

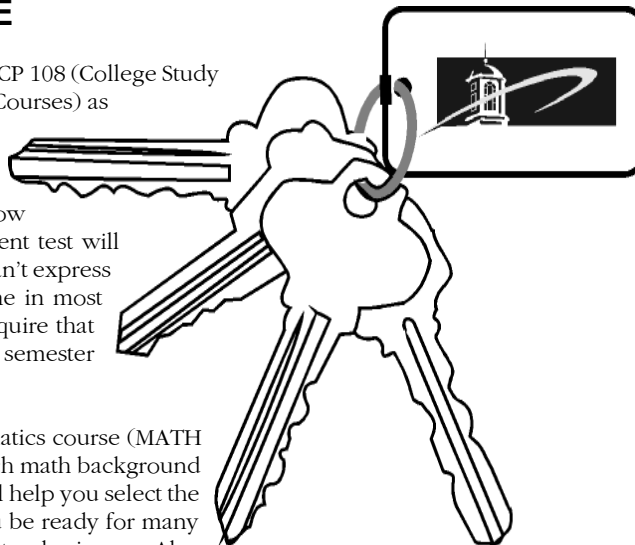
UMUC  
Asian Division  
Catalog  
2000 - 2001



UNIVERSITY  
*of*  
MARYLAND  
UNIVERSITY  
COLLEGE

# KEYS TO SUCCESS IN COLLEGE

1. If you have been out of school for a while consider EDCP 108 (College Study Skills) or the EDCP 100 series (Communication Skills Courses) as your very first courses to help you get back into the learning environment.
2. Take English Composition (ENGL 100 or ENGL 101) now if you haven't had it yet. Maryland's English placement test will help you select the course that is best for you. If you can't express yourself clearly in writing you will have a tough time in most other college courses. Also, University regulations require that you complete a writing course within your first 12 semester hours.
3. Be sure you have all the other basics. Take a mathematics course (MATH 100, MATH 101 or MATH 107 depending on how much math background you have). Maryland's mathematics placement test will help you select the course that is best for you. Mathematics will help you be ready for many courses in business, economics and the social and natural sciences. Also take a course covering public speaking (SPCH 100) early in your UMUC career. You will be able to express yourself with greater clarity and confidence in class and out.
4. Get a copy of the Asian Division's ***Student Handbook***. It has a wealth of useful suggestions on how to do well in college. The ***Handbook*** is available from Maryland Field Representatives.
5. See a UMUC Academic Advisor early in your college career. They are helpful and knowledgeable people. Ask your Maryland Field Representative how you can make an appointment with an advisor.



This publication and its provisions do not constitute a contract between University of Maryland University College (UMUC) and any party or parties. At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, and academic requirements applicable to UMUC, its students or its programs. In addition, changes or additions may be made to the policies, procedures, rules, regulations, and academic requirements set out in this publication. UMUC reserves the right to make these changes and additions to the information in this publication without prior notice. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. The University further reserves the right, at any time, to ask a student to withdraw when it considers such action to be in the best interests of the University.

By enrolling with the Asian Division, students accept and agree to abide by the policies and regulations of University of Maryland University College concerning drug and alcohol abuse. They also indicate their understanding that the unlawful use of drugs or alcohol will subject them to the penalties contained in those policies and regulations.

University of Maryland University College welcomes applications from prospective students and employees without regard to race, age, sex, physical or mental disability, religion, national origin, or political affiliation.

University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

# UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE • ASIAN DIVISION CATALOG 2000-2001



## Welcome to UMUC

Welcome to the 45th year of the University of Maryland University College program in Asia and the Pacific. Students registering for a course with UMUC join millions of others who have elected to continue their education. These students decide to go to college for personal development or career advancement. Uniting them all is the belief that no one can acquire all the information, ideas, and skills needed for a full and productive life in a few years of study immediately after high school. Instead, they see learning as a lifelong process.

University of Maryland University College (UMUC), working in cooperation with the Department of Defense, has been a pioneer in providing students in military communities with educational opportunities. Part-time adult students have needs and goals that are different from those of younger, full-time university students. UMUC recognizes these differences. Programs and class schedules have been developed to meet the special needs of military students, but the academic standards required by the University have been maintained.

# CONTENTS

<b>Welcome to UMUC.....</b>	<b>1</b>	<b>Establishing Credit.....</b>	<b>19</b>
<b>Introduction.....</b>	<b>4</b>	What is a Credit?	
Mission of the Asian Division		Resident Credit	
History and Organization		Transfer Credit	
The Student and This Catalog		Community College Credit	
Resources		Transfer of Vocational/Technical Credit	
<b>Admission .....</b>	<b>6</b>	Credit by Examination	
Eligibility		Correspondence Study	
Application for Admission		Service Schools	
Admission Policies		Civilian Training	
Admission Requirements		Summary of Credit Sources	
Special Admission Situations			
Admission to Maryland Stateside Campuses			
<b>Registration .....</b>	<b>8</b>	<b>Student Records and Grades .....</b>	<b>22</b>
Enrollment Process		Transcripts	
Course Load		Name Changes	
		Transfer of UMUC Credit	
<b>Fees .....</b>	<b>9</b>	OTS	
Fees		Promotion	
Student Indebtedness		Family Educational Rights and Privacy Act	
Withdrawal and Refunds		Grades	
		Repeating a Course	
<b>Financial Aid .....</b>	<b>11</b>	Grade Point Average	
Forms of Financial Aid		Academic Progress	
Eligibility for Federal Aid Based on Need		Recognition of Scholastic Achievement	
Applying for Financial Aid			
Satisfactory Academic Progress		<b>Diplomas and Graduation .....</b>	<b>26</b>
Application Deadlines for Aid Programs		Application for Degrees and Certificates	
Information on Federal Aid Programs		Application for Diploma Deadlines	
Other Sources of Financial Aid		Graduation Review	
Veterans Affairs		Noncompletion of Degree Requirements	
		Certificates	
<b>Academic Advisement .....</b>	<b>16</b>	Conference Courses	
Academic Advisors		Commencement/Recognition Ceremonies	
Informational Brochures			
Academic Advising Questions & Answers		<b>Academic Policies and Standards .....</b>	<b>27</b>
Preliminary Evaluation		Attendance	
Official Evaluation		Religious Observances	
Evaluation of Service School Training		Examinations	
Veterans		Writing and Mathematics	
Servicemembers Opportunity College		Academic Dishonesty and Plagiarism	
Curriculum Planning Sheet		Students with Disabilities	

## **Programs of Study ..... 28**

- Overview
- Summary of Programs of Study
- Requirements
- Certificate Programs
- Associate-Level General Education Requirements
- Undergraduate Degree Programs
- Associate of Arts Degree
- Second Associate Degree
- Bachelor's Degrees
- Baccalaureate-Level General Education Requirements
- Business and Management
- Computer Studies
- English and Communication Studies
- Second Bachelor's Degree
- Summary of B.A./B.S. Requirements

## **Course Offerings ..... 41**

- Overview
- Prerequisites
- Course Numbers
- Special Topics Courses
- Interdisciplinary Credit
- Course Descriptions
  - Anthropology
  - Asian Studies
  - Business and Management
  - Computer Studies
  - Distance Education
  - Economics
  - Education
  - English and Communication Studies
  - Foreign Languages
  - Geography
  - Government and Politics
  - History
  - Mathematics
  - Philosophy
  - Psychology
  - Science
  - Sociology
  - Statistics and Research Methods
  - Theatre

## **Alcohol & Drug Abuse Policy ..... 59**

## **Asian Division Administrative Offices 62**

- Yokota Office
- Japan Office
- Korea Office
- Okinawa Office
- Distance Education Office
- Guam Office
- Graduate Program Office
- Education Centers Served by the Asian Division

## **University Administration ..... 66**

- Stateside Regional Locations
- Board of Regents
- Officers of the University System

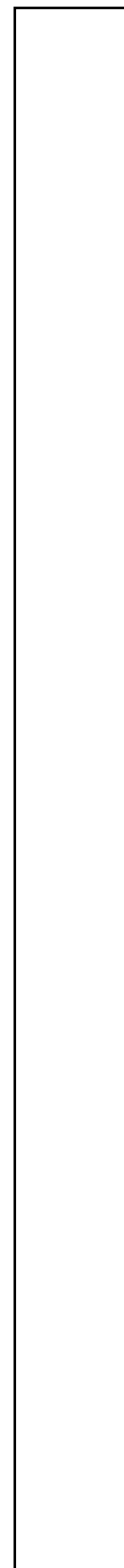
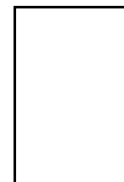
## **UMUC European Division Offices .. 67**

- Heidelberg Office
- London Office
- Mannheim Campus
- Education Centers Served by the European Division

## **Asian Division Faculty ..... 70**

## **Index ..... 80**

## **Academic Calendar ..... back cover**





## Mission of the Asian Division

The mission of the Asian Division of University of Maryland University College (UMUC) is to offer academic programs to United States military communities in Asia and the Pacific. While serving overseas, students can take a single class or many classes leading to a certificate, an associate of arts degree, a bachelor of arts degree, or a bachelor of science degree. In addition, a master's degree program is available to students on Okinawa. Since University of Maryland University College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools, students can take courses with the intention of transferring their credits to other colleges or universities in the United States.

Although the educational setting is overseas, UMUC's Asian Division programs are in all respects comparable to those offered at public institutions of higher learning in the United States. Asian Division courses are taught by faculty whose credentials meet standards set by appropriate University of Maryland University College academic departments in Adelphi, Maryland. All Asian Division courses carry University of Maryland University College resident credit. The Asian Division is committed to maintaining standards of academic excellence. The past 44 years demonstrate that those standards can be maintained in overseas settings.

## History and Organization

### University of Maryland University College

University of Maryland University College (of which the Asian Division is a part) is one of the eleven degree-granting institutions that make up the University System of Maryland. It is the component of the University System

dedicated to providing lifelong learning opportunities for adult students—throughout the state of Maryland, in the Washington, D.C. metropolitan area, and in military communities around the world. In recent years, UMUC has provided courses to students in more than twenty countries on all seven continents. When the University of Maryland began its programs in Asia in 1956, General Lyman L. Lemnitzer, Pacific Commander, remarked that “the sun never sets on the University of Maryland.” His comment is still true today.

The University of Maryland first began serving adult students in the 1920s, by offering evening courses. In 1947, the College of Special and Continuation Studies was established as a division of the University of Maryland to oversee off-campus evening programs. The college was renamed “University College” in 1959, emphasizing the fact that it draws upon all academic disciplines and the resources of the whole University System and makes them available to adult students.

As more adult students have become interested in continuing their education, the programs of UMUC have expanded. In cooperation with the Department of Defense, UMUC administers two overseas programs, the Asian Division and the European Division. Stateside, regular credit courses are administered by the Office of Statewide Undergraduate Programs and by the Graduate School of Management and Technology. University-level non-credit education and training is provided by the Center for Professional Development. The UMUC Office of Instructional Development develops educational programs and materials using modern technology and methods of instructional design.

The headquarters offices of UMUC are in Adelphi, Maryland, and include the Inn and Conference Center, which serves as one of the largest residential conference facilities in the United States, drawing people from around the world to attend conferences and institutes.

## Asian Division

The University of Maryland began its overseas program in 1949 with classes at six education centers in Europe. The program proved very successful, rapidly expanding to include locations in 12 countries in Europe, the Middle East, and Africa. This dramatic success led the Armed Forces to invite Maryland to bring its program to Asia and the Pacific. In 1956, courses began in Japan, Okinawa, Korea, Guam, and Taiwan, with just over 1,700 students. By the second year, enrollments had doubled; it was clear that this experiment in off-duty education would be successful in Asia as well. In fact, to date close to half a million students have taken Asian Division courses, and thousands have earned certificates or degrees.

Establishing university programs in Asia and the Pacific has not been easy for students, faculty, or administrators. During the years of America's military involvement in Southeast Asia, students studied during blackouts, lecturers (who were sometimes driven to class in armored vehicles) shouted over mortar fire, and textbooks were occasionally air dropped.

The Asian Division is meeting today's challenge of the changing needs of military communities. UMUC faculty use new computer-assisted teaching techniques, and distance education courses designed for students who can't easily attend regularly scheduled classes are routinely offered. At the same time, UMUC continues to develop new special topics courses that take advantage of its Asian setting, and to improve its library services. The Asian Division enters its 45th year ready and able to provide lifelong learning opportunities for American citizens serving their country abroad.

## The Student and This Catalog

### Responsibilities

This catalog includes policies and procedures that govern study in UMUC's Asian Division. Students are responsible for knowing the information contained in this catalog.

In addition to summarizing student responsibilities, this catalog explains the programs of study that are available in the Asian Division, and provides descriptions of the courses that are most frequently offered.

## More Information

After reading this catalog, you may still have questions about some aspect of the UMUC Asian Division program. The Maryland Field Representative at your education center can answer many of your questions, and can direct you to the right person or office if you need further help.

You may need to refer some of your questions to your local Asian Division administrator, the Director for your area, or to the Asian Division headquarters at Yokota Air Base. The addresses and telephone numbers for these people and offices are in the directory section near the end of this catalog.

## Resources

### Library Facilities

At every military installation where UMUC offers courses, the Army, Air Force, Marine Corps, or Navy maintains a library usually staffed by professional librarians. The combined holdings of these libraries are available to all members of the U.S. military communities. The University contributes to the collections at these libraries through set-aside funds derived from tuition. If a particular book is not in the student's local library, the librarian can often obtain it through inter-library loan.

A faculty loan library is maintained by UMUC at Yokota Air Base, Japan. This collection of books and other materials is designed to supplement local library resources. The graduate program in Okinawa also has a library for the use of its faculty and students, and for advanced undergraduates.

A huge collection of online library resources is provided by University of Maryland University College on the World Wide Web. All Asian Division students and faculty are encouraged to make use of these databases.

### Textbooks

The textbooks used in Asian Division courses are selected in conjunction with the respective University departments and the Division's Academic Coordinators. Textbooks are sold by local Maryland Field Representatives when students register for classes. Sales of all texts are final, and texts may not be returned for refund to either the Field Representative or the Asian Division Textbook Office at Yokota, except when courses have been canceled. Students should avoid writing in their textbooks until courses have definitely materialized. A book buy-back program for used texts is available at most sites; check with the Field Representative for information.





## Eligibility

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll in the Asian Division of UMUC if they meet admission requirements. Depending on U.S. military policy, local citizens may take Asian Division courses in some countries.

## Application for Admission

Students enrolling for the first time in the Asian Division, or returning to the Division after an absence of two years or more from UMUC, must complete an Application for Admission. The Application for Admission is accepted concurrently with course registration at the local education center.

## Admission Policies

Consistent with the commitment of UMUC to serving adult students, admission policies have been simplified so that most persons who have a high school diploma or equivalent can be admitted and register for an undergraduate class at a walk-in registration. In most cases, neither transcripts nor test scores are immediately required.

The Asian Division admits students into one of three categories: Degree-Seeking, Undeclared; Degree-Seeking, Declared; or Auditor. All qualified applicants seeking course credit are initially admitted under the category of Degree-Seeking, Undeclared.

