Trento; PhD, West Virginia University

Freed, James L., College Associate Professor, Govt. & Pol.; BA, Hanover College; MA, Naval Postgraduate School

Freese, Klaus J., Adjunct Associate Professor, German; Diplom, University of Regensburg

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

Fry, Pauline J., College Associate Professor, English; BA, University of Oregon; MA, Kent State University

Fry, Richard P., College Associate Professor, Biology; BSc, University of Stirling

Fuller, Howard J., Adjunct Assistant Professor, History; BA, Ohio State University; MA, King’s College London; PhD, King’s College London

Funk, Sherri L., Adjunct Instructor, Economics, Human Resource Management; BBA, University of Montevallo; MS, Troy State University; MA, University of Phoenix
Gagum, Kyung, Adjunct Instructor, German; BA, University of Arizona; MA, University of Arizona
Gallo, Francesco, Adjunct Professor, Biology; BS, St. John’s University; Dottore in Medicina, University of Padua
Garcia, Christian T., Adjunct Instructor, Government; BS, University of Maryland University College; MA, University of Oklahoma
Gardiner, William S., Collegiate Instructor, Mathematics, Biology, BS, Bristol Polytechnic; PGCE, Bristol Polytechnic
Gauger, Nathalie A., Adjunct Instructor, Computer Studies; MS, Bowie State University
Gawlik, Joseph L., Adjunct Instructor, Technology; BA, Montclair State College; MS, Delft University of Technology
Gorter, Susan M., State University, Long Beach; MA, Dottore of Toronto; LLM, University of Warwick

Gibson, Charlene S., Adjunct Instructor, Communications, Speech; BA, Baylor University; MA, Baylor University
Glass, Frank P., Collegiate Professor, English, Theatre; BA, Oklahoma State University; MA, Oklahoma State University; PhD, University of Texas
Glover, Jeremy, Adjunct Professor, Bus. & Mgmt.; BA, Howard University; MBA, Southern Illinois University, Edwardsville
Gibson, Charlene S., Adjunct Instructor, Computer Science; BS, St. John’s University; MA, University of Padua
Gourley, Robert W., Adjunct Associate Professor, Accounting, Bus. & Mgmt.; BA, Oberlin College; MBA, University of California, Berkeley; DM, University of Maryland University College
Griffith, Peter R., Adjunct Instructor, Art History; BA, Middlebury College; MA, University of Massachusetts
Griggs, Deborah K., Collegiate Associate Professor, English, Communications; BA, San Francisco State University; MA, San Francisco State University
Grigiant, Antonella, Adjunct Instructor, Italian; Laurea, University of Padua
Gross, Claudia C., Adjunct Assistant Professor, Art History; MA, University of Bonn; PhD, University of Bonn
Grueter, Richard C., Collegiate Professor, Art, Art History; AB, Occidental College; MFA, Claremont Graduate School
Gualtieri, Paolo, Adjunct Professor, Biology, Computer Studies; Laurea, University of Pisa
Guilian, Fayeleta, Adjunct Assistant Professor, Art, Art History, Humanities; BA, New College of California; MA, New College of California
Gundogdu, Neslihan, Adjunct Associate Professor, Turkish; BA, Cukurova University; MA, Bilken University
Güngördü, Nafia F., Adjunct Associate Professor, Computer Studies; BS, University of Bosphorus; MS, University of Bosphorus
Guzey, Meral, Adjunct Associate Professor, Biology; BS, Hacettepe University; MS, University of Maryland, College Park; PhD, Hacettepe University
Hadjidaki, Spyros, Adjunct Professor, Economics; BA, Degree College; MA, University of Reading; PhD, University of Reading
Hady-Robson, Barry, Adjunct Associate Professor, Bus. & Mgmt.; BA, University of Durham; MS, University of Leeds
Hallett, Sara K., Adjunct Instructor, English; BSc, University of York; MA, University of Birmingham
Hanes, Timothy P., Adjunct Instructor, Arabic, Govt. & Pol.; BA, St. John’s College; MA, University of Erlangen
Hardin, Linda L., Adjunct Assistant Professor, Computer Studies, English; BS, Appalachian State University; MA, Appalachian State University
Hartman, Robert, Collegiate Professor, Psychology; BA, San Diego State University; MA, United States International University; PhD, United States International University
Hatlie, Mark R., Adjunct Instructor, History; BA, St. Olaf College; MA, University of Constance; PhD, Eberhard Karls University
Hayes, William M., Adjunct Associate Professor, Computer Studies; BA, Northwestern University; MA, Pennsylvania State University; MIM, American Graduate School of International Management
Hays, Kraig, Collegiate Assistant Professor, Criminal Justice, Sociology; BA, University of Colorado; PhD, University of Colorado
Heisler, Eva L., Collegiate Associate Professor, English, Art History; BA, Kirkland and Hamilton Colleges; MA, Syracuse University; PhD, Ohio State University
Heitmeyer, Jennifer M., Adjunct Assistant Professor, Biology; BS, North Carolina State University; MS, Midwestern State University
Henderson, William C., Adjunct Instructor, Bus. & Mgmt., Criminal Justice; BS, Babson College; JD, Boston University; LLM, George Washington University
Henrich, Elmar J., Adjunct Assistant Professor, History; BA, Dalhousie University; MA, Dalhousie University; PhD, York University
Herrin, Jennifer L., Adjunct Assistant Professor, English; BS, University of Oklahoma; MA, Oklahoma State University
Hibler Tuchrello, Anita, Adjunct Professor, English, Communications; BA, University of Dayton; MA, University of Wisconsin; PhD, George Washington University
Hinkey, Lynne, Adjunct Assistant Professor, Biology; BS, University of the Virgin Islands; MA, University of Rhode Island; PhD, University of Puerto Rico
Hinz, Yurek K., Adjunct Assistant Professor, Information Technology; MS, Bowie State University; PhD, Northcentral University

Hoepffner, Helga, Adjunct Associate Professor, German; Diplom, University of Würzburg

Holladay, Gae A., Collegiate Professor, English, Communications; BA, University of Nevada, Las Vegas; MA, University of Nevada, Las Vegas; MEd, Temple University; PhD, Arizona State University

Holmes, John P., Collegiate Assistant Professor, Accounting; BA, University of Wisconsin - Milwaukee; BS, University of Maryland University College; JD, University of Wisconsin - Madison; MS, University of Houston; LLM, Southern Methodist University

House, Frank C., Adjunct Professor, Astronomy; BS, Trinity College, Dublin; PhD, York University

Houston, Emine, Adjunct Assistant Professor, Mathematics; BS, Fayetteville State University; MS, Fayetteville State University

Howell-Kubler, Alexis N., Adjunct Assistant Professor, Biology; BS, Southwest Missouri State University; MS, University of Washington

Hull, Bruce W., Collegiate Associate Professor, History; BA, University of California, Riverside; MA, University of California, Riverside

Hunsberger, Roger, Adjunct Professor, English; BS, Arizona State University; MA, Indiana State University; MS, Vanderbilt University; PhD, University of East Anglia

Jameson, Patricia A., Adjunct Assistant Professor, Counseling, Psychology; BS, University of Maryland University College; MA, University of Maryland, College Park

Jeswein, Kathy S., Adjunct Associate Professor, German; BA, Valparaiso University; MA, State University of New York, Buffalo

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

Johnson, James L., Adjunct Associate Professor, Computer Studies; BSOE, Wayland Baptist University; MA, Webster University

Johnson, Warren R., Collegiate Associate Professor, Sociology; BA, Northern Illinois University; MA, Northern Illinois University

Jolly, Mary E., Adjunct Instructor, Psychology; BA, University of Maryland University College; MA, Bowie State University

Jones, Thomas M., Adjunct Assistant Professor, Computer Studies; BS, University of Maryland University College; MS, Bowie State University

Jones-Palm, Diane, Collegiate Professor, Sociology; BS, University of Illinois; MSW, Portland State University; PhD, Emory University

Jorfi, Louis J., Adjunct Instructor, Business; BS, University of the State of New York, Albany; BS, University of the State of New York, Albany; MBA, Brenau University

Jorgensen-Wagers, Kendra, Adjunct Assistant Professor, Psychology; BA, University of California Santa Barbara; MEd, California Polytechnic State University, San Luis Obispo; PhD, University of Texas at Austin

Kalfoğlu, Turgut, Adjunct Associate Professor, Computer Studies; BS, Elmira College; MS, Ege University

Kalupa, Kimberly L., Adjunct Assistant Professor, Psychology; BA, University of Wisconsin—Eau Claire; MS, Uniformed Services University of the Health Sciences; PhD, Uniformed Services University of the Health Sciences

Karrier Jr, Timothy W., Adjunct Instructor, Bus. & Mgmt.; BS, The Citadel; MBA, University of Mary; MS, University of Mary; MBA, Naval Post Graduate School

Kavadarli, Gungor, Adjunct Associate Professor, Turkish; BA, Robert College; MA, Robert College; MS, University of Nottingham

Keating, John, Adjunct Associate Professor, Psychology; BA, College of William and Mary; MEd, College of William and Mary

Keiling, Andreas, Adjunct Assistant Professor, Physics; BS, Imperial College London; MS, Technical University Berlin; PhD, University of Minnesota

Keller, William S., Collegiate Associate Professor, Bus. & Mgmt.; BBA, University of Massachusetts; MBA, University of Maine

Kerr Jr, William O., Collegiate Professor, Philosophy, Psychology; BA, Saint Bonaventure University; MA, Antioch University; MA, State University of New York, Buffalo; PhD, State University of New York, Buffalo

Kieta, Sharon R., Adjunct Associate Professor, Economics; BS, Oklahoma State University; MS, Oklahoma State University

Kissick, Gary R., Collegiate Professor, English; BA, Miami University; MFA, University of Iowa; PhD, University of East Anglia

Koch, Kathleen L., Adjunct Professor, English, Communications; BS, Keene State College; MA, Keene State College; MPhil, Drew University; DLitt, Drew University

Komar, Raymond E., Collegiate Professor, English, Speech; BA, La Salle Seminary; BA, University of Houston; MA, University of Texas; PhD, University of Houston

Kroon, Corina, Adjunct Assistant Professor, Bus. & Mgmt.; BA, University of Utrecht; MA, University of Amsterdam

Kurz, Manfred A., Adjunct Associate Professor, German; Lehramtsprüfung, University of Munich

Kuznetzoff, Jorge A., Adjunct Instructor, Art; BA, Temple University; MA, University of Baltimore

Ladelfa, Joseph, Collegiate Associate Professor, Computer Studies, Mathematics; BS, St. John Fisher College; MS, Bowie State University
Lang, Andrew B., Collegiate Instructor, English; BA, University of Maryland University College; MA, University of Birmingham

Langan, William B., Adjunct Assistant Professor, Government; BA, Villanova University; MS, Boston University; MA, University of Kansas; PhD, University of Kent

Leahy, Anna, Adjunct Associate Professor, Italian; Laurea, University of Naples

Leaman, Kristin K., Adjunct Instructor, Library Research; BA, University of Illinois; MA, University of Illinois

Leitch, Gordon A., Collegiate Professor, Economics; BA, Hillsdale College; MA, Tulane University; PhD, Tulane University

Lemons, Melissa P., Adjunct Assistant Professor, Psychology; BA, Yale University; MS, University of California, San Diego

Lenz, Sylvia T., Adjunct Associate Professor, Statistics; BA, University of Chicago; MS, Rossevelt University; PhD, Universität Mannheim

Lerner, Bruno, Adjunct Professor, History, German; Dr.phil., University of Vienna

Levin, Tobe J., Collegiate Professor, English; BA, Ithaca College; Maîtrise, University of Paris; MA, Cornell University; MA, New York University in Paris; PhD, Cornell University

Liebhaber, Michael J., Collegiate Professor, Psychology; BS, University of Arizona; MA, University of Kansas; PhD, University of Kansas; MFA, Western Connecticut State University

Lien, Irene S., Adjunct Assistant Professor, Bus. & Mgmt.; BBA, University of New Hampshire; MBA, University of New Hampshire

Lindquist, Sheryl R., Adjunct Associate Professor, English; BA, University of Wisconsin, Platteville; MA, Loras College

Lindsey, Anlecta L., Adjunct Instructor, Communications, Management; BA, University of West Florida; MS, University of West Florida

Linsen, Ivo M., Adjunct Instructor, Dutch; Diplom, Normal School Bokrijk

Love, Ashley S., Adjunct Associate Professor, Biology, Nutrition; BA, Columbia University; MS, Columbia University; MPH, Columbia University; DrPH, Columbia University

MacDonald, Michael D., Collegiate Assistant Professor, English; BS, Northern Michigan University; MA, Northern Michigan University

Mackles, Joshua, Collegiate Associate Professor, Mathematics; BA, State University of New York, Binghamton; MA, University of Wisconsin

MacWatters, Janice L., Adjunct Instructor, Library Research; BA, Eastern Oregon University; MLS, Texas Woman’s University

Magee, Thomas N., Adjunct Assistant Professor, Psychology; BA, University of Mississippi; MA, University of Alabama; PhD, University of Alabama

Mainka, Christina, Adjunct Associate Professor, Chemistry; MS, University of Heidelberg; Dr. rer. nat., University of Heidelberg

Maksimyadi, Niko, Adjunct Assistant Professor, Anthropology, Management Studies; AB, University of California, Berkeley; MA, University of Chicago; MBA, University of Chicago

Maldonado, Kelly E., Adjunct Instructor, Mathematics; BS, Tarleton State University; MS, Texas A&M University

Mandola, Mary J., Adjunct Associate Professor, Art History; BA, Michigan State University; MA, Michigan State University

Manley, Craig A., Adjunct Assistant Professor, English; BA, University of Maryland University College; MA, California State University; Dominguez Hills

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

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

Marotta, Samuel A., Adjunct Associate Professor, History; BA, Loyola University of Chicago; MA, Loyola University of Chicago

Marrington, Jill, Adjunct Assistant Professor, Humanities; BA University of Exeter; MA University of Exeter; PhD, University of California

Martin, Carroll Q., Collegiate Associate Professor, English, German; BA, Hendrix College; MA, University of Arkansas

Martin, Theresa G., Collegiate Instructor, Biology; BS, University of Nebraska; MS, University of Nebraska

Mattsson-Smith, Dorrit H., Adjunct Professor, Mathematics; AB, Vassar College; MA, Columbia University Teachers College; PhD, Pontifical Catholic University of São Paulo

Maus, Marilyn E., Collegiate Professor, Accounting, Bus. & Mgmt.; BA, Moorhead State University; BS, Moorhead State University; MS, Moorhead State University; DBA, Mississippi State University

Mavruk, Can, Adjunct Instructor, Mathematics; BS, Cukurova University; MS, Illinois Institute of Technology

May, Susan M., Collegiate Associate Professor, German, Government, History; BA, Bowling Green State University; MA, Bowling Green State University

McCaulay, Kate L., Adjunct Assistant Professor, English; BA, Rollins College; MA, University of Lancashire; PhD, University of Leicester

McCord, Mark C., Adjunct Assistant Professor, Computer Studies; BS, University of Maryland University College; MBA, East Texas State University; MS, East Texas State University

McCormick, Melissa J., Adjunct Instructor, Biology; BA, Columbus State University; MEd, Columbus State University

McDaniel, Jocelyn R., Adjunct Instructor, German; BA, University of Delaware; MA, University of Delaware

McElvaney, Inmaculada S., Adjunct Instructor, Spanish; BA, University of Maryland University College; MA, California State University
McFarland-Icke, Bronwyn R., Adjunct Associate Professor, History, Philosophy; BA, Brandeis University; MA, University of Chicago; PhD, University of Chicago

Mclroy, Rosemary, Adjunct Associate Professor, Spanish; MA, University of Glasgow

McKay, Jodi H., Collegiate Instructor, Biology; BS, Idaho State University; PhD, Iowa State University

McKee, Jennifer L., Adjunct Assistant Professor, Biology; BA, State University of New York, Champion; MS, University of Maryland, College Park

McKee, Laura S., Adjunct Assistant Professor, English; BA, University of Tennessee, Chattanooga; MFA, Maryland University College; MBA, University of Midura, Andrew, Adjunct Associate Professor, Spanish; MA, University of New York, Albany; MS, George Washington University

McNellie, James P., Adjunct Instructor, Business; MS, Troy State University

McPherson, Rebecca J., Adjunct Instructor, Human Resource Management; BS, Regents College; MA, University of Phoenix; PhD, Texas A&M University

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

Meneses, George H., Adjunct Associate Professor, English, Portuguese; BA, California State College, Stanislaus; MA, University of California, Davis

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

Metz, Richard S., Adjunct Instructor, Computer Studies; BA, State University of New York, Albany; MS, George Washington University

Mifflin, Andrew, Adjunct Instructor, Bus. & Mgmt.; BS, University of Maryland University College; MBA, University of Maryland University College

Milano, Enzo, Adjunct Associate Professor, Italian; Laurea, Oriental Institute, Naples

Mircheva, Marion S., Adjunct Professor, Mathematics; Diplom, University of Sofia; PhD, University of Sofia

Mitchell, Christiane, Adjunct Instructor, German and History; MA, Friedrich Alexander University

Mitrás, João Luís, Adjunct Associate Professor, English; BA, University of South Africa; BA, University of the Rand; BA, University of the Witwatersrand; MA, University of South Africa

Mohsin, Raza, Adjunct Assistant Professor, Computer Studies, Information Technologies; BS, Kansas Newman College; MS, Friends University

Mood, William, Adjunct Associate Professor, History; BA, University of Massachusetts, Amherst

Morales, Santos A., Adjunct Assistant Professor, Mathematics; BSME, Polytechnic Institute of Brooklyn; MS, Polytechnic Institute of Brooklyn; MS, University of California, Berkeley

Moss, James, Collegiate Associate Professor, English, Philosophy; AB, College of William and Mary; MA, St. John’s College

Mousalimas, Sotirios A., Adjunct Professor, Anthropology; BA, Hellenic College; MDiv, Holy Cross College; MST, University of Oxford; Dr.phil., University of Oxford

Muir, Rebekah, Adjunct Instructor, Anthropology; BA, Wheaton College; MA, University of South Florida

Munoz, Mark W., Adjunct Assistant Professor, Information Technology, Computer Studies; BS, University of Texas San Antonio; MA, Saint Mary’s University

Murphy, Jeffrey W., Adjunct Assistant Professor, Information Technology; BA, Catholic University of America; MA, Catholic University of America; PhD University of Illinois, Chicago

Murphy, Thomas K., Collegiate Professor, Government, History; BA, Catholic University of America; MA, Catholic University of America; PhD, University of Illinois, Chicago

Muscinelli, Alero, Adjunct Associate Professor, Italian; Laurea, University of Perugia

Mylona, Eleftheria, Adjunct Assistant Professor, Biology; BA, Democritus University of Thrace; MS, The University of Toledo; PhD, The University of Toledo

Naas, Joseph W., Collegiate Professor, English, Speech; BS, University of Kansas; MA, University of Kansas; JD, University of Kansas

Nedlin, Gennady M., Collegiate Professor, Mathematics; Diplom, Chernishevsky State University; PhD, A. Ioffe Physical-Technological Institute

Nelson, Mark S., Adjunct Instructor, Business Law; BA, University of Colorado at Boulder; MA, University of Lancaster; JD, University of Iowa, School of Law

Neubert, Gunter H., Adjunct Associate Professor, Mathematics; BS, University of Michigan; MS, University of Texas, El Paso

Newbern, Jeffrey D., Adjunct Assistant Professor, Psychology, BA, Emory University; MS, University of Georgia; MA, University of Maryland, College Park