Upon completion of 6 semester hours with UMUC, a student may request a change to Degree-Seeking, Declared status. Those wishing to continue as Degree-Seeking, Undeclared students may do so indefinitely.

## Admission Requirements

### Special

Admission in this category will be granted to those applicants who certify on the Application for Admission that they meet the academic requirements applicable to them described below.

1. Graduation from a regionally-accredited state-approved high school or recognized foreign institution; alternatively, successful completion of the General Education Development (GED) exam with minimum standard scores of 45 on each of the five parts of the examination, or a total score of 225 with a minimum of 40 on each test.
2. A cumulative C or better average for all college-level work attempted at other regionally-accredited colleges and universities including other University System of Maryland campuses. Applicants with an average lower than C may enroll under the Special category after one semester has passed since their most recent enrollment at an accredited college or university.

### Regular

Students planning to earn a UMUC degree may request an Official Evaluation and a change to Regular student status after completing 6 semester hours with the Asian Division (or other branches of UMUC). Students seeking this status must have maintained a C average in UMUC course work and, if they have not already done so, must submit official transcripts of all previous college-level work.



## Auditor

Students who wish to audit courses, seeking neither credit nor grades, may register for classes without academic documentation, although they must meet all established criteria for admission. An auditor who later wishes to take courses for credit must apply for admission and meet the requirements in effect at that time. Auditors pay the same fees as those taking the course for credit.

Once a course has begun a student may not change registration status from audit to credit or from credit to audit.

## Special Admission Situations

### High School Students

High school students may enroll as Special students with UMUC, taking no more than one lower-level course per term, if they meet all of the following requirements:

1. They have completed at least 14 Carnegie units in major (academic) subjects;
2. They have a B average or better in major (academic) courses completed through the junior year;
3. Their high school principal concurs in the arrangement and states in writing that the credits earned in college courses will not also be accepted to satisfy high school graduation requirements.
4. The courses in which the student enrolls are widely acknowledged by colleges and universities to be freshman-level courses in the arts and sciences.

High school students are admitted as Special students only. After graduating from high school, a student may request to be regularly admitted to the Asian Division.

## Admission to Maryland Stateside Campuses

As one of the eleven degree-granting institutions of the University System of Maryland, UMUC offers regular resident credit courses and grants degrees earned by taking evening and weekend classes throughout the world. A student who has done satisfactory work in the Asian Division can transfer to the other divisions of UMUC.

Information on transfer to other campuses of the University System of Maryland may be obtained by writing to:

Office of Student Services  
UMUC Asian Division  
Unit 5060 Box 0100  
APO AP 96328-0100

## Bootstrap

Eligible service men and women may be assigned on temporary duty by their respective branches of service to enroll with UMUC. This enables these students to complete degree requirements, usually the last 30 semester hours, through full-time study. All tuition and other fees are paid by the student, who continues to receive military pay while attending the University. Some students may be able to remain in the Asian Division and complete their degrees using Bootstrap benefits. This is normally possible only at the largest installations, where sufficient courses are available.

Students should consult their Education Services Officer for detailed information on Bootstrap application procedures. One of the first steps is to request, in the format required by their branch of service, the Office of Student Services to initiate the application for admission to the program. The Office of Student Services will prepare a Bootstrap letter based on the student's updated Curriculum Planning Sheet or SOC Student Agreement. Therefore, applicants must have an Official Evaluation, which provides students with a Curriculum Planning Sheet, before submitting their requests. A period of 4-6 weeks (to include the receipt of all official transcripts), should be allowed for the Official Evaluation.

The initial request for a Bootstrap letter should be submitted to the Yokota office at least six months before the student wishes to begin the Bootstrap program.

## International Students

Where local military and host country regulations permit, a limited number of international students may be admitted to the UMUC Asian Division program. Applications for admission from international students may be individually examined by local committees, the Director of Student Services, and/or UMUC Area Directors, depending on the education center through which the student wishes to take classes. Factors that may be evaluated include educational background, motivation, and English ability (a TOEFL score of 550, or 213 on the C.B.T., is normally required).



The Asian Division conducts five eight-week terms during each academic year beginning in late August and ending in July. The dates for each term are shown on the back cover of this catalog. There may be variations in this schedule to accommodate military maneuvers and other commitments which adult, part-time students have. The individual education centers publicize registration, term dates, and course offerings. Registration is normally held at the education center for one or two weeks before the opening of the term. Classes are usually in on-base or on-post facilities.

## Enrollment Process

To be officially enrolled, at the time of registration the student must:

1. Complete an Application for Admission when registering for the first time, or after a break of two years or more in UMUC enrollment;
2. Complete an Enrollment Form each term;

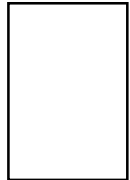
3. Complete and process the appropriate forms if receiving government tuition assistance or VA educational benefits; and

4. Pay all fees in full.

Upon completion of registration, a student receives one copy of the Enrollment Form, which serves as an official record of registration and payment of fees. Active duty military students have priority whenever a class is full, and may also be authorized to enroll before registration is opened to civilian students.

## Course Load

An adult student who is employed full time should normally register for one three-semester-hour course or the equivalent during a term. Such a course involves 48 classroom hours of instruction and approximately two hours of outside preparation for each hour of class. An experienced student may enroll for a heavier course load if he or she is able to attend class regularly and complete the necessary outside study. Full-time enrollment is considered to be six semester hours per term.



## Fees

Fees charged to Asian Division students fall into several categories, as outlined in this section.

All fees are payable in full at the times specified. No cash may be accepted. Checks, money orders or postal notes must be made payable to the University of Maryland and must be drawn on a U.S. bank or post office.

**Application Fee:** A fee of \$30.00 is payable at the time of first registration with UMUC (in the Asian, European or Statewide Divisions). This fee covers the cost of establishing and maintaining the student's permanent record, the official University document from which transcripts are issued. A student whose first registration is as an Auditor must also pay this fee.

Colleges and universities serving the military in Asia have agreed that students seeking a certificate or degree with one of the institutions may enroll in a limited number of courses with another of the institutions without having to pay a second application fee. These courses must be (a) needed by the student to complete specific certificate or degree requirements and (b) unavailable from the institution at which the student is seeking to earn the certificate or degree. Students who have a Servicemembers Opportunity Colleges (SOC) Agreement with another SOC School should submit a copy of their SOC Agreement at the time they initially enroll with the University of Maryland.

A student who requests either a Preliminary or an Official Evaluation/SOC Student Agreement from University of Maryland University College thereby indicates interest in earning a certificate or degree with UMUC and is required to pay the UMUC Application Fee if it has not been previously paid.

**Tuition:** Tuition is payable at the time of registration. A member of the Armed Forces may be entitled to partial tuition assistance from the United States government. The student must submit a completed tuition assistance form at the time of registration. If for any reason the government does not provide funding for the course, the student becomes responsible for payment. Students may also qualify for VA and other education benefits.

**Change of Registration Fee:** A fee of \$10.00 is charged to students who change registration from one course to another.

**Late Registration Fee:** If a student does not complete registration (which includes payment of fees in full) before the opening of each term, a late registration fee of \$30.00 may be assessed.

**Fee for Examination to Establish Credit in a Foreign Language:** A fee of \$98.80 per semester hour for each examination should accompany the application to establish credit in a foreign language.

**Graduation Fee:** A non-refundable fee of \$50.00 is payable when a student applies for graduation and must be paid for any subsequent application.

**Cap and Gown Fee:** A fee of \$40.00 for the rental of a cap and gown is payable at least one month before the Commencement exercises.

**Returned Check Charge:** A charge of \$25.00 is made for checks which have been returned by a bank for insufficient funds, in addition to the amount of the dishonored check.

**Transcript Fee:** A fee of \$5.00 is charged for each transcript issued. (Transcripts sent via express mail or fax are available for \$20.00 each.) Payment should accompany each request for a transcript.

**Fax Fee:** A fee of \$15.00 is charged for each document faxed up to and including five pages. Additional pages will be charged at \$0.50 per page.

### Student Indebtedness

All students who incur debts to the Asian Division during a particular term must clear them with a money order or a cashier's check in order to register for the next term. Requests for transcripts, evaluations and diplomas will be held and grades and grade point averages will not be posted until all debts have been paid. Outstanding debts will be collected against any refunds due the student. After a reasonable period of time, uncollected debts will be forwarded to the Central Collection Unit and other national credit bureaus. All such debts incur an additional 17% processing charge by the State of Maryland.

## Withdrawal and Refunds

### Standard Three-Semester-Hour Courses

Students who must withdraw from a course are responsible for completing the Application for Withdrawal, including the reasons for the action, obtaining all necessary signatures and submitting the form to the local Maryland Field Representative at the education center at which they enrolled.

**Students who officially enroll remain enrolled even if they do not attend or participate in a course. Those who do not formally withdraw will automatically receive a failing grade and forfeit any refund.**

An Application for Withdrawal cannot be initiated after the final exam or the last class meeting. Tuition refunds are processed at the end of the term. The refund policy applies to tuition only. All refunds will be calculated from the date the Application for Withdrawal is formally initiated at an education center (not from the date of the last class attended) according to the following schedule:

<b>For Standard Three-Semester-Hour Courses:</b>	<b>% Refundable</b>
Withdrawal before the first class meeting .....	100%
Withdrawal if not more than 1/8 of the total class meetings have been held .....	75%
Withdrawal if more than 1/8 but not more than 1/4 of the total class meetings have been held .....	50%
Withdrawal after more than 1/4 of the total class meetings have been held .....	0%

### Distance Education Courses

For students enrolled in distance education courses, the number of class meetings held is not a relevant criterion because such courses are designed to substitute independent work for class attendance. Accordingly, the refund policy and withdrawal procedure differ from that of traditional courses.

The refund for withdrawal from distance education courses is computed from the date the Application for Withdrawal is formally initiated. The amount of the refund is based on the time that has elapsed since the beginning of the course:

<b>For Distance Education Courses:</b>	<b>% Refundable</b>
Withdrawal before the course begins, or during the 1st week of the term (administrative week) ....	100%
Withdrawal during the second and third weeks of the course .....	75%
Withdrawal during the fourth week of the course .....	50%
Withdrawal after the end of the fourth week of the course .....	0%

**NOTE:** Friday, Midnight (Japan Standard Time) marks the end of each of the refund periods shown above.

Distance Education students may withdraw from a class at any time during the 16-week term up to midnight Friday, Japan Standard Time, of the 14th week of the course.





Various forms of financial aid are available to eligible Asian Division students to assist them in meeting college expenses. Financial aid is offered through several different U.S. government programs. University of Maryland University College provides scholarships to graduating seniors from DoDDs high schools in Asia, and administers a variety of other scholarships including its program of President's Scholarships.



## Forms of Financial Aid

UMUC participates in the administration of the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Direct Stafford Student Loan, Federal Direct Unsubsidized Stafford Loan, and the Federal Direct Plus Loan.

All students who seek any type of federal financial aid are required by federal regulations to be degree seeking with the Asian Division, and to complete the Free Application for Federal Student Aid (FAFSA). Students should submit their FAFSA directly to the Financial Services Office in Yokota along with all other required documentation and forms. For detailed information concerning financial aid, please see the UMUC Asian Division **Guide to Financial Aid 2000/2001**.

## Eligibility for Federal Aid Based on Need

In order to be eligible for financial assistance under the U.S. government's Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and William D. Ford Federal Direct Stafford Loan programs at UMUC, a student must:

1. Be a U.S. citizen or permanent resident;
2. Demonstrate financial need for the assistance as specified for each program;
3. Have been admitted to the Asian Division as a degree-seeking student;
4. Maintain good academic standing;
5. Request an Official Evaluation after completing three semester hours of course work;
6. Demonstrate measurable and satisfactory academic progress towards a degree, as defined below;
7. Not be in default or owe a refund on Title IV funds;
8. Submit a financial aid transcript from all colleges, universities and post-secondary schools previously

attended whether or not the student received financial aid from these institutions;

9. Be in good financial standing at all campuses of the University of Maryland; and
10. Have registered with the Selective Service if required to do so.

## Applying for Financial Aid

The 2000/2001 UMUC Asian Division Guide to Financial Aid, which includes the Free Application for Federal Student Aid (FAFSA) and the Asian Division's 2000/2001 Financial Aid Data Form, is available at all military Education Centers. The Guide is designed to help students complete the federal application. It is critical that students use the worksheets, tips, fact sheets, etc. in the package before attempting to complete the FAFSA.

The FAFSA can be completed via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students choosing to complete the package online must list the Asian Division's Title IV school code (E00651) in order for the Financial Services Office to be able to access the application electronically. Students may also mail the FAFSA to the Federal Processors at the address provided on the application, or mail it to the Financial Services Office at Yokota. Regardless of how the FAFSA is completed the Student Data Form must be mailed to the Financial Services Office at Yokota to initiate the student's 2000/2001 financial aid file.

Financial aid is awarded by academic year, so students must reapply each year. Financial aid can be used concurrently with VA educational benefits, scholarships, military tuition assistance, and military spouse tuition assistance. Federal Pell Grants may be awarded retroactively; student loans are processed for current or upcoming enrollments during the academic year.

The results of the FAFSA are compiled in the Student Aid Report (SAR). Students who obtain their own SAR from the Federal processors can either supply the Asian Division's Financial Services Office with the Data Release Number (DRN) on their SAR, or submit the completed

## Financial Aid

SAR itself to the Yokota office in accordance with the procedures outlined in the Financial Aid Package.

All financial aid recipients must be degree seeking with UMUC. Students who already have baccalaureate degrees are not eligible for Federal Pell Grants, but are eligible for Direct Loans. Students receiving financial aid must also make satisfactory academic progress, maintaining a cumulative grade point average (GPA) which meets the academic standards as set forth in this Catalog, and must successfully complete at least 50 percent of the semester hours attempted each term. A student whose academic work falls below acceptable levels of performance or who is placed on probation or is dismissed risks losing all financial aid.

### Federal Pell Grants

Federal Pell Grants range from \$100 to \$3300 and need not be repaid. Students must first review the worksheets and fact sheets in the Financial Aid Package and then complete the FAFSA. Students eligible for a Federal Pell Grant who have submitted a completed FAFSA (or DRN or SAR) and all other required documentation to the Financial Services Office will receive a Pell Grant Notification Letter in the mail. The student must retain one copy and give one copy to the UMUC Field Representative upon registration. Pell Grant funds may be used for eight-week courses or Distance Education (DE) courses. Pell Grant funds may be applied to tuition and/or books. Any awards exceeding the tuition or books costs will be refunded to the student. The maximum award for the year is indicated on the Pell Grant Notification Letter. It is extremely important that students keep track of Pell funds used throughout the year to prevent overcharging against the Pell Grant.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

Federal SEOG funds do not need to be repaid, and may provide up to \$100 per term to eligible students with the greatest financial need. Financial need is determined by the Estimated Family Contribution (EFC) number, which is found on the SAR. To qualify for FSEOG, students must be eligible for and already awarded a Federal Pell Grant. Eligibility for FSEOG is determined by the Asian Division Financial Services Office in compliance with Federal requirements, so students do not need to formally apply for SEOG.