Newkirk, Charles R., Collegiate Associate Professor, Govt. & Pol.; BS, United States Naval Academy; MA, University of Maryland, College Park

Nichols, Adam, Adjunct Associate Professor, English; BA, McGill University; MA, McGill University

Nix, Ilze, Adjunct Instructor, Psychology; BA, Bond University; BScSci, University of Pretoria; MA, Western Kentucky University

Nolan, John S., Collegiate Professor, History; BA, Centre College; MA, Tulane University; PhD, Tulane University

Obermeier, Wolfgang, Adjunct Associate Professor, Computer Studies; Diplom, Technical University of Furtwangen

O’Brien, Linda K., Adjunct Associate Professor, Art History; Lic., Free University of Brussels

Ochs, Achim F., Adjunct Instructor, Studio Art; Diplom, Technical University of Mannheim
Ochs-Oliver, Diane, Colgate Associate Professor, Govt. & Pol.; BA, University of Maryland University College; MA, Boston University

Olsen, Mary E., Adjunct Professor, English; BA, Colby College; MA, University of Arizona; MA, University of Arizona; MA, University of Minnesota

Ornguze, Emmanuel D., Colgate Professor, Sociology; BA, California State University, Fullerton; BA, California State University, Fullerton; MA, California State University, Fullerton; PhD, New School for Social Research

Oruc, Nesrin, Adjunct Assistant Professor, Writing; BA, Anadolu University; MA, Bilkent University; PhD, Anadolu University

Painter, Kerry C., Colgate Associate Professor, Computer Studies; BA, University of Hawaii; MS, Drexel University

Park, Ralph E., Adjunct Associate Professor, Govt. & Pol.; BA, Lock Haven University of Pennsylvania; MA, Troy State University

Patto Jr. Robert R., Adjunct Instructor, Computer Studies; BS, College of William and Mary; MS, Naval Postgraduate School

Paulus, Erin V., Adjunct Instructor, Psychology; BS, Allegheny College; PhD, Kent State University

Pawlak, Rebecca J., Colgate Associate Professor, Sociology, Criminal Justice; BA, Central Connecticut State University; MA, University of Connecticut; JD, Quinnipiac College

Pepper, Alan S., Colgate Associate Professor, Bus. & Mgmt.; BA, University of Maryland University College; BS, University of Illinois; MSBA, Boston University

Perkins, Leasa L., Colgate Associate Professor, Computer Studies; BA, University of Maryland University College; MSIT, University of Maryland University College

Phillis, Anastasia, Adjunct Instructor, Mathematics; BSc, Royal Holloway, University of London; MSc, Royal Holloway, University of London

Pickering, Andrew J., Adjunct Associate Professor, Computer Studies; BA, University of Essex; MSc, University of Essex

Pinebrook, Sharon H., Adjunct Professor, Bus. & Mgmt.; BBA, University of Houston; BS, University of Houston; MS, Texas A&M University; EdD, Virginia Polytechnic Institute and State University

Pineiro, Rocio M., Adjunct Assistant Professor, History, Geology; BA, Sevilla University; MA, Cadiz University; Doctorate, Cadiz University

Pisani, Kenneth W., Adjunct Instructor, Information Systems Management; BS, University of Maryland University College; MS, University of Maryland University College

Planelles, Juan, Adjunct Instructor, Spanish; BA, University of Seville

Powers, Richard J., Colgate Associate Professor, English; BA, Wake Forest University; MA, New York University

Pramod, Hena, Adjunct Instructor, Biology; BS, Bharathidasan University; MS, Bharathiar University

Pulido, M. Pilar, Colgate Associate Professor, Information Technology, Computer Studies; BA, University of Maryland University College; MSIT, University of Maryland University College

Quinones, Marisa G., Adjunct Assistant Professor, Geology, Spanish; BA, CUNY-Hunter College; MS, SUNY-Stony Brook

Radinovsky, Lisa M., Adjunct Associate Professor, English; AB, Princeton University; PhD, Duke University

Rambow, Andreas, Adjunct Associate Professor, Bus. & Mgmt.; BS, George Mason University; MBA, Marymount University

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

Raphael-Hernandez, Heike J., Adjunct Professor, English; Diplom, University of Heidelberg; MA, University of Louisville; Dr.phil., University of Heidelberg

ReGester, Maria A., Adjunct Assistant Professor, Bus. & Mgmt.; BS, Campbell University; MA, University of Phoenix; PhD, Walden University

Reuterman, Francis W., Adjunct Associate Professor, Sociology, Computer Studies; AB, Our Lady of the Snows College; BA, University of Maryland University College; BS, University of Maryland University College; MS, Saint Louis University

Richards, Stephen E., Colgate Professor, English, German; BA, University of Cambridge; MA, Cornell University; MA, University of Cambridge; PhD, Cornell University

Richmond, Peter H., Adjunct Associate Professor, Accounting; BA, Dartmouth College; MBA, Amos Tuck School of Business

Riggs, John, Colgate Professor, Public Administration, Bus. & Mgmt., Govt. & Pol.; BA, University of Cincinnati; MA, University of Cincinnati; PhD, University of Cincinnati

Rockenhaus, Melanie A., Adjunct Instructor, English; BA, University of Dallas; MA, Emory University

Rogovski, Simona G., Adjunct Assistant Professor, English; BA, Pepperdine University; MA, St. John’s College

Rolph, Jill, Colgate Associate Professor, Biology, Writing; MS, Antioch University New England

Romain, Ashley M., Colgate Associate Professor, English, Communications; BA, University of Kent at Canterbury; MA, University of Kent at Canterbury

Rou, John C., Adjunct Instructor, Mathematics; BS, United States Military Academy; MS, University of Wisconsin, Green Bay

Rosser, Robert L., Adjunct Professor, English, Humanities; BA, Conception Seminary College; MA, Catholic University of America; STB, Catholic University of America; MA, Florida State University; PhD, University of Southern California

Roth, Kimberly S., Adjunct Instructor, Biology; BS, Kansas University; MS, Kansas University
Rubin, Nathania, Adjunct Instructor, Studio Art; BA, Haverford College; MFA, Queens College

Rugg, Gerald D., Adjunct Associate Professor, Computer Studies; BS, Texas A&M University; MS, Boston University

Ruiz-Cañavate, Antonio, Adjunct Professor, Biology, Chemistry; MS, Naval Postgraduate School; PhD, Naval Postgraduate School

Russo, Roberto, Adjunct Professor, Mathematics, Chemistry; Laurea, University of Naples

Sagnella, Mary Ann T., Adjunct Professor, Italian; BA, Connecticut College; MA, University of Connecticut; PhD, University of Connecticut

Sartain, Stephen P., Adjunct Assistant Professor, Arabic, Computer Studies; BA, University of New York, Regents College; MA, Bowie State University

Scano, Concetta M., Adjunct Instructor, Italian; MA, University of Rome

Scharpf, Carl A., Adjunct Associate Professor, Computer Studies; BA, University of Florida; MS, University of Southern California; MSIT, University of Maryland University College

Schlichtig, Lisa R., Adjunct Instructor, Bus. & Mgmt.; BA, University of Maryland, College Park; MBA, Webster University

Schmidt, Franziska, Adjunct Instructor, English, German; Diplom, University of Heidelberg; MA, University of Massachusetts, Amherst

Schneider, Brian J., Adjunct Instructor, English; BA, University of Maryland University College; MA, University of British Columbia

Schreiner, Andrea M., Adjunct Assistant Professor, German; Staatl. Prüfung, Neunkirchen City Seminar Studies; Staatl. Prüfung, University of the Saar

Scott-Drew, Suzanna R., Adjunct Associate Professor, Biology; BSc, University of Cambridge

Seeholzer, Roger V., Adjunct Instructor, Computer Studies; BS, University of Southern Maine; MS, Bowie State University

Seely, Andrew R., Adjunct Instructor, Computer Studies; BS, University of Maryland University College; MS, Nova Southeastern University

Seminara, Lella, Adjunct Associate Professor, Italian; Laurea, University of Catania

Sepe, Joseph, Adjunct Professor, Biology; BS, Elmira College; MD, University of Naples

Sepeda, Toni E., Adjunct Professor, English; BA, University of West Florida; MA, University of West Florida; PhD, University of Reading

Shakir, Amer H., Adjunct Instructor, Computer Studies, Information Systems Management; BS, Chapman University; MIBS, University of San Diego

Siston, Amy K., Adjunct Associate Professor, Psychology; BSc, Loyola University of Chicago; PhD, Illinois Institute of Technology

Slane, Dorothy A., Adjunct Professor, History, Art History; AB, Bryn Mawr College; MA, Texas A&M University; PhD, Bryn Mawr College

Smith, Daniel W., Adjunct Instructor, English; BA, Marquette College of Journalism; MFA, George Mason University; MSSI, Joint Military Intelligence College

Smith-Keiling, Beverly L., Collegiate Associate Professor, Biology; BS, East Central University; PhD, University of Minnesota

Smothers, Cinzia, Adjunct Instructor, Philosophy; BA, Cagliari State University; MA, Cagliari State University; MA, Rome State University, La Sapienza

Snodgrass, Barbara J., Adjunct Associate Professor, Bus. & Mgmt.; BS, Armstrong Atlantic State University; MS, Troy State University; PhD, University of Texas

Snyder, Stephanie E., Adjunct Instructor, Government; BA, Assumption College; MA, Regent University

Sokolowski, Denise G., Adjunct Associate Professor, Library Research; BA, California State College, Stanislaus; MLIS, University of California, Berkeley

Solea, Andrew R., Collegiate Associate Professor, English, Philosophy; BA, Washington University; PhD, University of East Anglia

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

Sotir, Christine M., Adjunct Assistant Professor, Biology, Nutrition; BS, Fairfield University; MSN, Institute of Health Professions; MGH, Institute of Health Professions

Souverein, Ronald F., Collegiate Professor, Mathematics; BSc, University of Amsterdam; MS, University of Amsterdam

Soyar, Ferda, Adjunct Associate Professor, Biology; BS, Hacettepe University; MS, Clemson University; PhD, Clemson University

Squillaci, Salvatore, Adjunct Associate Professor, Sociology; Laurea, University of Catania

Stanton, Nile, Adjunct Professor, History, Criminal Justice; BS, Ball State University; MA, Ball State University; JD, Indiana University

Starr-Glass, David B., Adjunct Associate Professor, Bus. & Mgmt.; MBA, College of Notre Dame; MS, University of London; MSc, University of London

Stebbins, Ralph, Adjunct Assistant Professor, Information Systems Management, Mathematics; BS, Chapman University; MBA, Averett College

Stephenson, Patrick A., Adjunct Instructor, Economics, Govt. & Pol.; BA, Yale University; MA, University of Chicago; MA, Johns Hopkins University

Stram, Stephan, Adjunct Assistant Professor, Bus. & Mgmt., Computer Studies; BS, University of Maryland University College; MBA, Cameron University; MSITM, Touro University International

Stryker, Bruce W., Adjunct Associate Professor, Bus. & Mgmt., Economics; BA, St. Lawrence University; MBA, Michigan State University
Sugard, Howard E., Adjunct Associate Professor, Computer Studies; BS, University of Maryland University College; MSBA, Boston University

Sweeney, James L., Adjunct Assistant Professor, History, Anthropology; BA, University of California Santa Barbara; MA, California State University, East Bay; MA, California State University, Dominguez Hills; MA, Azusa-Pacific University; PhD, Capella University

Takach, Martin, Adjunct Assistant Professor, Biology; MBA, Queen’s University; MSc, Queen’s University; MD, Comenius University

Takach, Sarah L., Adjunct Assistant Professor, Biology, Bus. & Mgmt.; MBA, York University; MD, Comenius University

Tamasos, Mahmut, Adjunct Associate Professor, Computer Studies; BS, Middle East Technical University; MS, Middle East Technical University

Tamulonis, Delfina T., Adjunct Associate Professor, Portuguese; BA, University of Lisbon; Lic., University of Lisbon

Taubitz, Ronald M., Collegiate Professor, English; BA, Arizona State University; MA, Arizona State University; PhD, Arizona State University

Taylor Jr, Ralph E., Adjunct Instructor, Bus. & Mgmt.; BS, University of New York, Regents College; MS, Troy State University

Tedesco, Paul H., Adjunct Professor, History; AB, Harvard University; AM, Boston University; PhD, Boston University

Tenney, William S., Collegiate Associate Professor, Mathematics; AB, Kenyon College; MS, University of North Carolina

Ter Veen, Kathy M., Adjunct Assistant Professor, Studio Art; BA, University of Northern Iowa; MA, Michigan State University

Tevis-Noelting, Deborah D., Collegiate Professor, Bus. & Mgmt.; BS, Northern Arizona University; MBA, Northern Arizona University; JD, University of Arizona

Thomas, Frederick E., Adjunct Instructor, Human Resource Management; BA, Saint Leo College; MA, Webster University

Thorn, Gerda M., Adjunct Assistant Professor, German, English; BA, Kent State University; MA, Kent State University

Tipt-Booth, Samantha N., Adjunct Instructor, Criminology; BA, Manchester University; MA, Manchester University

Tkach, John T., Adjunct Instructor, Accounting; BS, Indiana University of Pennsylvania; MS, Webster University

Totten, Columbus J., Collegiate Assistant Professor, Management Studies; BS, Kent State University; MA, Pepperdine University

Traendly, Jayne E., Collegiate Associate Professor, English; BA, University of California, Berkeley; MA, San Diego State University

Traunsteiner, Albert G., Adjunct Instructor, German; BA, University of Pittsburgh

Tubbs, Donald W., Adjunct Associate Professor, Geology; BS, University of Puget Sound; MS, University of Washington; PhD, University of Washington

Tulloss, Thomas C., Collegiate Professor, History, English; BA, Yale University; MA, University of Maryland, College Park; PhD, University of Maryland, College Park

Underwood, Catherine S., Collegiate Associate Professor, Mathematics; BA, University of South Florida; MA, University of South Florida; MS, Virginia Polytechnic Institute

van Dyke, Thomas J., Collegiate Associate Professor, Mathematics; BSE, Arizona State University; MS, Troy State University

Van Loon, James C., Adjunct Associate Professor, Psychology; BA, Marist College; MA, Uppsala University

Viertel, Brooke C., Adjunct Instructor, Psychology; BS, Drake University; MA, Wayne State University; PhD, Wayne State University

Vindman, Cindy Sue, Collegiate Assistant Professor, Biology; BA, Binghamton University; PhD, University of Georgia

Visaloco, Antonio, Adjunct Associate Professor, History; Laurea, University of Catania

Voigt, Suzann W., Adjunct Associate Professor, English; BA, University of Arizona; MA, College of William & Mary

Von Laufenberg, Georg, Adjunct Associate Professor, History, German; Staatliche Pruefung, Rheinisch-Westfaelische Technische Hochschule, Aachen

Voskuil, Caryn M., Collegiate Professor, English; BA, University of Dallas; MA, University of Texas at Dallas; PhD, University of Texas at Dallas

Waldman, Richard J., Adjunct Associate Professor, Govt. & Pol.; AB, Columbia University; MA, The American University; MS, George Washington University

Walker, Mariagrazia, Adjunct Associate Professor, Biology; MS, University of Cagliari; MEd, Michigan State University

Walter, Judy G., Adjunct Assistant Professor, Library Research, English; BS, University of Maryland University College; MLS, Florida State University; MA, Michigan State University; PhD, Capella University

Wandasiewicz, Stefania, Adjunct Professor, Mathematics; MA, Adam Mickiewicz University; MA, University of Essex; PhD, University of Essex

Warren, Martin K., Adjunct Associate Professor, Computer Studies; BSc, Cranfield Institute of Technology; MSc, Cranfield Institute of Technology

Washeko, Igor, Collegiate Professor, Spanish, German; BS, California State University, Los Angeles; MSED, University of Southern California; PhD, Ukrainian Free University

Watkins, Evelyn A., Adjunct Associate Professor, English; BA, Carleton College; MA, University of East Anglia

Watkins, Roy, Adjunct Professor, English; BA, University of Hull; MFA, Columbia University
Wazlavek, Bernard E., Adjunct Associate Professor, Psychology; BA, Western Maryland College; MA, Towson University; PhD, Utah State University

Weeks, Courtney M., Adjunct Instructor, Communications; BA, The American University of Rome; MA, The American University of Paris

Weisenborn, Ray E., Collegiate Professor, Communications, Speech; BS, Portland State University; MA, Eastern New Mexico University; PhD, Michigan State University

Weiss, Therese B., Collegiate Associate Professor, History; BA, University of Illinois; MA, University of Illinois

Wenglowski, Edward, Collegiate Associate Professor, Computer Studies; BS, University of Maryland University College; MS, University of Southern California

Wenzel, Ileana, Adjunct Assistant Professor, Biology; BS, Catholic University of Puerto Rico; MA, Ohio State University; PhD, Ohio State University

Wheeler, Kristine R., Adjunct Associate Professor, English; BA, Western Illinois University; MA, Murray State University

White, Lauren M., Adjunct Instructor, Theatre, Speech; BA, Virginia Polytechnic Institute and State University; MFA, Virginia Commonwealth University

Wiley, Stefania G., Adjunct Assistant Professor, Italian; Laurea, University of Urbino

Willhoite, Yalonda Y., Adjunct Instructor, Mathematics; BA, University of Mississippi; MS, Capella University

Williams, Melissa, Adjunct Instructor, English; BA, Regent University; MA, Regent University

Willis, Peter G., Collegiate Professor, Geography, Philosophy; BSc, University of Sydney; MSc, University of Aberdeen; MPhil, University of Cambridge

Wills, Michael S., Adjunct Associate Professor, Information Systems Management; BS, Illinois Institute of Technology; MS, Illinois Institute of Technology; MA, King's College, University of London

Wills, Nancy L., Adjunct Professor, Mathematics; BS, Georgetown University; PhD, University of New Hampshire

Wittig, Carol B., Adjunct Assistant Professor, Library Research, English; BA, University of Akron; MA, University of Akron; MLS, Kent State University

Wray, Nada S., Collegiate Associate Professor, Mathematics; BS, Oklahoma State University; MS, Oklahoma State University

Wright, Bradford W., Adjunct Associate Professor, History; BA, University of Vermont; MA, Purdue University; PhD, Purdue University

Young, Marion, Adjunct Instructor, Information Systems Management; BS, University of Maryland University College; MS, Syracuse University

Yule, Diane F., Adjunct Instructor, English; BA, The Open University; MA, University of Edinburgh

Zadeh, Jeff, Collegiate Professor, Computer Studies, Cybersecurity, Mathematics; BS, University of Karajj; MS, Western Illinois University; PhD, Illinois Institute of Technology

Zakaras, Paul, Adjunct Associate Professor, English; BS, University of Illinois; MA, University of Washington

Zedler, Anne C., Adjunct Associate Professor, Psychology; BS, University of Maryland University College; BS, Université Paris VII; MA, Université Paris VII

Zheng-Fischhoefer, Qingyi, Adjunct Assistant Professor, Biology; Diplom, University of Hamburg; PhD, University of Hamburg

Zueckmantel, Anja, Adjunct Instructor, History; MA, Georgia Augusta University
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, 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 which 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 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, 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 which are applicable for credit at the institution the student is entering.