### Federal Direct/Stafford Student Loans (Subsidized and Unsubsidized)

The William D. Ford Direct Lending program enables eligible students to borrow directly from the Department of Education. Interest does not begin accruing on a subsidized loan until the student goes into repayment, (six months after graduation, or six months after the student's attendance falls below half time). The unsubsidized program is available to students who do not qualify, or qualify only in part, for the subsidized direct loan. It is also aimed at students whose financial need exceeds the subsidized loan limits. The student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The interest is variable, but capped at 8.25 percent. In addition, there is a 3 percent origination fee.

The UMUC Financial Aid Package contains detailed information on the William D. Ford Federal Direct Loan Program. Freshman students may borrow up to \$6625 (\$2625 subsidized and an additional \$4000 unsubsidized). Sophomore students may borrow up to \$7500 (\$3500 subsidized and an additional \$4000 unsubsidized). Junior and Senior students may borrow up to \$10,500 (\$5500 subsidized and an additional \$5000 unsubsidized).

Students seeking a Federal Direct Loan must first complete all the necessary steps to apply for Federal Student Aid with the Asian Division. Additionally, students must complete the loan application found on the first page of the Student Data Form.

Following Federal guidelines, the Asian Division Financial Services Office determines eligibility for a William D. Ford

Direct Loan. Students who do not qualify for the subsidized loan program will be automatically considered for an unsubsidized loan. Students select their own loan period within the 2000-2001 academic year and must successfully complete a minimum of half-time enrollment during the enrollment period (one eight-week course or two distance education courses). Students must be continuously enrolled at least half time during the designated loan period, or the loan will be automatically canceled. The final deadline for student loan applicants to have the 2000-2001 UMUC Financial Aid file complete and ready for review is May 1, 2001.

### Federal Direct Plus Loans

This loan program enables parents of undergraduate "dependent" students to borrow directly from the Department of Education at a variable interest rate not to exceed 9 percent. Loan amounts may cover the cost of attendance, less any other financial aid, per academic year and grade level. Parents will undergo a credit check.

Federal regulations require dependent students to be considered for all types of Federal financial aid before a Federal Direct PLUS loan may be processed. Students and their parents must complete the FAFSA and take all necessary steps to apply for financial aid through the Asian Division. Parent borrowers must request the additional federal required Federal Direct PLUS Loan Data Sheet available from the Asian Division Financial Services Office in Yokota. A credit check will be made by the Federal loan-processing agency.

### Satisfactory Academic Progress (SAP)

Financial aid is intended to meet the financial needs of students who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory academic progress as determined by the Asian Division.

Financial Aid recipients are required to be in good standing and to maintain SAP toward their degree requirements for each term in which they are enrolled. Satisfactory Academic Progress is evaluated at the end of each term. Failure to maintain SAP may result in cancellation of future financial aid awards.

## Basic Standard for Undergraduate Students

Maryland's institutional requirements for minimum satisfactory performance for financial aid recipients are as follows:

1. Minimum cumulative grade point average (GPA) of 2.0;
  2. Minimum completion rate of 50% of credits attempted for each term. For example, for a student who attempted 6 credit hours for the term, a 50% completion rate would mean that the student must have earned at least 3 of those 6 credits;
  3. Observe the federally mandated maximum time frame to complete the program/degree. The student must complete the educational program within a time frame no longer than 150% of the published length of the educational program (for example, complete the program after attempting a maximum of 180 credits for a 120 credit hour program).
3. An audit (T) grade is not considered attempted coursework, so no financial aid can be applied to any audited courses. Audited courses are not included in the GPA calculation or completion rate determinations.
  4. F grades will be treated as attempted credits, which were not earned, and so will be included both in the GPA calculation and minimum completion rate.
  5. The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already had achieved a passing grade for that course.

Credits transferred from another institution will be considered as attempted and completed credits in the evaluation of the 150% program completion standard. The two cumulative standards outlined above are eligibility requirements for student aid.

Students who exceed the 150% time frame for any reason will be placed on Financial Aid Denial. No financial aid will be disbursed for the student in subsequent terms unless the student has made an appeal of the Financial Aid Denied status and the appeal is granted.

## Treatment of W, I, Audit, and F Grades and Repeated Course Work

1. Course withdrawals (W) are not included in the GPA calculation, but are considered a non-completion of attempted course work. If a student withdraws from a course before the eighth week of the term, (an eight-week term or a DE term) no Pell monies can be applied to that course. All tuition and book amounts charged to the student's Pell Grant must be repaid.
2. Incomplete (I) grades are not included in the GPA calculation, but are considered a non-completion of attempted course work until the I is replaced with

a permanent grade and academic progress can be reevaluated. If a student receives an I grade, the Financial Services Office at Yokota will provide notification that the student has six months from the end of the course to complete the course work.

## Financial Aid Academic Probation

Students who fail to meet the minimum 2.0 cumulative grade point average standard or fail to meet the minimum 50% completion rate will be placed on Financial Aid Probation for the next period of enrollment. All Financial Aid will be held until the grades and course completions have been reviewed for the term of Financial Aid Probation.

Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum grade point average or course completion standards as noted in this policy in a previous term of enrollment at UMUC.

## Financial Aid Denied Status

Students who fail to meet the standards set forth for course completion rate while on Financial Aid Probation and/or fail to achieve a cumulative GPA of at least 2.0 will be placed on Financial Aid Denied Status for the following period of enrollment. No financial aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied Status.

## Financial Aid

### Reinstatement of Aid after Financial Aid Denied Status

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

1. The student submits a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term, rather than Financial Aid Denied.
2. The student attends a UMUC course, pays for tuition and fees without the help of student financial aid, and does well enough in the course work to satisfy academic progress standards. The student will then regain eligibility and will be placed on Financial Aid Probation.
3. The student does not enroll in any courses at UMUC for three calendar years following the assignment for Financial Aid Denied status. If the student is readmitted, the student will be placed on Financial Aid Probation.

## Appeal Process

The student must submit an appeal of Financial Aid Denied Status in writing to the Coordinator of Financial Services by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of its decision within 14 working days. All decisions made by the Financial Aid Appeals Committee are final.

## Application Deadline for Federal Aid Programs

May 1, 2001 for the Federal Pell Grant and William D. Ford Direct Loans-All paperwork must be received by this date to ensure processing time.

## Financial Aid

### Where to Get Information on Federal Programs

Financial Aid information and applications are available at all military education centers, or the student may write to the following address:

Financial Services Office  
UMUC Asian Division  
Unit 5060 Box 0100  
APO AP 96328-0100

E-mail: ofinaid@ad.umuc.edu

### Other Sources of Financial Aid

#### Maryland Scholarships

Each year UMUC awards scholarships to Asian Division students. Approximately 100 are available for 1999-2000. Scholarship funds are provided by the President's Scholarship Fund, the Chasen, Ehrensberger and Parnell Funds, the KDD Company, and other alumni and friends of the University. The awards provide tuition credits applicable to courses in which the recipients may enroll throughout the academic year.

For further information on Maryland scholarships please check with your Maryland Field Representative or write to:

UMUC Asian Division  
Attn: Director, Academic Support  
Unit 5060, Box 0100  
APO AP 96328-0100

#### Maryland Scholarships for DoDDS Graduates

The Asian Division awards scholarships each year to one deserving senior from each of the DoDDS high schools in Asia. The scholarships are for enrollment in the Asian Division. Recipients may take two tuition-free courses each term for four terms of the Asian Division's academic year for a total of 24 semester hours.

Selection of scholarship recipients is based on academic merit, including the student's SAT or ACT test scores; grade point average in academic subjects; a

Student Profile compiled by the student's counselors, teachers, or principal; and school extracurricular activities.

### Community Scholarships

Scholarships are sometimes available through Officers' and Noncommissioned Officers' Wives Clubs and other organizations on military bases. At some locations, the Air Force and Navy have spouse tuition assistance programs for spouses of active duty military members. Check with the local Education Services Officer or Maryland Field Representative about the possible availability of these scholarships.

In Okinawa, students specializing in Asian Studies may be eligible for scholarships made available through the Barbara Golden Scholarship Fund. The fund honors the memory of Dr. Barbara Golden, who taught Japanese and Ryukyuan Studies courses to many Maryland students before her death in 1989. Numerous individual and corporate donors have contributed to the fund. For more information, contact the office of the Maryland Director for Okinawa.

### Maryland State Scholarships

Maryland State Scholarships are provided to Maryland residents who show academic promise and demonstrate financial need.

1. General State Scholarships are available to full-time students (24 credit hours per year.)
2. Senatorial Scholarships are available to both part-time and full-time students.
3. House of Delegates Scholarships are available to part-time and full-time students.

Students applying for scholarships may request applications from:

Maryland State Scholarship Board  
16 Francis Street  
Annapolis, Maryland 21401.

### Veterans Affairs

Many UMUC students (veterans and active duty military members) are eligible for veterans educational benefits. Information and application forms may be obtained at local education centers. Please ask the education center staff for assistance in filling out the proper VA forms.

Students should note that the "old GI Bill" (Chapter 34) expired on 31 December 1989. No benefits are available under Chapter 34 after this date. Many students are able to convert to the new Montgomery GI Bill (Chapter 30) and thus continue to receive VA benefits. Military education officials and counselors can advise students on their eligibility for this conversion, and how to complete appropriate paperwork.

Department of Veterans Affairs regulations are subject to change. Such changes may affect the support students receive. Students should check with their Education Services Officer or Navy Campus official or with the Maryland Field Representative for the latest VA information.

### Certification Process

UMUC's official status with the VA is that of a certifying agency for VA students. The primary responsibility of the University is to certify active enrollment of VA students, and not to make decisions on individual claims. Student inquiries about certifying procedures should be addressed to:

UMUC Asian Division  
Attn: VA Certification  
Unit 5060 Box 0100  
APO AP 96328-0100

Active duty military members and Veteran students who use VA educational benefits for the first time must complete an application form (VA Form 22-1990, Application for Educational Benefits). It must be submitted along with Asian Division registration forms. UMUC will certify the student's enrollment, forwarding an enrollment certification form along with the application form to the Department of Veterans Affairs. The student may receive a Certificate of Eligibility. If one is received, the student should submit a copy of the certificate to the Office of Student Services.

Because the VA's processing of students' checks takes time, VA students should be prepared to meet their educational expenses for their first two terms in the Asian Division.

Students who previously used Chapter 34 benefits at another college or university and are applying for Chapter 30 benefits for the first time since January 1, 1994, must submit a VA Form 22-1990 with the first University of Maryland registration for which they wish to be certified to the VA.



Students who are changing their place of training or degree program must fill out a VA Form 22-1995 to officially make the change.

When enrolling, students who have previously been certified to the VA by UMUC should note "VA" on the enrollment form. Continuing VA students should also be sure to enter their names on the "VA sign-up sheet" maintained by Asian Division Field Representatives at all registration sites. Through regular review of this form, the VA Certifications Specialist in the Asian Division's Office of Student Services prepares VA certification paperwork as soon as possible after a student registers for classes, in the attempt to speed up the process through which students' checks reach them from the VA.

Some students who use VA benefits take UMUC courses for transfer to other institutions where they expect to complete their degrees. Students who are degree seeking with another institution are defined by the VA as "visiting" and must request written permission from their degree-granting institution for each course they take in the Asian Division. In addition, such students should indicate their "visiting" status on the "VA Sign-up Sheet" each term.

If courses that a student takes with UMUC are not transferable to the degree-granting institution, the student will not be reimbursed by the VA. It is the responsibility of all students to notify the Asian Division Field Representative of their enrollment status at the time of registration.

A student may not receive both VA educational benefits and tuition assistance for the same course.

## Change of Address

Students who change their address are required to submit a "Request for Change of Address," VA Form 572, to the Department of Veterans Affairs, and also to notify the Asian Division.

## Financial Aid

### Questions About Claims

The Department of Veterans Affairs does not have a representative stationed in Asia and the Pacific. Questions regarding individual claims should be addressed directly to:

Department of Veterans Affairs  
Regional Office  
Attn: Chapter 30 Processing  
P.O. Box 4616  
Buffalo, NY 14240

Students may also telephone the VA office in Hawaii by calling DSN DVA 430-0100 and asking for extension 566-1000.

Students who have not received reimbursement for a course from the VA must contact the Department of Veterans Affairs within one year of taking the course, or the VA will not process any claim for reimbursement for the course.

The Veterans Administration requires that all universities report any changes in the academic status of any student who is receiving VA educational assistance. Further, when a student receives the grade of I or W in a course, the Asian Division must notify the VA of that fact.

### Very Important Notice for VA Students!

**All veterans or service persons entering the Asian Division who have attended other academic institutions and who wish to apply for VA benefits must request an Official Evaluation of their previously earned college credits. The results of this evaluation must be submitted to the appropriate regional VA office for processing. The Official Evaluation must be completed by the end of the student's first term with the Asian Division.**

**It is the student's responsibility to request an Official Evaluation by submitting an Application for Evaluation to the Office of Student Services at Yokota. This form is available at all education centers. The student must also request that official transcripts from all previously attended colleges or universities be sent to the Office of Student Services.**

**VA regulations clearly state that no educational benefits can be awarded without this evaluation.**



UMUC's agreement with the military services requires military students to see an Academic Advisor and to develop a degree plan before they complete their fourth course with Maryland. Students who are enrolled in the Community College of the Air Force (CCAF) or who have SOCAD, SOCMAR, or SOCNAV agreements already have degree plans and are thus exempt from this requirement.

## Academic Advisors

Planning a college curriculum is a challenging process. Students may have difficulty evaluating the coursework they have taken and their programs of study. The Asian Division employs a number of professional Academic Advisors to provide guidance for students. With offices in Korea, Okinawa, and at Yokota Air Base, Japan, the Academic Advisors travel frequently to visit most education centers. During these visits they are available to meet with students, provide advice, and prepare preliminary evaluations of students' progress toward UMUC certificates, associate degrees and bachelor's degrees.

A primary function of the Academic Advisors is to evaluate credits students may have earned previously, both at other colleges and universities and through non-traditional educational sources such as military schools and college-level examination programs. They also prepare SOCAD-2, SOCMAR-2, SOCNAV-2, SOCAD-4, SOCMAR-4, and SOCNAV-4 Student Agreements. All Maryland students are urged to contact their advisors to obtain advice and to plan coherent programs of study. Students should meet with Academic Advisors as early in their college careers as possible to ensure that their programs of study meet the requirements for a degree or certificate with UMUC.

If students cannot talk with an advisor in person, they can contact one by telephone or e-mail. The Academic Advisors in Korea and Okinawa may be reached through the local Area Director's office. Students may also write to an Academic Advisor at the following address:

Office of Student Services  
UMUC Asian Division  
Unit 5060 Box 0100  
APO AP 96328-0100

E-mail: [aadvisors@ad.umuc.edu](mailto:aadvisors@ad.umuc.edu)

## Informational Brochures

The Asian Division publishes a series of brochures that include general information on how to get back into college as a part-time student, specific information on the disciplines offered in the Asian Division, financial aid, graduation, and other topics. There is also an Asian Division ***Student Handbook*** which offers advice about studying, test-taking, and writing research papers. Students may obtain these publications from their Maryland Field Representatives.