   B.гиббетон

   C. гиббетон

   D. гиббетон

   E. гиббетон

   F. гиббетон

   G. гиббетон

   H. гиббетон

   I. гиббетон

   J. гиббетон

   K. гиббетон

   L. гиббетон

   M. гиббетон

   N. гиббетон

   O. гиббетон

   P. гиббетон

   Q. гиббетон

   R. гиббетон

   S. гиббетон

   T. гиббетон

   U. гиббетон

   V. гиббетон

   W. гиббетон

   X. гиббетон

   Y. гиббетон

   Z. гиббетон
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 which 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;
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. Non-traditional 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 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 status of courses. Community college students shall have access to this information.
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.

APPENDICES
APPENDICES

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
A flexible transfer policy makes transition to UMUC seamless. UMUC actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (found in Appendix B) 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 (BTPS) degree.

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 an academic advisement report, which includes 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 approved two-year institutions.

Maximum Number of Credits Allowed for Innovative Learning
UMUC allows up to 60 semester hours of credit (one-half the total credit 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 of credit for a combination of portfolio assessment, course-challenge examinations, or military occupational specialties, i.e., 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), DSST (formerly 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 45 semester hours of workplace learning credit. Students seeking a second bachelor’s degree may receive up to 12 semester hours of workplace learning credit.
- Up to 60 semester hours of credit for study completed in military service 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 or ACE-evaluated 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, certificate through graded coursework. Graded coursework does not include credit earned through portfolio assessment, examination, or internship.

Grade Level Acceptable for Transfer
UMUC may accept transfer credits from approved 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 B. For other students, courses are evaluated on a case-by-case basis. UMUC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland’s computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and at artweb.umd.edu on the Web. Students should see an advisor for details.
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 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 09004 or to diversityinitiatives-europe@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 education records. 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. A “student” 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” include:
      i. 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 or to pursue a debt owed to UMUC. This includes, but is not limited to, faculty, staff members, and security personnel.
      ii. A contractor, consultant, volunteer, or other party to whom UMUC has outsourced institutional services or functions instead of employees while under the director control of UMUC. The contractor, consultant, volunteer, or other party will not redisclose personally identifiable information and will destroy the information when it is no longer needed for those purposes.
   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 for purposes related to the student’s enrollment or transfer. 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, pursuant to a written agreement. The studies shall be conducted so as not to permit personal identification of students or parents to individuals other than the representatives of the organization conducting the study who have legitimate interests in the information, and the information is destroyed or returned to UMUC 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, unless:
   i. the subpoena is issued by a Federal grand jury and the court ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or
   ii. the subpoena is issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

10. The disclosure is to comply with an ex parte order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

11. The disclosure is in connection with a health or safety emergency.

12. The disclosure is to an alleged victim of any crime of violence or nonforcible sex offense of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime or offense with respect to that crime or offense.

13. 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.
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
I. If the appeal administrator determines that arbitrary and capricious grading has not taken place, the student's appeal will be dismissed. This constitutes the final UMUC action and is not itself appealable.

J. The Appeal Committee will deliberate and render a recommendation to the appeal administrator. If the Appeal Committee finds the allegation of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

K. If the appeal administrator determines that arbitrary and capricious grading has not taken place, the student's appeal will be dismissed. This constitutes the final UMUC action and is not itself appealable.

L. Within 75 days of the student's appeal, the appeal administrator or designee will notify the student and faculty member of the decision in writing. A copy of the final decision will be filed in the student's academic records and in the faculty member's portfolio.

APPENDIX G

Code of Student Conduct

UMUC Policy 151.00

I. Introduction.

A. In accordance with the Board of Regents Policy V-1.00 Policy on Student Affairs, approved on January 11, 1990, disciplinary regulations are set forth in writing to give students general notice of prohibited conduct. UMUC reserves the right to take appropriate action to protect the safety and well-being of the UMUC community.

B. Students may be accountable to both civil authorities and to UMUC for acts that constitute violations of law and of this Code. Disciplinary action at UMUC will normally go forward pending criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

C. To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMUC has created the Code of Civility, which is available at www.umuc.edu and in UMUC publications.

D. In every case of alleged Code of Conduct violation, the burden of proof rests with the complainant who must establish the guilt of the person accused by clear and convincing evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the administrator. See Section VI. Standards of Due Process.

II. Definitions.

When used in this code:

A. The term “aggravated violation” means a violation that resulted, or foreseeably could have resulted, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal UMUC- or University System of Maryland (USM)-sponsored activities.
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 USM- or UMUC-sponsored activities, including, but not limited to, studying, teaching, research, administration, or fire, police, or emergency services.

G. Intentional use of the UMUC or USM computing resources to upload any content that contains a software virus, time bomb, Trojan horse, or any other computer code, files, or programs that may alter, damage, or interrupt the functionality of the UMUC computing resources or the hardware or software of any other person.

H. Intentional or reckless destruction of or damage to the property of others on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

I. Intentional initiation or instigation of initiation of any false report, warning, or threat of fire, explosion, or other emergency on UMUC or USM premises or at UMUC- or USM-sponsored activities.

J. Intentional or reckless misuse of or damage to fire-safety equipment.

K. Theft of property or of services on UMUC or USM premises, or at UMUC- or USM-sponsored activities; knowing possession of stolen property on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

L. Unlawful use, distribution, or possession of any controlled substance, illegal drug, or alcohol on UMUC or USM premises, or at UMUC- or USM-sponsored activities.

M. Unauthorized use, possession, or storage of any weapon on UMUC or USM premises or at UMUC- or USM-sponsored activities.

N. Intentional submission of false information to UMUC or the USM.
O. Failure to comply with the directions of UMUC or USM officials, including UMUC or USM security officers, or the University of Maryland Campus Police, acting in performance of their duties.

P. Forgery, unauthorized alteration, or unauthorized use of any UMUC or USM document or instrument of identification.

Q. Unauthorized use or possession of fireworks on UMUC or USM premises or at UMUC- or USM-sponsored activities.

R. Knowing violation of the terms of any disciplinary sanction imposed in accordance with this Code.

S. Violation of published UMUC or USM regulations or policies.

T. Guilt of any crime, other than a traffic violation, as determined in a court of law.

IV. Reporting Alleged Violations.

A. Any person may report a violation to the provost or administrator or designee(s). The complainant and the person accused will be advised by legal counsel during this process. 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.

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.

B. Investigation Committee.

1. The provost may refer the case to one of the following administrators to handle the initial inquiry: the university registrar and vice provost, Student Affairs for UMUC Stateside students; the director, UMUC Asia for UMUC Asia students; the director, UMUC Europe for UMUC Europe students (known hereafter as the “administrator”).

2. The focus of this inquiry shall be the guilt or innocence of those accused of violating this Code. Upon receipt of the referral, the administrator will immediately inform the person accused, in writing, of the alleged Code of Conduct violation. Within 30 calendar days of receipt of the referral, the administrator will conduct a preliminary administrative inquiry, which can be staffed by the administrator's designee(s). The administrator or administrator's designee must consult the central records file in the Office of the Provost to determine if the student has a previous record of violations of this Code. All material reviewed will be considered confidential and shared only with those with a need to know. The administrator or designee(s) may communicate with the person accused and give him or her the opportunity to present any relevant evidence. Upon request, the person accused may see the information submitted against him or her relating to the alleged violation of this Code. However, the person accused will not have the right to see any information that violates the privacy rights of other students.

3. The administrator will dismiss the referral if:
   a. The complainant has failed to comply with procedure;
   b. The allegations, even if true, do not constitute violation of this Code; or
   c. There is no evidence of violation of this Code based upon the inquiry conducted by the administrator or designee(s).

4. The complainant and the person accused will be notified of the decision in writing within 40 calendar days of the referral. See Section VI.C for Appeals.

B. Investigation Committee.

1. If the referral is not dismissed within 40 calendar days of the reporting, the administrator will appoint a three-member ad hoc Investigation Committee within 14 calendar days. This committee will consist of exempt staff or faculty members, with one member appointed chair of the committee. The Investigation Committee may be advised by legal counsel during this process. The administrator or designee(s) will instruct this Investigation Committee to review the materials obtained during the inquiry conducted by the administrator or designee(s).
2. The Investigation Committee will hold a fact-finding conference or conduct an investigation in conjunction with the administrator or designee(s) to obtain additional information. Witnesses and the complainant (if not anonymous) may be requested to submit to questioning, either in person, via video-link, or in writing, by the Investigation Committee. The administrator or designee(s) will communicate with the person accused and the complainant and give them the opportunity to present any relevant evidence. The person accused may submit questions in writing for the complainant regarding how the Code of Conduct was violated.

3. If a fact-finding conference is held, the person accused and the complainant will be entitled to be present. The person accused or complainant may be accompanied by a representative, who may be an attorney, at his or her own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the administrator in writing at least 5 calendar days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.

4. After the review is complete, the Investigation Committee will deliberate and render a recommendation to the administrator. Final recommendations of the Investigation Committee shall be accompanied by a brief written opinion prepared by the chair. Generally, if the Investigation Committee finds the allegation to 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). The 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.

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. Denials of petitions to expunge disciplinary records shall be appealable to the president or designee.

D. The president or designee shall review the original petition and the factors outlined in section VIII.B.1 through VIII.B.3. The president will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the president denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.

E. The decision of the president is final and is not appealable.

APPENDIX H

Academic Dishonesty and Plagiarism

UMUC Policy 150.25

I. Introduction.
This Policy describes academic integrity and the procedures for handling academic dishonesty and plagiarism at UMUC.

II. Academic Integrity.

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, UMUC endeavors to foster academic integrity throughout the academic community.

B. UMUC identifies academic integrity as the commitment to certain core values: truth, honesty, fairness, respect, and responsibility.

1. Honesty and truthfulness—Express the truth, without deception, duplicity, cheating, and fraud. Be forthright in our interactions with each other, and making all reasonable efforts to fulfill our commitments.

2. Fairness—Treat students, faculty and staff according to UMUC standards and policies, administered in an impartial manner.

3. Respect—Foster an environment that enables honest and open communication, free from harassment and intimidation, where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated, and where the work of others is acknowledged through the proper identification of sources.