## Academic Advising Questions and Answers

*Q. Do I have to be a Maryland student to get advice?*

A. No. Maryland Academic Advisors provide assistance to all students or prospective students.

*Q. Will all of my community college credits transfer?*

A. UMUC's flexible degree requirements allow the acceptance of most courses from community colleges, except for remedial courses, up to a limit of 60 s.h. There are also limits to the number of credits accepted from some vocational and technical curricula.

*Q. How can I apply for a SOCAD, SOCMAR or SOCNV student agreement?*

A. Contact a Maryland Academic Advisor.

*Q. Which Maryland degree programs are available in the Asian Division?*

A. The most feasible primary specializations are Asian Studies, Business and Management, Computer Studies, English, Government and Politics, History, Information Systems Management, Management Studies, Psychology and Sociology.

*Q. What about class sizes?*

A. Most classes are smaller than on state-side campuses. There are no huge lecture classes.

*Q. How long will it take me to finish a bachelor's degree?*

A. You proceed at your own pace. Some students take years; others go as fast as they would stateside. Your work schedule is an important factor.

*Q. What are my chances for getting into graduate school with a bachelor's degree from Maryland's Asian Division?*

A. The University of Maryland provides a solid foundation for graduate work in a number of fields, and many Asian Division alumni have gone on to earn graduate degrees. Students interested in graduate school in business or the social sciences should take computer courses. Business students must take math and statistics to prepare for quantitative work. For economics, psychology, sociology and government, students must take statistics, and are encouraged to take a research methods course. Maryland faculty can provide advice on how to prepare for graduate school in these and other disciplines.

*Q. Why all the emphasis on math, statistics, and writing courses in this catalog?*

A. Basic courses in mathematics, statistics, and English composition prepare you for junior- and senior-level courses, and also for graduate programs. In addition, they provide key job skills many employers are actively seeking. Maryland requires you to complete a writing course in your first 12 semester hours.

## Preliminary Evaluation

At any time, a student may request a Preliminary Evaluation of all previous credits. The evaluation may be prepared from official or unofficial records, and will provide a preliminary estimate of the amount of credit the student may expect to receive toward a Maryland degree or certificate. Students in Korea and Okinawa should direct requests for Preliminary Evaluations to the Academic Advisors who maintain offices in their areas. All other students should contact the Office of Student Services at Yokota.

## Official Evaluation

Students who have completed at least 6 semester hours of UMUC course work with an average of C or better may submit a Request for an Evaluation. This form is available at all education centers. The Official Evaluation shows students how many credits they have earned in courses with Maryland; what credits can be accepted for transfer from other colleges, universities, and military service schools; and what transferable credits they have earned through testing. A student who receives an Official Evaluation is certified as a Regular student with the Asian Division.

In general, the Official Evaluation is based upon UMUC curriculum requirements in effect when the student began continuous enrollment with UMUC, or with any other public institution of higher education in the State of Maryland, whichever was earlier. If a student has not been continuously enrolled, the requirements that apply are those that were in effect at UMUC at the time of the student's most recent enrollment with UMUC, or with any other public institution of higher education in the State of Maryland. To be considered continuously enrolled, degree-seeking students must be, or have been, enrolled at a Maryland public institution of higher education and have had no more than two sequential years of nonenrollment.

Thus, for most students in the Asian Division (who will not have attended public institutions of higher education in the State of Maryland), their Official Evaluation will be based on the UMUC curriculum in effect at the time of their first enrollment with UMUC, unless they have had a break in continuous study with UMUC of more than two sequential years. When there has been a break of two

sequential years or more, the curriculum applicable to the Official Evaluation will be the one in effect at the time the student resumes study with UMUC.

Students requesting an Official Evaluation should have all records and transcripts of their previous education sent directly from the issuing institutions to:

UMUC Asian Division  
Director of Student Services  
Unit 5060 Box 0100  
APO AP 96328-0100

The documents required for an Official Evaluation include: USAFI, DANTES, Regents College and CLEP test results; and official transcripts from all other colleges and universities a student has attended. All transcripts, military documents and other educational records become the property of the University of Maryland and can neither be returned nor copied for the student.

International students whose educational background is not at a U.S. college or university may need to submit their college transcripts to a professional international credential evaluation service for recommendation of possible transfer credit before they are evaluated by UMUC's Academic Advisors. However, Academic Advisors at Yokota are able to evaluate most transcripts from colleges or universities located in Japan, Korea, or the Philippines. International students should consult with a Yokota Advisor about the specific college or university they attended before submitting their international transcripts to Yokota for evaluation.

Evaluations cannot be provided to students who have a debt to the University until that debt is paid in full.

## Evaluation of Service School Training

Maryland follows the recommendations of the A.C.E. Guide to the Evaluation of Education Experience in the Armed Services (all editions) in the evaluation of service school credit. Students who desire evaluation of service school training must submit the following documents.

### Air Force Personnel

1. An official Community College of the Air Force (CCAF) transcript. Credits are awarded on the basis of CCAF Evaluations only for courses completed

after December 1973. The A.C.E. Guide recommendations are used for awarding credit for courses completed before December 1973.

2. An official copy of DD Form 295 may be submitted in place of a CCAF transcript for courses completed before December 1973.

### **Army Warrant Officers**

1. A verified copy of a recent Officer's Efficiency Report (OER) signed by the student's personnel officer or commanding officer. The OER must cover a rating period of no less than one year.
2. An official copy of DD Form 295.

### **Army Enlisted Personnel**

1. All Army enlisted personnel must submit:
  - a. An official copy of DD Form 295 (Application for the Evaluation of Learning Experiences during Military Service) or an official AARTS (Army/American Council on Education Registry Transcript System) transcript. AARTS transcripts are required for active duty Army enlisted personnel who entered the service on or after October 1, 1981.
  - b. Either a certified Form DA 2-1 with SQT scores posted, or a verified copy of a recent Noncommissioned Officer's Efficiency Report (NCOER) signed by the student's personnel officer or commanding officer. The NCOER must cover a rating period of no less than one year.
2. Personnel who took MOS tests between October, 1973 and December, 1977 must submit verified MOS test scores as indicated on USAEREC Form 10A (USAEEC Form 10) or one or more EER (Enlisted Evaluation Report) covering no less than 12 consecutive months in a single MOS.
3. Personnel who held an MOS between December, 1977 and October 1, 1981 must submit one or more EER covering no less than 12 consecutive months in a single MOS.

### **Navy and Marine Corps Personnel**

A Sailor/Marine American Council on Education Registry Transcript (SMART).

### **Veterans**

Veterans seeking evaluation of previous service school training should write to:

General Services Administration  
National Personnel Records Center  
Military Personnel Records  
9700 Page Boulevard  
St. Louis, Missouri 63132

Students should request that copies of their in-service training records be sent to the University of Maryland Asian Division, and must also submit a certified DD Form 214.

## **Servicemembers Opportunity College**

UMUC has been designated a Four-Year Servicemembers Opportunity College (SOC). Maryland participates in the Servicemembers Opportunity Colleges Army Degree programs (SOCAD-2 and SOCAD-4), for Army and Air Force personnel, the equivalent associate degree program for the Marine Corps and Navy (SOCMAR-2 and SOCNAV-2), and in the Marine Corps and Navy SOCMAR-4 and SOCNAV-4 Bachelor's Degree system.

Colleges and universities designated under SOC provide educational programs through a network of traditional and nontraditional offerings on campus and on base, in a variety of instructional modes and delivery systems, and at times appropriate to students' duty assignments.

Through SOCAD-2, SOCMAR-2, SOCNAV-2, SOCAD-4, SOCMAR-4, and SOCNAV-4 student agreements, the Asian Division assures students seeking Associate of Arts or Bachelor's degrees in approved fields that they will be able to complete their degrees with Maryland if they are transferred before completing the total number of credits required for each degree, as long as they have met the following requirements:

1. The student must have taken the minimum number of semester hours in residence with Maryland required for each degree: 15 s.h. for the Associate degree and 30 s.h. for the B.A./B.S. degree, along with other residency requirements based on the curriculum the student is following.
2. The student must have an average grade of at least C in all courses taken with the University of Maryland.

Students seeking further information on SOCAD, SOCMAR or SOCNAV should contact a Maryland Academic Advisor.

## **Curriculum Planning Sheet**

The Curriculum Planning Sheet or SOC Student Agreement indicates the credit for previous study which is applicable to University of Maryland degree programs, the University of Maryland courses the student has completed, and the credits and/or courses remaining to complete the degree. The forms are designed so that students may keep them up to date and may use them to choose courses applicable to a degree.





## What is a Credit?

The credit unit or semester hour represents 16 hours of classroom work (more in laboratory courses) in addition to required outside preparation. Most UMUC courses carry 3 credit units (or semester hours), and thus represent 48 hours of classroom work.

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

## Resident Credit

Study in the overseas divisions establishes resident credit with University of Maryland University College. Since both lecturers and courses in the overseas divisions meet academic standards set by the stateside campus of the University, courses offered overseas carry resident credit identical to that earned in the stateside campus of University College. Thus a student may earn a Maryland bachelor's degree entirely through study in the Asian Division or in combination with study in the European Division and at the stateside campus.

## Transfer Credit

Transfer credit from regionally accredited colleges and universities may be accepted when the grade earned was C or better and the course applies to the student's curriculum. C-minus (C-) grades cannot be transferred.

## Community College Credit

A student with junior standing (60 or more semester hours) at the University of Maryland normally may not take any further credit at a junior college or community college. In exceptional circumstances, however, a student may obtain permission from the Director of Student

Services to take lower-level required courses at a community college if the student has not previously earned 60 semester hours of credit from a community college.

## Transfer of Vocational/Technical Credit

The Asian Division accepts vocational/technical credit in transfer under certain conditions.

### For Bachelor of Science Degrees

1. The Asian Division accepts up to 21 semester hours of vocational/technical credit in transfer if:
  - a. The student is pursuing a primary area of specialization leading to the Bachelor of Science degree; and
  - b. The technical credits, which must constitute a coherent, vocationally related group, are used only as electives and are considered supportive of the student's specialization.
2. Academic credit taken in conjunction with a technical program at another accredited institution will continue to transfer as appropriate without reducing the 21 semester hours of vocational/technical credit considered by this policy.
3. Vocational/technical credit may not be used toward the Bachelor of Arts degree. Students who change from a Bachelor of Science to a Bachelor of Arts program after transferring vocational credit will have to complete an equal number of additional academic hours to earn a Bachelor of Arts degree.

### For Associate Degrees

1. A student pursuing an associate degree with the Asian Division may transfer up to 12 semester hours of vocational/technical credit.

2. These credits may be used as electives only.
3. If the student continues toward an Asian Division Bachelor of Science degree, the provisions outlined above will apply.

## For Certificate Programs

1. A student pursuing a certificate program with the Asian Division may transfer up to 6 semester hours of vocational/technical credit.
2. These credits may be used as electives only.
3. If the student continues toward an Asian Division associate or Bachelor of Science degree, the provisions outlined above will apply.

## Credit by Examination

UMUC will award up to 30 semester hours of credit by examination toward an associate degree, and up to 60 semester hours of credit toward a bachelor's degree, provided there is no duplication of other academic credit. Examinations may include those conducted by other regionally accredited colleges and universities, the College Level Examination Program (CLEP) and USAFI/DANTES, the Regents College Examination Program, and may include UMUC foreign language examinations.

## CLEP General Examinations

The following regulations apply to students who took CLEP General Examinations after 1 July 1993. Students who completed examinations before 1 July 1993 will receive credit for CLEP General Examinations under regulations outlined in previous Asian Division catalogs.

A student who receives credit for the English Composition examination must also complete one three-semester-hour course in writing, for example ENGL 101, 102, 291, 292, 293, 294, or 393. Students are required to complete ENGL 101 within their first 12 s.h. of college work.

Six semester hours of credit may be earned for the CLEP General Examination in Social Science. Three semester hours of social science credit earned through the CLEP General Social Science test will be applied to Maryland's General Education Requirement in the Social Sciences, and three s.h. of history credit will be applied

to the Requirement in Arts and Humanities. Students who complete the Humanities exam may not also receive credit for ARTH 100. The CLEP Mathematics test may not be taken for credit by students who have previously completed MATH courses numbered 107 or higher.

## CLEP Subject Examinations

In addition to the CLEP General Examinations, a student may receive credit through CLEP Subject Examinations, provided the Subject Examination does not duplicate other academic credit.

## USAFI End-of-Course Examinations and Dantes Subject Standardized Tests

Credit may be awarded for USAFI and DANTES examinations which are applicable to the student's curriculum. Credit will be granted when the student attains a score at the 30th percentile or above on the SA and SB series (DANTES) or on which the student attains a grade of Satisfactory or With Distinction (USAFI). For DANTES subject examinations, including the SC, SD, SE and SF series, credit is awarded based on minimum standard scores.

## Regents College Examination Program

Credit may be awarded for examinations applicable to the student's course of study on which a grade of C or a standard score of 45 or higher is received.

## Foreign Language Credit by Examination

UMUC foreign language examinations are available for credit to students completing degree requirements with UMUC. To be eligible for a UMUC foreign language examination a student must have completed at least 15 semester hours of University of Maryland course work and must have had an Official Evaluation. The University reserves the right to determine the native language of a student and the level of exam to be taken. Students who have attended elementary or secondary schools where English was not the language of instruction can establish credit in that language only for certain courses, and will be required to submit translated transcripts and a summary of educational experiences. The summary form may be obtained by writing to:

UMUC Asian Division  
Office of Student Services  
Unit 5060 Box 0100  
APO AP 96328-0100

A check or money order covering the examination fee should be mailed with one copy of the Application to Establish Credit by Examination in a Foreign Language to the above address.

### Summary of CLEP General Examinations

Examination Title	Credit	Minimum Scaled Score	Duplicate Exams or Courses
English Composition	3	500	CLEP Freshman English CLEP College Composition PEP Freshman English
Natural Science Biological Science Physical Science	6	500	None
Mathematics	3	500	MATH 105
Humanities Fine Arts Literature	6	500	ARTH 100 None
Social Science Social Sciences	3	500	Social Science, no equivalent
History	3		Humanities, no equivalent

Correspondence Study

While UMUC does not offer correspondence courses, the Asian Division will accept, under the usual conditions for transferring credit, correspondence credit earned at other regionally accredited colleges and universities. A student planning to enroll in correspondence study should first confirm with the Asian Division the applicability of the course(s) to be taken. (Speech communication and foreign language may not be taken by correspondence.)

Service Schools

When it is applicable to the student's Maryland curriculum, UMUC grants credit for resident service schools in accordance with the associate/baccalaureate-level credit recommendations of the American Council

on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Appropriate credit may also be awarded, in accordance with A.C.E. recommendations, for Army Military Occupational Specialty and Marine Corps Military Occupational Specialty (MOS) ratings, Navy ratings (NER), and Community College of the Air Force (CCAF) transcripts.

Civilian Training

UMUC will award credit according to The National Guide to Educational Credit for Training Programs when such credit is applicable to the student's Maryland curriculum.

Summary of Credit Sources

Credit Sources	Certificate	Associate	Baccalaureate
A. Maximum number of credits transferred from accredited institutions and the American Council on Education (A.C.E.) recommended service schools:	15 s.h.	45 s.h.	90 s.h.
B. Maximum number of examination credits transferred through USAFI, DANTES, CLEP (General and Subject), and Regents College examinations:	15 s.h.	30 s.h.	60 s.h.
C. Maximum number of vocational/technical credits transferred from accredited institutions and military sources:	6 s.h.	12 s.h.	21 s.h.*
D. Maximum number of transfer credits from a junior or community college:	15 s.h.	45 s.h.	60 s.h.
TOTAL credits transferred from any combination of the above sources not to exceed:	15 s.h.	45 s.h.	90 s.h.

\*For B.S. degree only.

NOTE: For further information on transferring examination credit, please contact a Maryland Academic Advisor, or refer to the Asian Division publication *A Guide to University of Maryland University College Transfer Credit Practices*. This publication is available for reference at all education centers.



## Transcripts

A transcript is an official record of a student's work. All academic records are confidential. Therefore, the Asian Division must have a request signed by the student before transcripts are released. Forms for requesting transcripts are available at education centers. The transcript fee should accompany each request. Requests for transcripts should be sent to the last University of Maryland University College division attended.

In accordance with the Family Educational Rights and Privacy Act (FERPA), transcripts can be released only upon the request of the student. Transcript requests made by spouses, parents, or other family members, or by other agencies on behalf of the student, cannot be honored. All transcript requests must be in writing; requests made by telephone cannot be honored. The Asian Division will accept transcript requests submitted by fax, but cannot guarantee that these requests will receive greater priority than those received at the same time by mail. Transcript requests made by e-mail will be honored when the transcript is to be sent to a third party. The Division will send transcripts by fax or express mail upon a student's written request.

When students graduate, they are automatically issued an official transcript free of charge. They should receive this transcript within 30 days after the degree award date. The fee for all other transcripts is \$5.00 each, and a postal money order or check for the correct amount must accompany the written request. Transcripts sent via express mail or fax are available for \$20.00 each. Requests for transcripts should be sent to:

UMUC Asian Division  
Transcript Office  
Unit 5060 Box 0100  
APO AP 96328-0100

E-mail: [transcripts@ad.umuc.edu](mailto:transcripts@ad.umuc.edu)

Requests should include the student's full name, social security number, date of birth, and the first and last dates the student attended Asian Division classes.

No transcript will be released nor certificate or degree granted until all outstanding debts have been paid in full.

## Name Changes

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

1. Certified copy of a court order;
2. Certified copy of marriage certificate; or
3. Statement from a legal officer certifying the name change.

A student must continue to register under the former name until the official name change has been recorded and the student has received notification from the Asian Division's Yokota headquarters office.

## Transfer of UMUC Credit

Since courses carry full resident credit, credits earned in the Asian Division are normally transferable to other regionally accredited colleges and universities.

Students planning to transfer credits earned with the University of Maryland University College to another institution should seek information directly from the institution to which they plan to transfer. Only that institution can answer specific questions about its own resident and degree requirements or about the applicability of UMUC courses to its curricula.

Transfer to UMUC's European Division (or from the European Division to the Asian Division) requires no advance application. However, if a student has had a break of two years or more in UMUC enrollment, the student must complete a new Application for Admission. Following a student's initial enrollment in the new overseas division, the permanent record is automatically transferred. For information on UMUC's Statewide programs the student should write to:

University of Maryland University College  
Office of Student Services  
3501 University Boulevard East  
Adelphi, MD 20783  
<http://www.umuc.edu>

Students returning to the United States who wish to continue earning resident credit with University College may enroll in UMUC's Bachelor's Degree-at-a-Distance program (BDaaD). Students at any installation in the United States may earn credit through BDaaD by completing courses in computer studies, management, English, general science, humanities, and other disciplines. Offered in an interactive independent learning format, many courses integrate video lessons and computer/telecommunications technology.

UMUC students who wish to transfer to another University System of Maryland institution (for example, to University of Maryland College Park, Baltimore County, or Eastern Shore) must apply formally to that institution.

## OTS

Information or degree status certification that a student applying for Officer Training School (OTS) and other commissioning programs needs from the Office of Student Services should be requested 120 days before the commissioning board deadline of the particular organization.

## Promotion

Information or degree status certification that a student applying for promotion needs from the Office of Student Services should be requested 30 days before the deadline of the particular organization, at which time all transcripts that are to be part of the student's record must have been received.



# Federal Family Educational Rights and Privacy Act

Under the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), students have the right to inspect and review their educational records. Request for such inspection and review of student records in the Yokota Office of the Asian Division may be made to:

Director of Student Services  
UMUC Asian Division  
Unit 5060 Box 0100  
APO AP 96328-0100

In addition, most institutional information concerning students may not be released to third parties without the explicit approval of the students themselves. Parents and spouses cannot request transcripts for students, nor can they request information about a student's official evaluation. The only student information which may be released without prior consent is directory information such as the student's name, major field of study, dates of attendance, and degrees received. Any student who does not wish this information released must submit a written statement to that effect to the Director of Student Services.

This request should be made before the end of the second week of classes of the term in which the request is to take effect, and thereafter on an annual basis. Students should be aware that such a request, while it remains in effect, will prevent the release of all the above information.

In accordance with the Privacy Act, grades and grade point averages cannot be provided over the telephone.

## Grades

Students in the Asian Division earn their grades. They should expect to work hard, both in and out of class. Maryland faculty do not lower their expectations because students have full-time jobs or family responsibilities. Students should remember that their work will be evaluated by each lecturer, and that grades (high or low) will not be assigned to them based on their reputation or performance in courses taken previously.

## The Grading System

The following grades are used by the University of Maryland on a student's Permanent Record to indicate the lecturer's evaluation of a student's academic achievement:

### Grade Meaning

- A** Outstanding Scholarship
- B** Good Scholarship
- C** Satisfactory Scholarship
- D** Marginal performance; the grade of D does not represent satisfactory progress toward a degree
- F(a)** Academic Failure
- F(n)** Failure due to non-attendance (i.e., dropping out of a course without official withdrawal)
- I** Incomplete
- W** Official Withdrawal
- H** Course taken out of sequence; no credit awarded
- S** Satisfactory (**C** or higher)
- T** Audit

## The Grades of A, B, and C

The grade of A is earned infrequently by students at the university level. It reflects both mastery of the course material and the ability to communicate that material. Maryland faculty award the grade of A (outstanding scholarship) to those few students whose work is exceptional. Because the A grade is relatively uncommon, the grades of B and C are awarded more frequently. Both B and C imply hard work and substantial accomplishment in a course. Students progress toward degree goals with grades of A, B, or C.

## The Grade of F

The grade of F may be given for academic failure or for non-attendance. Students who fail to do passing work in a course receive an F(a) (academic failure).

A student who drops out of a course without officially withdrawing receives an F(n) (nonattendance). All the military services require students who are receiving tuition assistance to reimburse the gov-

ernment if they receive the grade of F(n); some services also require reimbursement from such students for the grade of F(a).

## The Grade of I

The grade of I (Incomplete) is exceptional. It is to be given only to students whose work in a course has been satisfactory, but who, because of illness or other circumstances beyond their control, are unable to complete the course. In no case will the grade of I be recorded for a student who has not successfully completed the major portion of the work of the course.

When requesting an Incomplete, students must provide lecturers with substantiating information or documents. The lecturer makes a final decision on granting the Incomplete and sets a deadline for completing remaining work. In recording the grade of I, the lecturer states on a Grade Report Slip the quality of the student's work to date, the requirements remaining, and the deadline for completion.

If the student does not complete the requirements of the course within six months of the last day of the academic term, the mark of I will become terminal and thereafter cannot be changed. Some of the military services require that Incomplete grades be removed within less than six months after the end of the term to avoid repayment of tuition assistance.

In Korea, military personnel in the Eighth U.S. Army are advised that they have only sixty days to have the grade changed. If the student has not removed the I grade within that period, the grade will change automatically to an F within the education center computer system. The student will then be billed for the amount of tuition assistance provided by the military.

When they assign Incomplete grades, Lecturers set their own specific deadlines for the completion of all course requirements. These are usually much less than six months, more typically two or three weeks. If all required work is not completed by the lecturer's deadline a grade of F(a) may be assigned.

It is the responsibility of the student, not of the education center nor of the Asian Division, to arrange with the lecturer for the assignment of an Incomplete. Students should realize that it is extremely difficult to remove a grade of I subsequent

to their transfer out of the Asian Division. An I cannot be removed by the mark of W. If students elect to repeat the course, they must reregister, pay the full fees and attend the entire course.

## The Grade of W

If a student officially withdraws, a grade of W will be assigned.

## The Grade of S

The grade of S is used when a Satisfactory (S)/Marginal (D)/Failure (F) grading system applies. The grade denotes satisfactory progress and is defined as C or higher. The grade of S will appear on the student's permanent record, but will not be used in determining the Grade Point Average.

## Change of Grade

With the exception of the grade of I, all grades are final and cannot be changed. If students wish to establish credit in a course in which they previously received an F, they must reregister, pay the tuition, and repeat the entire course.

## Repeating a Course

If a student repeats a course in which a passing grade has already been earned, the subsequent attempt shall not increase the total hours earned toward a degree.

When a course is repeated by a student, only the higher mark will be used in computing the cumulative average. Within the foreign language and mathematics course sequences credit will not be granted when a basic course is repeated out of sequence. These courses build on specific knowledge gained by students in previous courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed.

## Grade Point Average

For each student, a grade point average is calculated for all courses taken with University of Maryland University College (Asian, European and Statewide Divisions). Grades for courses accepted in transfer are not included.

To compute the grade point average, the number of quality points earned is divided by the number of semester hours attempted. To determine quality points, each letter grade is converted to a numeri-

cal grade as follows: A-4.0, B-3.0, C-2.0, D-1.0, and F-0. The number of quality points for a course is the numerical grade multiplied by the number of semester hours the course carries. Thus, a grade of B in a three-semester-hour course earns  $3.0 \times 3 = 9$  quality points.

In counting the number of semester hours attempted, the grade of F is included, but the grades of I and W are not. When the grade of I is replaced with A, B, C, D, or F, the grade point average is recomputed.

As an example, a student with 48 total quality points and 15 semester hours attempted has a grade point average of  $48 \div 15 = 3.20$ , which is somewhat above a B average.

## Academic Progress

At the end of every 12 or more consecutive semester hours of UMUC credit earned, each student's cumulative grade point average is reviewed for satisfactory academic progress. The cumulative GPA is based solely on UMUC grades.

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

### Levels of Progress

**Satisfactory** - The cumulative GPA is 2.0 or higher.

**Warning** - A student whose cumulative GPA is less than 2.0 will be placed on academic warning. If the student improves his or her grades by the end of the next 12-semester hour block so that the cumulative GPA is 2.0 or higher, the student returns to a satisfactory level of academic progress. If, however, a student on academic warning achieves a GPA of 2.0 or higher in the next 12-semester hour block but still has a cumulative GPA of less than 2.0, the student remains on academic warning.

A student who attempts 12 semester hours or more and earns no quality points will receive an academic warning regardless of the cumulative grade point average.

**Probation** - A student on academic warning whose cumulative GPA is less than 2.0 at the end of the next consecutive

block of 12 or more semester hours will be put on academic probation.

A student on probation whose GPA is 2.0 or better for the next consecutive block of 12 semester hours or more but whose cumulative GPA is still less than 2.0 will return to academic warning status.

**Dismissal** - A student on probation whose cumulative GPA is less than 2.0 at the end of the next consecutive block of 12 semester hours or more will be academically dismissed.

A student on probation who achieves a GPA of at least 2.0 during the next consecutive block of 12 semester hours or more will not be dismissed at the end of that period, even if the cumulative GPA is still below 2.0. This student returns to academic warning status.

### Reinstatement After Dismissal

A student whose cumulative grade point average falls within academic dismissal range loses eligibility to re-register with the Asian Division. The student may request reinstatement by writing to: University of Maryland, Office of the Registrar, Unit 5060 Box 0100, APO AP 96328-0100. The letter must contain an explanation of how the student will be able to improve academic performance. The student may re-enroll only after the request for reinstatement is approved and two academic terms have elapsed since the dismissal.

## Recognition of Scholastic Achievement

### Dean's List

Each term the Office of the Registrar compiles the Dean's List to honor students who have completed a block of at least 12 consecutive semester hours of credit with University College with a grade point average of 3.5 or higher. Students on the Dean's List receive a letter of achievement.

Computation of scholarship averages for Dean's List eligibility is based on the first block of 12 credits considered as a unit and on each such block earned subsequently. A student who does not qualify at the end of the whole first unit of 12 credits must complete a second full unit in order to be considered. A course may

not be considered as a part of two units. Because all credit earned during the term in which a student completes a unit is added together, it is possible for a unit to consist of more than 12 semester hours. A student need not be enrolled in consecutive terms to be considered for the Dean's List. Dean's List recognition cannot be earned for any block of credit in which the student has an Incomplete (I) grade.

## Honor Roll

Students who earn a perfect grade point average of A (4.0) receive a letter recognizing this special achievement. Because of the time required to receive and record grades, students are notified of their name being placed on the Honor Roll at the end of the term following the term in which they complete a unit of 12 credits.

## Baccalaureate Honors

Honors for excellence in scholarship, determined from the cumulative grade point average, are awarded to not more than 10% of each graduating class. Summa Cum Laude is offered to the highest 2%, Magna Cum Laude to the next 3%, and Cum Laude to the next 5%. To be eligible for this recognition, a total of at least 45 semester hours of credit must have been earned with University of Maryland University College.

## Honorary Societies

**Alpha Sigma Lambda** is a national honor society for adult (continuing education) students. Tau Chapter was chartered at the University of Maryland during the 1963-64 academic year, with branches in the stateside programs and in the Asian and European divisions. Students are eligible for membership when they have completed at least 30 semester hours of work with the University of Maryland (including 15 hours outside the primary area of specialization), have received an Official Evaluation, have earned a cumulative grade point average of 3.8 or higher in University College course work, and are in the upper 10% of their graduating class. Students working toward their second or later baccalaureate degree are not eligible. Applications may be submitted twice each year, and must be received no later than 1 February or 1 September. Inquiries should be addressed to:

UMUC Asian Division  
Office of the Registrar  
Unit 5060 Box 0100  
APO AP 96328-0100

**Phi Alpha Theta** is an international history society. Membership is open to undergraduates who have completed 12 or more semester hours of junior/senior-level history courses with UMUC. (Only HIST courses can be included in the 12 semester hours; interdisciplinary courses from related disciplines cannot be included.) Candidates must have a 3.5 or better grade point average in those courses. They must also have an overall grade point average of at least 3.4 for all UMUC work. Membership applications must be received by the Office of the Registrar at Yokota no later than 1 August for the December initiation or 1 February for the May initiation.

**Phi Kappa Phi** is a national honor society open to University of Maryland University College students who have achieved general academic excellence. Nominees, identified by the Asian Division, must have completed at least 45 semester hours of University of Maryland University College course work and have earned a grade point average of 3.8 or higher in University College work.