4. Responsibility—All members of the university community are held accountable for their work and actions. Academically dishonest behavior is not tolerated and is viewed as a breach of community ethical standards.

C. Online resources to educate faculty, students and staff regarding academic integrity standards are located at the Center for Intellectual Property’s Virtual Academic Integrity Laboratory-VAIL (www.umuc.edu/distance/odell/cip/vail/home.html), Information and Library Services (www.umuc.edu/library/library.shtml) and the Effective Writing Center (www.umuc.edu/ewc).

III. Academic Dishonesty and Plagiarism.

A. Academic dishonesty is the failure to maintain academic integrity. UMUC defines acts of academic dishonesty (see section IV); ensures procedures for due process for students accused or suspected of acts of academic dishonesty on work performed within a course (see section V); and imposes appropriate sanctions on students found to be guilty of acts of academic dishonesty (see section VII) in this Policy.
B. All charges of academic dishonesty will be brought in accordance with this Policy. UMUC expects all members of the university community – students, faculty, and staff – to share the responsibility and authority to report known acts of academic dishonesty. 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. 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, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices.

D. Faculty may determine if the resubmission of coursework from previous classes (whether or not taken at UMUC), partially or in its entirety, is acceptable or unacceptable when assigning a grade on that piece of coursework. Faculty must provide this information in their written syllabi including a sanction if the resubmission of coursework is deemed to be unacceptable. 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.

E. Allegations of misconduct in scholarly work performed by faculty and staff, and students (for work performed outside of coursework), shall be processed under Policy 150.50 – Misconduct in Scholarly Work.

F. The unit director or designee(s) is the point of contact for questions concerning this Policy. See also section IV.E.

IV. Definitions.
A. See Section II for Academic Integrity.
B. Academic dishonesty includes but is not limited to:
   1. Plagiarism – the intentional or unintentional presentation of another person’s idea or product as one’s own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another’s written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists; or using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.
   2. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
   3. Fabrication – the falsification or invention of any information or citation in an academic exercise.
   4. Offering bribery for grades, transcripts, or diplomas;
   5. Obtaining or giving aid on an examination;
   6. Presenting another’s work as one’s own or doing work for another student;
   7. Having unauthorized prior knowledge of an examination; and
   8. Using a proxy during an examination.
C. 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, net-meeting, or in person.
D. “Administrators” for undergraduate courses originating at UMUC Stateside are the Director of Prior Learning, and the Assistant Dean and/or the Academic Director for the faculty member’s academic area. Administrators for graduate courses originating at UMUC Stateside are the Chair and/or Program Director for the faculty member’s academic area. The administrator for courses originating in UMUC Europe or UMUC Asia is the Area Director for the faculty member’s location.
E. The “unit director” for undergraduate courses originating at UMUC Stateside is the Dean and Vice Provost or Associate Dean, School of Undergraduate Studies. The unit director for graduate courses originating at UMUC Stateside is the Dean and Vice Provost or Associate Dean, Graduate School of Management and Technology. The unit director for courses originating in UMUC Europe or UMUC Asia is the respective Director or Associate Dean.

V. Procedures for Handling Charges of Alleged Academic Dishonesty.
A. Reports of Suspected Academic Dishonesty
   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.
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.
   2. Once notified of the charge, the student shall not withdraw from the course or change the status of the course to audit. A grade of G is assigned administratively until the Procedures for Handling Academic Dishonesty are completed.
   3. 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 VII 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 unit director and faculty member and administrator within 5 calendar days after the decision is rendered. Copies of this written decision will be kept in the central records file in the Office of the Provost.
      b. If the student does not contact the unit director or designee within 20 calendar days, the proposed sanction indicated in Section V.C.2 will be imposed. Copies of the letter sent in Section V.C.2 will be kept in the central records file in the Office of the Provost.

VI. Appeal Process.
   A. If the student believes that the process and procedures outlined in this Policy were not followed, the student may appeal the unit director’s determination and/or sanction to the Provost within 30 calendar days of the date of the unit director’s written decision. The faculty member, administrator, and the unit director will be notified of the filing of the appeal.
   B. Upon receipt of the appeal, the Provost or designee(s) may review documentation and communicate with the student, faculty member, administrator, and unit director to determine whether the process and procedures were followed. The Provost may render one of the following decisions:
      1. If the Provost finds evidence of violation of the process and procedures of this Policy, the Provost will direct the unit director to review the case anew from the point at which the violation occurred.
      2. If the Provost finds no evidence of violation of the process and procedures this Policy, the Provost will uphold the decision and/or sanction of the unit director.
   C. The student, faculty member, administrator, and the unit director will be informed in writing of the Provost’s ruling within 40 calendar days of receipt of the student’s appeal. If the Provost upholds the decision and sanction of the unit director, a copy of the letter will be filed in the central records in the Office of the Provost. This constitutes the final UMUC decision and is not itself appealable.

VII. Disciplinary Action in Cases of Academic Dishonesty.
   A. Throughout the process and procedures outlined in this Policy, the following is a list of the sanctions that may be imposed:
      1. A requirement to complete appropriate remedial work, selected by the unit director, including but not limited to additional undergraduate or graduate writing courses, online tutorials, and other options, before continuing on in a degree or certificate program.
      2. A reduction in the grade on the work in question.
      3. A zero or a grade of F on the work in question.
      4. A grade of F in the course and/or denial of portfolio credit.
      5. Suspension for Academic Dishonesty with a letter in the student’s file (on the recommendation of the unit director and with the approval of the Provost).
      6. Expulsion for Academic Dishonesty (on the recommendation of the unit director and with the approval of the Provost).
   B. Students who receive a sanction that prohibits them from registering at UMUC (Suspension, or Expulsion) may not subsequently transfer to UMUC credits earned elsewhere during the time in which they were prohibited from registering.
   C. Students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.
Annual Information Report

The Annual Information Report may be found at UMUC's drug prevention program. The second section provides information regarding records under the Family Educational Rights Privacy Act (FERPA). The third section notifies students of their rights regarding their education on reported crimes for the last three calendar years. The first section lists UMUC's security policies as well as statistics on reported crimes for the last three calendar years. The Report is organized into three sections:

I. Campus Crime and Security

II. Drug Prevention Program

APPENDICES

VIII. 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 the student accused, three years from the date of the final written decision or three years following degree completion. 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 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 VIII.B.1.-VIII.B.3. The President will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the President denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.

E. The decision of the President is final and is not appealable.

APPENDIX J

Policy on Shared Governance

I. Introduction.

A. University of Maryland University College (UMUC) is one of 11 degree-granting institutions within the University of System Maryland (USM). Governance is vested in the Board of Regents and by the Board delegated to the chancellor of the USM and to the presidents of the constituent institutions of the USM.

B. The president of UMUC is the senior officer of the university and is responsible for the overall implementation and continued management of UMUC’s mission and vision. The provost and chief academic officer (or “provost”) is UMUC’s senior academic officer, and the senior vice president for policy and administration (or “senior vice president”) is UMUC’s senior administrative officer. The Executive Committee and the Cabinet serve as the senior advisory councils to the president.

C. The provost heads the governance structure for all academic affairs at UMUC. Academic affairs include, but are not limited to, the following: academic policies and procedures, research and training, faculty and student services, and academic programs and courses. The major contributors to the academic governance system are the Academic Affairs Council, the Graduate Council, responsible vice provosts, and the provost.

D. The senior vice president heads the governance structure for all administrative matters at UMUC. These matters include, but are not limited to, the following: legal counsel, human resources management, financial management, government and external outreach, institutional advancement, communications and marketing, planning and accountability, information technology, and facilities management. The major contributors to the administrative governance system are the Administrative Council, the Cabinet, the Graduate Council, responsible vice provosts, and the provost.

E. To facilitate the decision-making process in UMUC, individual units are encouraged to have standing or ad hoc committees, task forces, or working groups to provide the unit leader the best possible information for sound decision making.

II. Shared Governance.

In accordance with University System of Maryland Policy I - 6.00 Policy on Shared Governance in the University System of Maryland, approved on August 25, 2000, by the Board of Regents, UMUC has developed a shared governance structure that allows stakeholders to provide input to, and be informed about, significant institutional decisions. Each shared governance body within this structure acts in advisory capacity to the president and other university officers.

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/report.shtml
III. Stakeholders.
UMUC’s internal stakeholder groups are students, faculty, and staff.
A. Students: UMUC admits full-time and part-time students “on the ground” and online, through UMUC stateside, UMUC Europe, and UMUC Asia.
B. Faculty: UMUC has four types of faculty worldwide, as defined in UMUC Policy 181.00—Faculty Appointment, Rank, and Promotion.
C. Staff: UMUC employs full-time and part-time staff at its main locations in Maryland (Adelphi, Shady Grove, Waldorf, and Annapolis) as well as in UMUC Asia and UMUC Europe.

IV. Shared Governance Structure.
Because of its unique structure and geographically dispersed stakeholder population, UMUC provides separate governance bodies for each stakeholder group as well as an institution-wide governance body. Each of the three stakeholder groups has an advisory council. The Advisory Councils consist of a minimum of 12 representatives, all duly elected by the stakeholders themselves. Each Advisory Council may also have one or more ex officio members selected from the university’s senior leadership. The charter and constitution of each group outline the representation, mission, and purpose of the council. It is the responsibility of each council to comply with its charter and constitution. With the approval of the president, councils may modify their charters and constitutions as needed. Four representatives are chosen from each stakeholder advisory council to sit on the University Advisory Council, the institution-wide governance body.