**Sigma Tau Delta** is an international English honor society; membership is open to a qualified UMUC students. Qualifications include a GPA of 3.6 or higher in at least 12 semester hours of English beyond ENGL 101. All 12 semester hours must have been completed with UMUC; 6 semester hours must be upper level. Students who qualify must have also completed at least 45 semester hours toward the bachelor's degree, at least 30 of which must be with UMUC, including the required English courses beyond ENGL 101 or its equivalent. A cumulative GPA of 3.5 or higher in all coursework completed with UMUC is also required.



## Application for Degrees and Certificates

A student who has had an Official Evaluation and is within 9 semester hours of the total required for completion of the A.A. degree, or within 15 semester hours of the total required for the B.A. or B.S. degree, is eligible to apply for the award of a degree.

## Application for Diploma Deadlines

Students expecting to complete the requirements for a degree must submit an Application for Diploma (Form UMR-206) and the \$50 Diploma Fee to:

UMUC Asian Division  
Office of Student Services  
Unit 5060, Box 0100  
APO AP 96328-0100

The Application for Diploma may be obtained from Maryland Field Representatives or by writing to the Office of Student Services.

The completed Application for Diploma must be received by the Office of Student Services in accordance with the following schedule:

Application Deadline Expected graduation	
1 October	December
15 February	May
15 May	August

Students whose Application for Diploma forms are received after these deadlines will be considered for the next scheduled graduation.

## Graduation Review

Associate and bachelor's degree diploma applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include Incomplete grades to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure that this work is completed and that official documentation reaches the Office of Student Services no later than the first day of the month in which the degree is to be awarded.

## Noncompletion of Degree Requirements

A student who does not complete degree requirements in time for the graduation date specified on the Application for Diploma must submit a new Application for Diploma and \$50 diploma fee. Students will be informed of remaining degree requirements.

## Certificates

Students who believe they have completed the requirements for a 30-semester-hour Certificate offered by

the Asian Division should write or telephone the Office of Student Services and should also request an Official Evaluation if they have not previously received one. Students who wish to earn a certificate may request Official Evaluations to guide their progress.

Note: The three graduation dates when degrees are awarded are not the same as the dates of Asian Division Commencement ceremonies. Degrees are conferred on the 30th of the degree month.

## Conference Courses

Completion of degree requirements is the responsibility of each individual student. However, when all conditions shown below are met, the University may approve a "conference course."

A conference course is a directed-study course available to Maryland seniors who need specific course credits applicable to their primary or secondary areas of specialization in order to graduate.

Maryland faculty members conduct conference courses, providing students with a course plan and assignments. Students and faculty may meet occasionally; students complete most of the course work by studying independently.

Permission to take a conference course is granted by the Director of Student Services subject to the following conditions:

1. The student must have received a Graduation Review and must have applied for the next available graduation date;
2. The student must be within nine semester hours of completion of baccalaureate degree requirements;
3. The required course is not otherwise available to the student before the proposed graduation date;
4. There must be a compelling reason, such as relocation to the United States, why the student must complete the degree by a certain date. Having filed an Application for Graduation for a specific graduation date does not constitute sufficient reason for a conference course to be approved.

Near-graduates should request permission for conference courses in writing. Students must register and pay all tuition before the course begins.

## Commencement and Recognition Ceremonies

Commencement ceremonies are held in Tokyo, Seoul, and Okinawa each spring, as well as recognition ceremonies at other locations. Graduates who receive the A.A., B.A. or B.S. degree during the current academic year (i.e., August, December and May graduations) are invited to attend these ceremonies. The dates of the Commencement ceremonies are not the same as the graduation dates when degrees are awarded. Graduates receive their diplomas by mail.



## Attendance

Students must take responsibility for their academic progress. This includes attending class regularly, because consistent attendance offers the best opportunity to master course material. Furthermore, absences (whether excused or unexcused) do not change what is expected of students, and all classwork missed must be made up to the satisfaction of the lecturer. However, class attendance, in and of itself, is not a criterion for the evaluation of the student's degree of success or failure.

## Religious Observances

Students will not be penalized because of their observance of religious holidays. They will be allowed, whenever feasible and within a reasonable time, to make up any examination, other written test, or class work missed because of religious observance. The President of University of Maryland University College has prohibited the scheduling of examinations and deadlines for the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

## Examinations

Students are responsible for keeping informed concerning the dates of announced quizzes, tests, and examinations. A lecturer is not required to give make-up examinations unless students can present evidence that the absences were caused by illness or emergency circumstances over which they had no control. Make-up examinations, when permitted, are given at the lecturer's convenience and should not interfere with regularly scheduled classes. A student who must be absent from a course excessively should confer with the lecturer; if it is necessary to withdraw from the course, an Application for Withdrawal must be filed at the education center.

## Writing and Mathematics

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

Acceptable college-level writing expresses thoughts in a logical, well-organized form, using proper grammar and complete sentences, and correct punctuation and spelling. No student will be awarded an A (outstanding scholarship) on assignments when ineffective writing creates an obvious failure to communicate.

**Students are required to complete ENGL 101 within their first 12 semester hours of Maryland work, and should take at least two writing courses as early as possible in their college career. This will help to ensure that their written assignments in other subjects are completed in an acceptable fashion.**

Asian Division faculty have developed a program of quantitative reasoning across the curriculum, with the goal of improving students' quantitative reasoning skills. Skills developed in introductory mathematics courses are reinforced and enhanced in appropriate courses in other disciplines, allowing students to gain confidence in their ability to use mathematics and to reason in a quantitative manner. Students should realize that quantitative reasoning is not limited to mathematics courses, and that analytical skills using mathematics are as important for success in college and in the workplace as are verbal skills gained through practice in writing.

## Academic Dishonesty and Plagiarism

Academic dishonesty is failure to maintain academic integrity. It includes, but is not limited to, obtaining or giving aid on an examination, viewing another person's examination, having unauthorized prior knowledge of an examination, using mechanical or electronic devices to aid in an examination, doing work for another student, and plagiarism. Academic dishonesty is unethical and can result in severe academic penalty, including failure on the assignment or examination, failure in the course, and/or dismissal from the institution.

Plagiarism is the presentation of another person's idea or product as one's own. Examples of plagiarism are: copying verbatim and without attribution all or part of another's written work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source; using all or part of a literary plot, poem, film, musical score, computer program, or other artistic product without attributing the work to its creator; and submitting work obtained from an entrepreneur, including material purveyed electronically.

Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased or summarized, and research or critical papers should acknowledge these sources in footnotes, end notes, or by the use of direct quotations.

## Students with Disabilities

The University of Maryland University College Asian Division is committed to assisting students with disabilities to the extent possible so that they are able to pursue their educational goals while overseas. Asian Division faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter. Students also share the responsibility for ensuring that appropriate accommodations can be made, and are primarily responsible for identifying, documenting, and communicating their disabilities to the course instructor.

## Overview

The Asian Division offers a variety of programs of study to meet the needs of the overseas military community. Students may enroll in programs that lead to a certificate, an Associate of Arts degree, a Bachelor of Science degree, a Bachelor of Arts degree, or a Master's degree (on Okinawa only).

## Certificate Programs

Certificate programs are directed toward professional development in a specific, career-oriented subject area. Programs are available with specializations in Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Thirty semester hours of course work are required for each of the certificate programs.

## Undergraduate Degree Programs

The undergraduate degree programs described below are designed for students who wish to gain a solid intellectual and cultural background in general education as well as a broad foundation in a specific subject area. These programs include general education requirements in Communications; Arts and Humanities; Social and Behavioral Sciences; Biological and Physical Sciences; and Mathematics.

## Associate of Arts Degree

The Associate of Arts degree requires 60 semester hours. Of these, 30-31 s.h. must be in general education requirements. Students may then follow one of several tracks to the A.A. degree: Accounting, Business and Management, Computer Studies, General Curriculum, Japanese Studies, Korean Studies, Management Studies, or Mathematics.

## Bachelor's Degrees

The Bachelor of Arts degree and the Bachelor of Science degree require 40-46 semester hours of general education. In addition, students develop areas of primary and secondary specialization, choosing from a variety of academic subjects, such as Asian Studies, Business and Management, Computer and Information Science, Computer Studies, English, Government and Politics, History, Information Systems Management, Management Studies, Psychology, and Sociology.

One difference between the B.A. and the B.S. degree is that the B.A. requires course work in a foreign language, whereas the B.S. degree substitutes additional course work related to the student's areas of specialization for the language requirement. The B.A. degree is a slightly more traditional liberal arts (i.e., broad based) degree. Graduate schools and employers generally do not consider one degree "better" than the other. A total of 120 semester hours of college course work is required for either bachelor's degree.

## Graduate Program in Counseling

A graduate program in Counseling and Personnel Services (CAPS), offered through the cooperation of the University of Maryland Graduate School and the College of Education, is available on Okinawa. Through this program students develop theoretical understanding and applied skills in the field of counseling.

Master's degree requirements include 36 semester hours of graduate course work for the M.Ed., or 48 s.h. for the M.A., with a 3.0 overall grade point average, and a comprehensive examination. Additional information and a catalog may be obtained from the CAPS office on Okinawa, whose address is in the directory pages of this catalog.

## Summary of Programs of Study

<u>Programs</u>	<u>Semester Hours Required</u>	<u>Areas of Study</u>	
Certificate Programs	30 s.h.	Accounting Computer Studies Japanese Studies	Korean Studies Management
Associate Degree	60 s.h.	Accounting Business & Management Computer Studies General Curriculum	Japanese Studies Korean Studies Management Studies Mathematics
Bachelor of Arts or Bachelor of Science Degree	120 s.h.	Asian Studies (B.A. only) Business & Management Communication Studies Computer & Information Science Computer Studies English (B.A. only)	Government and Politics History (B.A. only) Information Systems Management Management Studies Psychology Sociology
Master's Degree (available on Okinawa only)	36 s.h. (M.Ed.) 48 s.h. (M.A.) in graduate courses	Counseling & Personnel Services	

## Requirements

The requirements for each undergraduate program are described in detail in this section of the catalog. Before deciding on a particular program of study, students should consider their interests and abilities, their future career plans, and the amount of time they intend to devote to college work. Professional Maryland Academic Advisors are available to help students plan their college curricula. Advisors visit most education centers regularly. Students can also obtain assistance from Academic Advisors by writing or phoning the Area Directors' offices in Korea and Okinawa, or the Asian Division administrative offices at Yokota Air Base, Japan.

---

## Certificate Programs

---

The Asian Division offers five programs which permit students to earn certificates. These areas are Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Certificates are appropriate first goals for students who will later seek associate and bachelor's degrees. Credits fulfilling certificate requirements may also be applied to those degrees. These certificate programs have a number of common features:

1. Each requires the completion of certain general education courses;
2. Each requires a total of 30 semester hours, including at least 15 semester hours with UMUC, in the Asian Division, European Division, or UMUC Statewide;
3. The student must have a cumulative grade point average of at least 2.0 (C) in all courses taken with UMUC and a grade of at least C in each core and discipline-related course.

Students seeking to earn a second certificate in a different academic area must complete an additional 15 semester hours with UMUC (Asian, European, or Statewide divisions) following completion of the first certificate, and must fulfill all certificate requirements.

## Certificate in Accounting

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

### 1. General Education Courses (9 s.h.):

ENGL 101 Introduction to Writing  
MATH 101 Concepts of Modern Algebra  
Additional 3 s.h. in writing or speech communication.

### 2. Accounting and accounting-related courses (18 s.h., of which at least 6 s.h. must be completed with UMUC):

#### a. Accounting core courses (9 s.h.):

ACCT 220 Principles of Accounting I  
ACCT 221 Principles of Accounting II  
ACCT Any upper-level course in accounting or finance

#### b. Accounting-related courses (9 s.h.) selected from:

BMGT 110 Introduction to Business and Management  
ACCT Any upper-level course in accounting or finance  
BMGT 380 Business Law I  
BMGT 381 Business Law II  
CAPP 340 Computer Applications in Management  
CMIS 102 Introduction to Problem Solving, Algorithm Design and Programming  
CMIS 140 Programming in C++  
ECON 201 Principles of Economics I, **or**  
ECON 205 Fundamentals of Economics  
ECON 203 Principles of Economics II  
GNST 201 Introductory Statistics  
IFSM 296 COBOL Programming I  
IFSM 300 Information Systems in Organizations  
MATH 107 Selected Topics in Algebra

### 3. Electives (3 s.h.). It is recommended that electives be selected from accounting core or accounting-related courses.

## Certificate in Computer Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

### 1. General education courses (9 s.h.):

ENGL 101 Introduction to Writing  
MATH 107 Selected Topics in Algebra  
Additional 3 s.h. of writing or speech communication.

### 2. Computer studies-related courses (15 s.h., at least 6 s.h. of which must be completed with UMUC), to include:

#### a. One course from the following:

CMIS 102 Introduction to Problem Solving, Algorithm Design and Programming  
IFSM 201 Introduction to Computer-Based Systems

#### b. At least two of the following (to include one programming language):

CMIS 140 Programming in C++  
CMIS 240 Data Structures and Abstraction  
IFSM 296 COBOL Programming I  
IFSM 297 COBOL Programming II  
IFSM 300 Information Systems in Organizations  
IFSM 310 Software and Hardware Concepts

### 3. Electives (6 s.h.). It is recommended that the electives be selected from general education or computer studies courses.

## Certificate in Japanese Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

### 1. General Education Requirements (12 s.h.):

- a. ENGL 101 Introduction to Writing
- b. At least one of the following courses:
  - SOCY 100 Introduction to Sociology
  - SOCY 105 Social Problems
  - ANTH 101 Intro. to Anthropology: Archaeology and Physical Anthropology
  - ANTH 102 Intro. to Anthropology: Cultural Anthropology and Linguistics
- c. At least one of the following courses:
  - GVPT 100 Principles of Government and Politics
  - PSYC 100 Introduction to Psychology
- d. An additional 3 s.h. of writing or speech communication.

### 2. Language (6 s.h.):

- JAPN 111 Elementary Japanese I
- JAPN 112 Elementary Japanese II

### 3. Courses in Japanese area studies (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:

- ANTH 417 Peoples and Cultures of the Far East
- ASTD 150 Introduction to Asian Studies
- ASTD 160 Introduction to Asian Society
- ASTD 301 The Japanese: Adapting the Past, Building the Future
- ASTD Other appropriate courses in Japanese area studies
- GVPT 453 Recent East Asian Politics
- GVPT 483 Government and Politics of Asia
- HIST 284 East Asian Civilization I
- HIST 285 East Asian Civilization II
- HIST 482 History of Japan I
- HIST 483 History of Japan II
- JAPN 105 Introduction to Japanese Language and Culture
- JAPN 333 Japanese Life and Culture I
- JAPN 334 Japanese Life and Culture II
- JAPN 418 Japanese Literature in Translation

NOTE: Foreign language courses cannot be used in place of Japanese area studies courses.