The Advisory Councils are
A. Student Advisory Council: The Student Advisory Council serves as an information network for its constituents. The Student Advisory Council will meet periodically with the university’s senior academic officers to address issues of concern to UMUC students.
B. Faculty Advisory Council: This council is structured to ensure representation of all faculty in a common, university-wide advisory body. The Faculty Advisory Council advises the provost, vice provosts, and any others designated by the provost on faculty issues and UMUC’s research agenda.
C. Global Staff Advisory Council: The Global Staff Advisory Council serves as a worldwide communication link between the staff and the president on matters of concern to UMUC staff. The council will meet periodically with the vice president for human resources to advise on issues of concern to UMUC employees.
D. University Advisory Council: The University Advisory Council consists of four representatives from each of the above stakeholder councils. They meet with the president, the provost, the senior vice president, and other senior administrators as the president shall designate on a regular basis to review the broad direction of the university in the following areas: mission/budget; curriculum/instruction; research; appointment, rank, and promotion of faculty; human resource policies; student issues; and other areas of interest or concern. In addition, the council shall upon request of the President, the provost, or senior vice president, provide appropriate representatives to serve on search committees for the selection of senior university officers and administrators.

V. Processes.
To ensure representation by all stakeholder sub-groups, each of the councils will use appropriate telecommunications technology to canvass for nominations to its offices, disseminate information to stakeholders, and conduct other business. The University Advisory Council will hold its meetings with the president, provost, and senior vice president at Adelphi or other location as the president shall designate. Funds will be provided for council members’ travel where necessary.

VI. Accountability
The president will submit an annual report to the chancellor describing the activities of the various advisory councils during the previous year.

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. Student Advisory Council members act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students. 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 or send an e-mail to stac@umuc.edu.
**INDEX**

### A

- Academic Advisement, 26
- Academic Clubs, 39
- Academic Honors, 31
- Academic Integrity, 35
- Academic Major, viii, 71
- Academic Minor, viii, 71
- Academic Advisement Report, 26
- Academic Quality, iv
- Academic Warning and Dismissal, 30
- Accessibility Services, 38
- Accounting, 40, 46, 71, 72, 124
- Accreditation, i
- Address Change, 33
- Administrative Offices, Heidelberg, 166
- Admission, 1
- Admission of College Graduates, 3
- Admission Procedures, 2
- Admission Requirements, 1
- Adult Students, v
- Advanced Placement Credit, 20, 24
- African American Studies, 71
- Air Force, 24
- Alumni Association, 38
- American Council on Education (ACE), 22
- Anthropology, 125
- Appealing a Grade, 35, 192
- Appendices, 183
- Appendix A, 183
- Appendix B, 188
- Appendix C, 189
- Appendix D, 189
- Appendix E, 189
- Appendix F, 192
- Appendix G, 193
- Appendix H, 197
- Appendix I, 200
- Appendix J, 200

### B

- Bachelor of Arts and Bachelor of Science, 70, 71
- Bachelor's Degrees, 66
  - Accounting, 71, 72, 74
  - Additional Programs, 71
  - Business Administration, 71, 75, 77
  - Communication Studies, 71, 78, 80
  - Computer and Information Science, 71, 81
  - Criminal Justice, 71, 83, 85
  - Cybersecurity, 71, 85, 87
  - Digital Media and Web Technology, 71, 88, 90
  - Economics, 71, 90
  - English, 71, 91, 93
  - Expectations, 66
  - General Education Requirements (GER), 67
  - History, 71, 94, 96
  - Human Resource Management, 71, 97, 99
  - Humanities, 71, 100, 102
  - Information Systems Management, 71, 103, 105
  - International Business, 71, 105
  - Major, Minor, and Elective Requirements, 68
  - Management Studies, 71, 106
  - Marketing, 71, 108, 110
  - Overall Bachelor's Degree Requirements, 68
  - Path to Degree Completion, 69
  - Political Science, 71, 111, 113
  - Psychology, 71, 114, 116
  - Requirements, 66
  - Second Bachelor's Degree, 69
  - Secondary Teacher Education, 71, 117
  - Social Science, 71, 118
  - Social Work, 71, 120
  - Summary of Requirements, 68
Behavioral and Social Science, 128
Biology, 71, 74, 128
Biotechnology, 71
Business Administration, 71, 75, 77, 130
Business and Management, 48, 130

C

Calculation of Grade Point Average, 30
Calendar, 210
Campus Fees and Activity, 7
Career Services, 38
Certificates, Diplomas, and Graduation, 34
Certificate of Enrollment, 6
Certificate/Graduation 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, 15
Change of Address, 33
Change of Name, 33
Change of Grade, 30
Chemistry, 132

Classroom and Online Learning, 17
Classroom-Based Study, 123
Code of Civility, 36
Code of Student Conduct, 36, 193
College-Level Examination Program (CLEP), 20, 24, 25
Communication Studies, 71, 78, 80, 133
Community College of the Air Force (CCAF), 24
Computer and Information Science, 71, 81, 133
Computer Information Technology, 135
Computer Networks and Security, 71
Computer Science, 71
Computer Studies, 40, 50, 136
Conference Courses, 34
Confidentiality of Academic Records, 33, 189
Consortium Student Status, 3
Course Descriptions, 121, 124
Course Load, 6
Course-Challenge Examinations, 18
Credit, 17

Advanced Placement, 24
Community College of the Air Force (CCAF), 24
Course Challenge Exams, 18
Experiential Learning, 18, 142
Foreign Language Examination, 18
From UMUC Asia, 37
From UMUC Stateside, 37
Gained Through Experience, 18
Industry Certification Examinations, 25
Institutional, 30
International Baccalaureate Examinations, 25
Joint Services Transcript (JST), 23
Military Experience, 22, 23
Noncollegiate Courses, 22

Prior Learning, 18
Portfolio, 19
Resident, 17
Servicemembers Opportunity College, 22
Sources of, 17, 20
Transfer from Other Institutions, 21, 183, 188
Transfer to Other Institutions, 22, 37
Vocational and Technical, 22
Ways of Earning, 17
Workplace Learning, 19

Credit by Examination, 20, 24
Advanced Placement, 20, 24
College-Level Examination Program (CLEP), 20, 24, 25
DSST Examinations, 20, 24
Excelsior College Examinations (ECEP), 20, 24
Criminal Justice, 52, 71, 83, 85, 137
Criminology, 137
Cybersecurity, 71, 85, 87, 138

www.europe.umuc.edu
INDEX

D

Dean's List, 31
Degree Planning Worksheet, 208
Degrees, viii
  Associate's, 42
  Bachelor's, 66
Digital Media and Web Technology, 71, 88, 90
Diplomas and Graduation, 34
Diplomas, Issuance of, 34
Directory, 165
  UMUC Asia, 167
  UMUC Europe, 166
  UMUC Stateside, 168
  University System of Maryland, 170
Disbursement of Funds, 13
Dismissal, 31
  Academic Progress, 31
  Reinstatement after, 31
Diversity Awareness, 71, 90
DSST Examinations, 20, 24
Dutch, 139

F

Faculty, 171
Failure: The Grade of F, 29
Failure for Nonattendance: The Grade of FN, 29
Family Educational Rights and Privacy Act (FERPA), 33, 189
Fast Plan, 26
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, 13
Federal Supplemental Educational Opportunity Grant (FSEOG), 11
Fees, 7
Field Study, 7, 122
Finance, 71, 143
Financial Aid, 10
  Applying for, 10
  Contact Information, 13
  Denied Status, 13
  Disbursement of Funds, 13
  Federal Return of Funds Policy, 13
  Forms of, 10
  Grants, 11
  Loans, 12
Non-UMUC Europe Enrollment, 11
Priority Deadlines, 11
Satisfactory Academic Progress, 13
Scholarships, 10
Fire Service Administration, 71
Foreign-Educated Students, 4, 27
Foreign Language Area Studies, 41, 54, 143
Foreign Language Examinations, 18
Foreign Languages, 41, 54, 143
Forensics, 71
Fraud Investigation, 71
French, 143

G

General Education Requirements
  Associate's Degree, 42
  Bachelor's Degree, 67
General Studies, 44
Geography, 144
Geology, 144
German, 41, 54, 145
Gerontology and Aging Services, 71
GI Bill, 14
GoArmyEd, iii
  Admission, 1
  Common Application, 1
  Official Evaluation, 26
  Payment of Fees, 7
  Portal, iii
  Registration, 5
  SOC Agreements, 22
  Tuition Assistance (TA), 9
  Withdrawal, 6
Government and Politics, 146
Grade Appeal Process, 35
Grade, Change of, 30
Grade Point Average (GPA), 30
Grade Under Review:  
   The Mark of G, 29  
Grades and Records, 28  
Grading Methods, 28  
Grading Repeated Courses, 30  
Graduate Programs in Europe, v  
Graduation Application Deadlines, 34  
Graduation Review, 34  
Grants, 11  
Graphic Communication, 71  
Greek (see Modern Greek), 155  
Grievance Procedures, Student, 37

H  
Health Services Management, 71  
Heidelberg Administrative Offices, 166  
High School Students – Concurrent Secondary Enrollment, 3  
History, 71, 94, 147  
Homeland Security, 71, 96, 148  
Honor Societies, 31  
Honors, Academic, 31  
Human Resource Management, 71, 98, 148  
Humanities, 71, 100, 149  
Hybrid Courses, 123

I  
Incomplete, 29  
Indebtedness to the University, 9  
Information on Courses, 121  
Information Systems Management, 71, 103, 150  
Innovation, iv  
Institutional Credit, 30  
Institutional Exam Codes, 24  
Internet Access, 36  
International Business, 71, 105  
International Students, 4, 27  
Introduction to UMUC, ii  
Investigative Forensics, 71  
Issue of Diplomas, Official Transcripts, and Letters of Completion, 34  
Italian, 41, 55, 151

J  
Joint Services Transcript, 23  
Journalism, 71

K  
Key Alliances, iii  
Key to Course Descriptions, 124

L  
Latin, 152  
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, 38  
Library Skills and Information Literacy, 152  
Loans, Federal, 11, 12, 13