## Certificate in Korean Studies

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

### 1. General Education Requirements (12 s.h.):

- a. ENGL 101 Introduction to Writing
- b. At least one of the following courses:
  - SOCY 100 Introduction to Sociology
  - SOCY 105 Social Problems
  - ANTH 101 Intro. to Anthropology: Archaeology and Physical Anthropology
  - ANTH 102 Intro. to Anthropology: Cultural Anthropology and Linguistics
- c. At least one of the following courses:
  - GVPT 100 Principles of Government and Politics
  - PSYC 100 Introduction to Psychology
- d. An additional 3 s.h. of writing or speech communication.

### 2. Language (6 s.h.):

- KORN 111 Elementary Korean I
- KORN 112 Elementary Korean II

### 3. Courses in Korean area studies (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:

- ANTH 417 Peoples and Cultures of the Far East
- ASTD 150 Introduction to Asian Studies
- ASTD 160 Introduction to Asian Society
- ASTD 302 The Two Koreas: Problems and Prospects
- ASTD Other appropriate courses in Korean area studies
- KORN 105 Introduction to Korean Language and Culture
- KORN 333 Korean Life and Culture
- GVPT 453 Recent East Asian Politics
- GVPT 483 Government and Politics of Asia
- HIST 284 East Asian Civilization I
- HIST 285 East Asian Civilization II
- HIST 319 History of Korea
- HIST 319 Seoul Through the Ages
- HIST 319 The Korean War
- HIST 480 History of China I
- HIST 481 History of China II

NOTE: Foreign language courses cannot be used in place of Korean area studies courses.



## Certificate in Management

To qualify for the certificate, a student must complete the following specific course requirements (30 semester hours).

### 1. General Education Courses (12 s.h.):

- a. ENGL 101 Introduction to Writing
- b. At least one of the following courses:
  - ECON 201 Principles of Economics I **or**
  - ECON 205 Fundamentals of Economics
  - ECON 203 Principles of Economics II
- c. At least two of the following courses:
  - GVPT 170 American Government
  - PSYC 100 Introduction to Psychology
  - SOCY 100 Introduction to Sociology

### 2. Management-related courses (12 s.h., at least 6 s.h. of which must be completed with UMUC), selected from such courses as:

- ACCT Any accounting course
- BGMT Any Business and Management course
- CAPP Any Computer Applications course
- CMIS Any Computer and Information Science course
- ECON 201 Principles of Economics I, **or**
- ECON 205 Fundamentals of Economics
- ECON 203 Principles of Economics II
- GNST 201 Introductory Statistics
- GVPT 210 Intro to Public Administration and Policy
- IFSM Any Information Systems Management course
- MGST Any Management Studies course
- PSYC 221 Social Psychology
- PSYC 361 Industrial & Organizational Psychology
- SOCY 331 Work, Bureaucracy, and Industry

### 3. Electives (6 s.h.). It is recommended that the electives be selected from general education or management-related courses.

## Undergraduate Degree Programs

The Asian Division offers programs leading to associate and bachelor's degrees. The programs and the specific requirements of each are described in detail in the following pages.

## General Education Requirements

Common to all degree programs are general education requirements. The subjects selected provide a solid cultural and intellectual foundation for the remainder of the student's education. Associate-level General Education Requirements are shown in the accompanying table.

## Associate of Arts Degree

The Asian Division offers programs leading to the Associate of Arts degree in Accounting, Business and Management, Computer Studies, General Curriculum, Japanese Studies, Korean Studies, Management Studies, and Mathematics. All are ideal first goals for students who wish to continue their college studies toward a bachelor's degree, and the credits earned may be applied toward that degree. The associate degree programs have a number of common features:

- 1. Each requires completion of the General Education Requirements (30-31 s.h.);
- 2. Each allows transfer of a maximum of 12 s.h. of vocational/technical courses;

## Associate-Level General Education Requirements (30-31 s.h.)

### I. Communications (9 s.h.):

- A. ENGL 101 Introduction to Writing (3 s.h.) (taken within a student's first 12 s.h.). ENGL 101 or equivalent credit may not be earned through credit by examination.
- B. One additional course (3 s.h.) in writing such as ENGL 102, 291, 293, 294.
- C. A third course (3 s.h.) in writing, or certain courses in speech such as SPCH 100, 125.

### II. Arts and Humanities (6 s.h.):

One course in each of two of the following disciplines:

- A. Asian Studies (selected courses including ASTD 150/160, JAPN 105, and KORN 105)
- B. Art
- C. Art history
- D. Dance
- E. Foreign Language
- F. History
- G. Humanities (HUMN)
- H. Literature
- I. Music
- J. Philosophy
- K. Theater

### III. Social and Behavioral Sciences (6 s.h.):

One course in each of two of the following disciplines:

- A. Anthropology
- B. Behavioral and Social Sciences (BEHS)

C. Economics

D. Geography

E. Government and Politics

F. Psychology

G. Sociology

### IV. Biological and Physical Sciences (6-7 s.h.):

Two courses, of which at least one must be a laboratory course. Credits must be from the following disciplines:

- A. Astronomy
- B. Biochemistry
- C. Biology
- D. Botany
- E. Chemistry
- F. Entomology
- G. Geology
- H. General Science
- I. Microbiology
- J. Physics
- K. Zoology

### V. Mathematics (3 s.h.):

One course at or above the level of college algebra. MATH 105, MATH 107, or a higher-level mathematics course satisfies this requirement.

3. Each requires a total of 60 semester hours, including at least 15 semester hours with UMUC, taken in the Asian Division, European Division, or University College Statewide;
4. **The student must have a cumulative grade point average of at least 2.0 (C) in all courses taken with UMUC and a grade of at least C in each core and discipline-related course.**

## Associate of Arts, General Curriculum

To qualify for the degree, a student must complete the following course requirements (60 semester hours):

1. **General Education Requirements (30-31 s.h.).**
2. **Electives (30 s.h.).** The student is urged to apply the criteria of personal interest and future educational and career goals to the selection of these courses.

## Associate of Arts, Accounting

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in accounting courses.

1. **General Education Requirements (30-31 s.h.).** To satisfy the mathematics requirement of the GER, students must complete MATH 107.
2. **Accounting courses (27 s.h.):**
  - a. Accounting core courses (15 s.h., of which at least 6 s.h. must be taken with UMUC), selected from:
    - ACCT 220 Principles of Accounting I
    - ACCT 221 Principles of Accounting II
    - ACCT 310 Intermediate Accounting I
    - ACCT 311 Intermediate Accounting II
    - MGST 320 Governmental Accounting
    - ACCT 321 Cost Accounting
    - ACCT 323 Income Tax Accounting
    - BMGT 340 Business Finance
    - ACCT Any upper-level course in accounting or finance

- b. Accounting-related courses (12 s.h.), selected from:

BMGT 110	Introduction to Business and Management
BMGT 380	Business Law I
BMGT 381	Business Law II
CAPP 340	Computer Applications in Management
CMIS 102	Introduction to Problem Solving, Algorithm Design and Programming
CMIS 140	Programming in C++
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
GNST 201	Introductory Statistics
IFSM 296	COBOL Programming I
IFSM 300	Information Systems in Organizations

3. **Electives (up to 3 s.h. to complete the required 60 s.h.).**

## Associate of Arts, Business and Management

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in business and management courses.

1. **General Education Requirements (30-31 s.h.).** To satisfy the mathematics requirement, students must complete MATH 107.

2. **Business and management courses (24 s.h.):**

- a. Business core courses (15 s.h.). Five of the following seven courses:

BMGT 110	Intro to Business & Management
ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
GNST 201	Introductory Statistics
CAPP, CMIS, or IFSM:	One 3 s.h. course.

- b. Management-related courses (9 s.h.), selected from:

BMGT	Any Business and Management course
CAPP	Any Computer Applications course
CMIS	Any Computer and Information Science course
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
GNST 201	Introductory Statistics
GVPT 210	Introduction to Public Administration and Policy
IFSM	Any Information Systems Management course
MGST	Any Management Studies course
PSYC 221	Social Psychology
PSYC 361	Survey of Industrial and Organizational Psychology
SOCY 331	Work, Bureaucracy, and Industry

3. **Electives (up to 6 s.h. to complete the required 60 s.h.).**

## Associate of Arts, Computer Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours).

1. **General Requirements (30-31 s.h.).** Students must take MATH 107 Selected Topics in College Algebra, and one course in statistics (such as GNST 201 or STAT 100).

2. **Computer studies-related courses (15 s.h.), including:**

- a. One course from the following (3 s.h.)

CMIS 102	Introduction to Problem Solving, Algorithm Design and Programming
IFSM 201	Introduction to Computer-Based Systems

- b. One programming language (3 s.h.)

CAPP 305	Introduction to Visual Basic Programming
CMIS 140	Programming in C++
CMIS 240	Data Structures and Abstraction
IFSM 296	COBOL Programming I

- c. Each of the following (6 s.h.)

IFSM 300	Information Systems in Organizations
IFSM 310	Software and Hardware Concepts

- d. Any additional course (3 s.h.) selected from CAPP, CMIS, CMIT, or IFSM courses.

### 3. Electives (up to 15 s.h. to complete the required 60 s.h.).

May be additional courses selected from CAPP, CMIS, CMIT, IFSM, or from another discipline(s), related to career goals and personal interest.

## Associate of Arts, Japanese Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in Japanese area studies courses.

### 1. General Education Requirements (30-31 s.h.).

### 2. Language (12 s.h.):

JAPN 111	Elementary Japanese I
JAPN 112	Elementary Japanese II
JAPN 114	Elementary Japanese III
JAPN 115	Elementary Japanese IV

### 3. Courses in Japanese area studies (18 s.h.) selected from such courses as:

ANTH 417	People and Cultures of the Far East
ASTD 150	Introduction to Asian Studies
ASTD 160	Introduction to Asian Society
ASTD 301	The Japanese: Adapting the Past, Building the Future
ASTD	Other appropriate courses in Japanese area studies
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 482	History of Japan I
HIST 483	History of Japan II
JAPN 105	Introduction to Japanese Language and Culture
JAPN 333	Japanese Life and Culture I
JAPN 334	Japanese Life and Culture II

Note: Foreign language courses cannot be used in place of Japanese area studies courses.

## Associate of Arts, Korean Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in Korean area studies courses.

### 1. General Education Requirements (30-31 s.h.).

### 2. Language (12 s.h.):

KORN 111	Elementary Korean I
KORN 112	Elementary Korean II
KORN 114	Intermediate Korean I
KORN 115	Intermediate Korean II

### 3. Courses in Korean area studies (18 s.h.) selected from such courses as:

ANTH 417	People and Cultures of the Far East
ASTD 150	Introduction to Asian Studies
ASTD 160	Introduction to Asian Society
ASTD 302	The Two Koreas: Problems and Prospects
ASTD	Other appropriate courses in Korean area studies
KORN 105	Introduction to Korean Language and Culture
KORN 333	Korean Life and Culture
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 319	History of Korea
HIST 319	Seoul Through the Ages
HIST 319	The Korean War
HIST 480	History of China I
HIST 481	History of China II

Note: Foreign language courses cannot be used in place of Korean area studies courses.

## Associate of Arts, Management Studies

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in management-related courses.

### 1. General Education Requirements (30-31 s.h.).

### 2. Management-related courses (18 s.h.) selected from such courses as:

ACCT	Any Accounting course
BMGT	Any Business and Management course
CAPP	Any Computer Applications course
CMIS	Any Computer and Information Science course
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
GNST 201	Introductory Statistics

GVPT 210	Introduction to Public Administration and Policy
IFSM	Any Information Systems Management course
MGST	Any Management Studies course
PSYC 221	Social Psychology
PSYC 361	Industrial and Organizational Psychology
SOCY 331	Work, Bureaucracy, and Industry

### 3. Electives (up to 12 s.h. to complete the required 60 s.h.).

## Associate of Arts, Mathematics

To qualify for the degree, a student must complete the following course requirements (60 semester hours). Of the 15 s.h. completed with UMUC (Asian, European, or Statewide divisions), at least 9 s.h. must be in mathematics-related courses.

### 1. General Education Requirements (30-31 s.h.).

### 2. Mathematics-related courses (at least 25 s.h.), including:

#### a. Introductory and intermediate calculus:

MATH 130	Calculus A
MATH 131	Calculus B
MATH 132	Calculus C
MATH 241	Calculus III

#### b. One course in higher mathematics selected from:

MATH 240	Introduction to Linear Algebra
MATH 246	Differential Equations

#### c. Two courses in which a mathematical approach is applied to another field of study, selected from:

BMGT	Any accounting or finance course
BMGT 332	Operations Research
BMGT 385	Production Management
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
PHYS	Any physics course numbered 111 or higher
ENES	Any engineering course
CHEM 103	General Chemistry I
CHEM 113	General Chemistry II
CMIS 102	Introduction to Problem Solving, Algorithm Design and Programming
CMIS 140	Programming in C++
CMIS 240	Data Structures and Abstraction

#### d. GNST 201 or an equivalent course in statistics (3 s.h.).

### 3. Electives to complete the required 60 s.h.

## Second Associate Degree

A student wishing to earn a second Associate of Arts degree must complete an additional 15 semester hours with UMUC (Asian, European, or Statewide divisions) following conferral of the first Associate degree and must fulfill all degree requirements.

## Bachelor's Degrees

To qualify for a bachelor's degree, a student must complete 120 semester hours with a grade point average of 2.0 or better. It is the responsibility of students who expect to complete requirements for a degree to request a Graduation Review from the Office of Student Services.

## General Requirements

1. A minimum of 120 semester hours of credit is required for graduation with a Bachelor of Arts or Bachelor of Science degree.
2. At least 30 semester hours must be taken with UMUC, in the Asian, European, or Statewide divisions, and must include at least 15 s.h. of upper-level course work. At least 21 of the 30 s.h. must be in the combined primary and secondary specializations, with at least 9 s.h. of course work in the primary specialization.
- Students who have had an Official Evaluation/SOC Student Agreement and who have completed all requirements listed in the previous paragraph can be authorized to take their final course work at another regionally accredited baccalaureate degree-granting institution. Such students must complete their degree program in orderly academic progression and under the guidance of a UMUC Academic Advisor.
3. The minimum grade point average required for graduation with a bachelor's degree is 2.0 in all courses taken with UMUC.
4. Of the 120 semester hours required for graduation at least 45 s.h. must be upper-level credits (in courses numbered 300-499). Of these, at least 15 s.h. must be earned in the primary area of specialization, at least 15 s.h. must be earned in the secondary area of specialization, and 9 s.h. must be in electives. Of the remaining 6 s.h., 3 s.h. must be in upper-level writing, and the remaining 3 s.h. may be earned in any part of the curriculum.

## Course Requirements

Course requirements (120 s.h.) include the following:

1. Baccalaureate-Level General Education Requirements (40-46 s.h.).
2. Primary and secondary areas of specialization (45 s.h.). The primary area of specialization is the area of study in which the student chooses to develop particular competence. The primary areas of specialization that are most feasible for a student to complete in the Asian Division are: Asian Studies, Business and Management, Computer and Information Science, Computer Studies, English, Government and Politics, History, Information Systems Management, Management Studies, Psychology, and Sociology. It will be difficult to complete a primary specialization in other areas of study unless the student has transferred acceptable courses from another university or has completed such courses at other campuses of UMUC.