M  
Major, Minor, and Elective Requirements, 66  
Majors Available for Bachelor’s Degrees, viii, 71  
Management, 41, 60, 71, 106  
Marine, Army, and Navy Training, 23  
Marketing, 71, 108, 153  
Mathematical Sciences, 71  
Mathematics, 41, 62, 71, 153  
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, 22  
Military Partnerships, iii, 23, 24  
Minors, viii, 68  
Accounting, 74  
Art History, 74  
Biology, 74  
Business Administration, 77  
Communication Studies, 82  
Criminal Justice, 85  
Cybersecurity, 87  
Digital Media and Web Technology, 90  
Diversity Awareness, 90  
Economics, 90  
English, 93  
History, 96  
Homeland Security, 96  
Human Resource Management, 99  
Humanities, 102  
Information Systems Management, 105  
International Business, 105  
Marketing, 110  
Philosophy, 110  
Political Science, 113  
Psychology, 115  
Sociology, 120  
Women’s Studies, 120  
Modern Greek, 155  
Music, 155  
MyUMUC Portal Guide, inside back cover
INDEX

N
Name Change, 33
Natural Science, 71, 155
Navy, Army, and Marine Training, 23
Noncollegiate Courses, 22
Noncompletion of Degree/Certificate Requirements, 34
Nondiscrimination, 37, 189
Nutrition, 156

O
Official Evaluation, 26
Official Registration, 5
Official Transcripts, 7, 26, 33
Online Courses, 17, 123
Online Study, 123
Orientation and Getting Started, 1
Passing: The Grade of P, 28
Path to Degree Completion
  Associate’s Degree, 43
  Bachelor’s Degree, 69
Payments, VA, 15
Pell Grants, 11
Perkins Loan Program, 13
Philosophy, 71, 110, 156
Physics, 157
Placement Tests (Accuplacer), 122, 153, 163
Plagiarism, 35, 197
PLUS Loan Program, 13
Policy Statement, 183
Political Science, 71, 111
Portfolio, 19
Portuguese, 157
Preparing Citizens for the 21st Century, iv
Prerequisites, 122
Prior Learning, 18
Probation, Academic Progress, 31
Program Choices, viii
Proof of English Proficiency, 4
Provisional Student Status, 2
Psychology, 71, 113, 157

R
Reenrollment, 3
Refunds, 8
Registration, 5
Regular Student Status, 2
Reinstatement after Dismissal, 31
Religious Observances, 189
Relocation Division Transfer, 37
Repeating a Course, 30
Requirements
  Certificates, 40
  Associate’s Degree, 42
  Bachelor’s Degree, 66
Resident Credit, 17
Retired and Former Army, Navy, Marine Corps, and Coast Guard, 23
Returned Check Fee, 7
Review of International Records, 27
Rights and Responsibilities of the Student, 35
Rush Transcripts, 7, 33
Russian, 159
Servicemembers Opportunity Colleges (SOC), 22
Small Business Management and Entrepreneurship, 71
Social Science, 71, 117
Social Work, 71, 119
Sociology, 71, 120, 159
Spanish, 41, 59, 161
Speech Communication, 71, 161
Statistics and Probability, 162
Student Advisory Council, 39, 201
Student Conduct, 36, 193
Student Grievance Procedures, 37
Student Indebtedness, 9
Student Records, 28, 189
Student Responsibilities, VA, 15
Student Status, 2
  Consortium, 3
  Provisional, 2
  Regular, 2
Students First, iv
Substandard Performance: The Grade of D, 29
Summary of Credit Sources, 20

T
Technology Use, 36
Terrorism and Critical Infrastructure, 71
Textbook Fees, 9
Theatre, 162
TOEFL (Test of English as a Foreign Language), 4
Transcripts, 7, 33
  AARTS, 23
  Fees, 7, 33
  JST, 23
  Official, 33
  Requests, 33
  Rush, 7, 33
  SMART, 23
  Unofficial, 33
# 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.europe.umuc.edu/worksheets.

**SEQUENCE**  
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.  
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.

<table>
<thead>
<tr>
<th>COURSE TAKEN OR TRANSFERRED</th>
<th>SEMESTER/TERTAKEN</th>
</tr>
</thead>
</table>

## 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 or WRTG 101S (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 293 (3)** Or other writing GER course  
- **IFSM 201 or CMST 301 (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)  
- **CMIS 111 or IFSM 300 (3)** Or other second computing GER course  
- **SPCH 101, ENGL 281, or WRTG 390 (3)** Or other communication, writing, or speech GER course  
  ◆ Required courses for major
Note total credits for major. At least half must be upper-level credits 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/TERM TAKEN</th>
</tr>
</thead>
</table>

WRTG 391, WRTG 393, or WRTG 394 (3)
Upper-level advanced writing GER course

- 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)
- 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 upper-level credits 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

#### CHECKLIST FOR FULFILLMENT OF DEGREE REQUIREMENTS:
See Catalog for overview of all requirements.

- 30 credits at UMUC, including at least half of the major and minor and 15 upper-level credits.
- 45 upper-level credits, 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.
ACADEMIC CALENDAR 2013-2014

ON-SITE

FALL 2013
Session 1 Session Start/End Registration 19 Aug - 13 Oct 2013 5 Aug - 18 Aug 2013

SPRING 2014
Intersession Session Start/End Registration 16 Dec 2013 - 12 Jan 2014 2 Dec - 15 Dec 2013
Session 1 Session Start/End Registration 13 Jan - 9 Mar 2014 30 Dec 2013 - 12 Jan 2014
Session 2 Session Start/End Registration 17 Mar - 11 May 2014 3 Mar - 16 Mar 2014

SUMMER 2014
Session 1 Session Start/End Registration 2 Jun - 27 Jul 2014 19 May - 1 Jun 2014

ONLINE

FALL 2013
Session 1 Session Start/End Registration 19 Aug - 13 Oct 2013 17 Jun - 14 Aug 2013
Mid-Session Session Start/End Registration 16 Sep - 17 Nov 2013 17 Jun - 11 Sep 2013

SPRING 2014
Intersession Session Start/End Registration 16 Dec 2013 - 12 Jan 2014 11 Nov - 11 Dec 2013
Session 1 Session Start/End Registration 13 Jan - 9 Mar 2014 11 Nov 2013 - 8 Jan 2014
Mid-Session Session Start/End Registration 10 Feb - 13 Apr 2014 11 Nov 2013 - 5 Feb 2014
Session 2 Session Start/End Registration 17 Mar - 11 May 2014 11 Nov 2013 - 12 Mar 2014

SUMMER 2014
Session 1 Session Start/End Registration 2 Jun - 27 Jul 2014 7 Apr - 28 May 2014

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

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

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

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

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


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

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

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

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

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

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

How do I view my EmpId?
Log in to MyUMUC > Student Center > EmpID

Click Demographics Data OR Military Data

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

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

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

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

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

How do I update my contact information?
Student Center > Personal Information

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

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

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

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

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

How do I get help using MyUMUC?
View the MyUMUC Online Guide www.ed.umuc.edu/myguide
Visit UMUC 360 Support or the Virtual Help Center support.umuc.edu
Or ask your local field representative

my.umuc.edu

USING THE STUDENT CENTER

How do I search for a class?
Log in to MyUMUC > Student Center > Click (on right side)

To view the UMUC Europe schedule of classes outside MyUMUC:
webapps.umuc.edu/soc/europe.cfm

To view your location’s schedule of classes in MyUMUC:
Student Center > Search > Input location > Select Session > Search

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

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

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

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

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

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

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

How do I view my EmpID?
Log in to MyUMUC > Student Center > EmpID

Click Demographics Data OR Military Data

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

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

How do I view/request my transcript?
Student Center > Transcript: View Unofficial (free) OR Transcript: Request Official (payment needed)
# Academic Calendar 2013-2014

## On-Site

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Session 1</strong></td>
<td>19 August - 13 October 2013</td>
<td>5 August - 18 August 2013</td>
</tr>
<tr>
<td><strong>Fall Session 2</strong></td>
<td>21 October - 15 December 2013</td>
<td>7 October - 20 October 2013</td>
</tr>
<tr>
<td><strong>Intersession</strong></td>
<td>16 December 2013 - 12 January 2014</td>
<td>2 December - 15 December 2013</td>
</tr>
<tr>
<td><strong>Spring Session 1</strong></td>
<td>13 January - 9 March 2014</td>
<td>30 December 2013 - 12 January 2014</td>
</tr>
<tr>
<td><strong>Spring Session 2</strong></td>
<td>17 March - 11 May 2014</td>
<td>3 March - 16 March 2014</td>
</tr>
<tr>
<td><strong>Summer Session 1</strong></td>
<td>2 June - 27 July 2014</td>
<td>19 May - 1 June 2014</td>
</tr>
</tbody>
</table>

## Online

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
<th>Registration Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Session 1</strong></td>
<td>19 August - 13 October 2013</td>
<td>17 June - 14 August 2013</td>
</tr>
<tr>
<td><strong>Fall Mid-Session</strong></td>
<td>16 September - 17 November 2013</td>
<td>17 June - 11 September 2013</td>
</tr>
<tr>
<td><strong>Fall Session 2</strong></td>
<td>21 October - 15 December 2013</td>
<td>17 June - 16 October 2013</td>
</tr>
<tr>
<td><strong>Spring Session 1</strong></td>
<td>13 January - 9 March 2014</td>
<td>11 November 2013 - 8 January 2014</td>
</tr>
<tr>
<td><strong>Spring Mid-Session</strong></td>
<td>10 February - 13 April 2014</td>
<td>11 November 2013 - 5 February 2014</td>
</tr>
<tr>
<td><strong>Spring Session 2</strong></td>
<td>17 March - 11 May 2014</td>
<td>11 November 2013 - 12 March 2014</td>
</tr>
<tr>
<td><strong>Summer Session 1</strong></td>
<td>2 June - 27 July 2014</td>
<td>7 April - 28 May 2014</td>
</tr>
</tbody>
</table>

CIV +49-(0)6221-3780  www.europe.umuc.edu