The secondary area of specialization should supplement the primary specialization. The student should select a block of courses from one or more academic disciplines that are related to the area of primary specialization. (For example, a student with a primary specialization in History might develop a secondary specialization in Government and Politics, or in Sociology, or might develop two secondary specializations, one in Government and Politics and one in Sociology.)

The primary area of specialization requires 24 semester hours from one academic discipline or, for certain specializations such as Management Studies, approved courses from more than one discipline. At least 15 s.h. must be in upper-level courses (numbered 300 and higher), of which at least 9 s.h. must be from UMUC (Asian, European, or Statewide divisions). No grade may be lower than C. Between these credits and those earned in the secondary area of specialization, at least 21 s.h. must be from UMUC. Within a primary specialization in Business and Management, 15 s.h. of closely related upper-level course work in a single specialization (e.g., Accounting) may be designated an emphasis.

The secondary area of specialization requires 21 semester hours in disciplines closely related to the primary specialization and must include at least 15 s.h. of upper-level credit (courses numbered 300 and higher). No grade may be lower than C. Courses must complement the primary specialization

and be consistent with the student's degree objective. The primary and secondary areas of specialization combined must contain at least 21 semester hours of credit earned with UMUC.

3. For a Primary Specialization in Business and Management, Computer Studies, Information Systems Management, Computer and Information Science, or the social sciences (including Government and Politics, Psychology, and Sociology), 3 s.h. in statistics.
4. Electives (14-23 s.h.). These credits must include at least 9 s.h. in upper-level courses (numbered 300 and higher). No more than 21 s.h. may consist of vocational or technical credit (B.S. only).

## Bachelor of Arts Degree Program

A student wishing to complete a degree in Asian Studies, English, History, Fine Arts, Foreign Languages, or Philosophy must pursue a Bachelor of Arts degree. All other disciplines offered in the Asian Division may be used for either the B.A. or the B.S. degree.

For the Bachelor of Arts degree the student is required to take 12 s.h. of a foreign language. The following is a detailed description of the foreign language requirements.

### Baccalaureate-Level General Education Requirements (40-46 s.h.)

#### I. Communications (12 s.h.):

- A. ENGL 101 Introduction to Writing (3 s.h.) (taken within a student's first 12 s.h.). ENGL 101 or equivalent credit may not be earned through credit by examination.
- B. One additional course in writing (3 s.h.) such as ENGL 102, 291, 293, 294.
- C. A third course (3 s.h.) in writing, or certain courses in speech such as SPCH 100, 125.
- D. An upper-level writing course (3 s.h.). May not be earned through credit by examination.

#### II. Arts and Humanities (6 s.h.):

One course in each of two of the following disciplines:

- |  |                      |
|--|----------------------|
| A. Asian Studies (selected courses including ASTD 150/160, JAPN 105, and KORN 105) | G. Humanities (HUMN) |
| B. Art   | H. Literature        |
| C. Art history   | I. Music             |
| D. Dance   | J. Philosophy        |
| E. Foreign Language  | K. Theater           |
| F. History   |                      |

#### III. Social and Behavioral Sciences (6 s.h.):

One course in each of two of the following disciplines:

- A. Anthropology
- B. Behavioral and Social Sciences (BEHS)
- C. Economics
- D. Geography
- E. Government and Politics
- F. Psychology
- G. Sociology



#### IV. Biological and Physical Sciences (6-7 s.h.):

Two courses, of which at least one must be a laboratory course. Credits must be from the following disciplines:

- |                 |                    |
|-----------------|--------------------|
| A. Astronomy    | G. Geology         |
| B. Biochemistry | H. General Science |
| C. Biology      | I. Microbiology    |
| D. Botany       | J. Physics         |
| E. Chemistry    | K. Zoology         |
| F. Entomology   |                    |

- V. **Mathematics (3 s.h.):** One course at or above the level of college algebra. MATH 105, MATH 107, or a higher-level mathematics course satisfies this requirement.

#### VI. Interdisciplinary and Emerging Issues (6-9 s.h.)

- A. Computer: At least 3 s.h. in computer-related courses. All computer courses are applicable.
- B. Historical Perspective: One "historical-perspective" course (3 s.h.) that provides knowledge of events and achievements through time. "Historical-perspective" courses which fulfill this requirement are indicated with the symbol  in the Course Offerings chapter of this **Catalog**.
- C. International Perspective: One "international-perspective" course (3 s.h.) that provides acquaintance with a foreign culture. "International-perspective" courses which fulfill this requirement are indicated with the symbol  in the Course Offerings chapter of this **Catalog**. Students may also fulfill this requirement by completing 3 s.h. of a foreign language which may, but need not, be part of the B.A. foreign-language requirements.

1. The 12-semester-hour language requirement should be satisfied in one language; however, the completion of 6 s.h. in each of two different languages may be permitted under special circumstances with the prior written approval of the Director of Student Services.
2. Students with two or more years of high school language courses may not take, for credit, the beginning course in the same language unless four years have elapsed since they took their last high school language course.
3. Students wishing to use Asian Studies as their primary area of specialization are normally required to fulfill their 12 s.h. foreign language requirement with courses in one of the Asian languages.

## Bachelor of Science Degree Program

The Bachelor of Science degree is not offered in Asian Studies, English, Fine Arts, Foreign Languages, History, or Philosophy.

The requirements for the degree of Bachelor of Science are the same as for the degree of Bachelor of Arts, except for the foreign language requirement. Instead of a foreign language, a Bachelor of Science student may substitute 12 semester hours of credit relating to the primary and secondary areas of specialization. In addition, certain vocational/technical courses may be applicable, as electives, to the Bachelor of Science degree only.

## Business and Management Programs

### Management Studies Specialization

Management Studies is a multidisciplinary specialization which allows students to structure their own program of study by selecting and combining relevant management-related courses. It recognizes and meets the needs of adult students who already hold managerial positions and have defined the knowledge and skills they wish to acquire to improve their current level of performance, or to prepare themselves for new responsibilities, a promotion, or career change.

Thus, persons serving in the Armed Services or working in business, government, public service, or in technical environments who need to develop broad administrative and management skills should consider earning a Primary Area of Specialization in Management Studies by selecting from such courses as:

ACCT	Any Accounting course
BMGT	Any Business and Management Course
CAPP	Any Computer Applications Course
CMIS	Any Computer and Information Science course
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics I
ECON 301	Current issues in American Economic Policy
ECON 380	Comparative Economic Systems
ECON 430	Money and Banking
ECON 440	International Economics
COMM 390	Writing for Managers

COMM 393	Technical Writing
COMM 394	Business Writing
GNST 201	Introductory Statistics
GVPT 210	Introduction to Public Administration and Policy
IFSM	Any Information Systems Management Course
MGST	Any Management Studies Course
PSYC 221	Social Psychology
PSYC 361	Survey of Industrial and Organizational Psychology
SOCY 331	Work, Bureaucracy, and Industry

## Business and Management Specialization

The Business and Management curriculum offers a structured degree program for those students who desire to obtain a broad, yet solid, foundation in business and management. A specialization in business and management provides graduates with an educational foundation for business-and-management-related careers in for-profit and not-for-profit organizations and the public sector.

The student who graduates with a specialization in business and management will be able to:

1. Understand the domestic and global dimensions of and influences on business and management;
2. Understand and apply key concepts and theories in business and management;
3. Understand and appreciate philosophies of ethics and social responsibility relevant to business and management;
4. Develop effective written and oral communications consistent with the business and professional environment;
5. Think critically and constructively and perform research in business and management;
6. Develop innovative leadership and team-management skills necessary for success in a diverse and changing workplace.

To ensure exposure to the major disciplines which comprise the field of business and management, students are required to select as part of their degree program a number of courses, both lower-level and upper-level, from a defined set of business core courses. Students who are interested in developing a strong, well-rounded background in business and management should therefore consider earning a Primary Area of Specialization in Business and Management by including the following courses.

1. **The following *seven* business core courses.** (Students are strongly encouraged to begin with BMGT 110).

BMGT 110	Introduction to Business and Management
ACCT 220	Principles of Accounting I
ACCT 221	Principles of Accounting II
ECON 201	Principles of Economics I, <b>or</b>
ECON 205	Fundamentals of Economics
ECON 203	Principles of Economics II
GNST 201	Introductory Statistics
CAPP, CMIS, or IFSM:	One 3 s.h. course

The courses in the above group may be applied to the General Education Requirements, the primary area of specialization, the secondary area of specialization, or electives, as appropriate.

**2. For a primary specialization, students must complete an upper-level course from *four* of the following *seven* major areas of business and management.** Examples of courses students may choose within each area are indicated.

- a. Finance and Accounting - BMGT 340 or any upper-level course in finance or accounting
- b. Marketing - BMGT 350, 395, or any upper-level marketing course
- c. Management and Organization - BMGT 364, 385, 392, 461, 464
- d. Human Resource Management and Labor Relations - BMGT 360, 362, 460
- e. Law - BMGT 378, 380, 381, 468
- f. Business, Society, and Public Policy - BMGT 482, 495, 496
- g. Computer and Information Studies - Any upper-level CAPP, CMIS, or IFSM course

An upper-level CAPP, CMIS, or IFSM course fulfills a BMGT degree requirement, but is not used in the Primary Area of Specialization, which must consist of courses carrying BMGT credit.

Other appropriate courses in these areas may be approved.

### 3. Other requirements:

- a. Completion of MATH 107 or equivalent is required.
- b. Requirements in statistics and computer studies are satisfied when students complete the business core courses.

Students may be able to develop an emphasis within a Business and Management specialization by completing 15 hours of upper-level courses in a single area (e.g., Marketing). Interested students should confer with an Academic Advisor.

---

## Computer Studies Program

---

The Computer Studies program includes three areas in which a student may complete a Primary Area of Specialization: Computer Studies, Computer and Information Science, and Information Systems Management.

Computer Studies encompasses courses from the closely related areas of Computer Applications (CAPP), Computer and Information Science (CMIS), and Information Systems Management (IFSM). The courses and the degree plans in Computer Studies are designed to:

1. Provide students with technical knowledge and practical skills that can be used immediately in their work environment;

2. Prepare students to deal knowledgeably within a society that is increasingly dependent upon computers, networks, knowledge sharing, and e-commerce;
3. Prepare students for employment in computer-related, network management, and information management occupations;
4. Provide students with the academic background necessary for entry into graduate school.

Information for each of the three specializations within Computer Studies is provided below. Please note that students wishing to earn a Primary Area of Specialization in any Computer Studies program may need to take some courses via Distance Education. This will particularly be the case with regard to the CMIS specialization since the 300-400 level CMIS courses required for this specialization will generally be available only via Distance Education.

## Degree Requirements

MATH 107, or equivalent, is required for each of the three Computer Studies specializations.

## Computer and Information Science Specialization

The computer and information science (CMIS) specialization studies the development and implementation of effective solutions to practical problems using computer-based systems. It includes studies in programming languages, software engineering, computer networks, distributed systems, database systems, and operating systems. The specialization produces graduates with an educational foundation, suitable for careers in application development, system development, network planning, or database implementation.

CMIS courses may be applied toward supporting credit for a primary or secondary area of specialization in other computer-related fields, business and management, management studies, the social sciences, and other areas as approved by an Academic Advisor.

## Specialization Objectives:

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

Incorporate relevant theory, techniques, programming languages, and systems in developing computer-related solutions to practical problems.

Work effectively in computer application environments.

Use oral and written communication skills in problem definition, application development, and solution presentation.

Apply knowledge of concepts and principles to facilitate the handling of changes in computer technology.

## Degree Requirements

Students must take MATH 107 Selected Topics in College Algebra. Please note that CMIS 102 may not be applied toward satisfying the 24 s.h. CMIS minimum degree requirement.

### Primary Area of Specialization (24 s.h.)

#### 1. Foundation Courses (12 s.h.)

CMIS 140	Programming in C++
CMIS 160	Discrete Mathematics for Computing
CMIS 240	Data Structures and Abstraction
CMIS 310	Computer Systems and Architecture

#### 2. Advanced CMIS (12 s.h. 300- or 400-level): at least one course from three of the following four areas. Recommended: at least 6 s.h. of 400-level courses.

##### DATABASE SYSTEMS

CMIS 320	Relational Databases
CMIS 420	Advanced Relational Databases

##### LANGUAGES AND SYSTEMS

CMIS 325	UNIX with Shell Programming
CMIS 340	Programming in Java
CMIS 345	Object-Oriented Design and Programming
CMIS 415	Advanced UNIX and C

##### NETWORKING AND DISTRIBUTED SYSTEMS

CMIS 370	Data Communications
CMIS 435	Computer Networking
CMIS 445	Distributed Systems

##### SOFTWARE ENGINEERING

CMIS 330	Software Engineering Principles and Techniques
CMIS 455	Requirements Development
CMIS 460	Software Design and Development
CMIS 465	Software Verification and Validation

## Computer Studies Specialization

This degree provides a flexible and coherent program of study for students who elect to include courses from several of the specialized computer and information fields.

### Specialization Objectives:

To allow students to tailor their degree specialization to fit the needs of their own career choices.

To allow students to take courses offered in remote locations with limited course offerings to complete a specialization of computer related courses.

Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.

Develop skills in systems integration appropriate to the management of information systems projects and database systems.

## Degree Requirements

Students must take MATH 107 Selected Topics in College Algebra, and one course in statistics (such as GNST 201 or STAT 100). At least 15 s.h. (including required courses) must be 300-level courses or above and at least 6 s.h. must be 400-level courses.

### Primary Area of Specialization (24 s.h.)

#### Required Courses (12 s.h.)

#### 1. Introductory (3 s.h.) One course chosen from the following courses:

CMIS 102	Introduction to Problem Solving, Algorithm Design and Programming
IFSM 201	Introduction to Computer-Based Systems

#### 2. Foundation (6 s.h.) Two courses chosen from of the following courses:

CMIS 240	Data Structures and Abstraction
IFSM 300	Information Systems in Organizations
IFSM 310	Software and Hardware Concepts

#### 3. Programming Language (3 s.h.) May be chosen from the following

CAPP 305	Introduction to Visual Basic Programming
CMIS 140	Programming in C++
CMIS 340	Programming in Java
IFSM 296	COBOL Programming I

### Additional Courses

Minimum of 12 s.h. chosen from course offerings in CMSC, CMIS, CMIT, or IFSM.

NOTE: No more than 9 s.h. of CAPP courses may be counted in the above categories.

## Information Systems Management Specialization

The Information Systems Management (IFSM) specialization develops the graduate's abilities to conceptualize and manage the design and implementation of high-quality information systems. Courses with a business orientation are highly recommended for students in this specialization. A primary specialization in Information Systems Management requires the completion of 24 semester hours from courses in this discipline.

### Specialization Objectives:

The student who graduates with a specialization in Information Systems Management (IFSM) will be able to:

Apply standard system practices to the planning, implementation, management, and evaluation of information systems in an organization.



Recognize ethical issues in the areas of information systems, work productivity, and human factors.

Manage change in the dynamic and global environments of automated systems.

Use technology to research information needed to produce informed decisions for organizations.

Develop skills in system analysis appropriate to the management of information system projects and database systems.

## Degree Requirements

Students must take MATH 107 Selected Topics in College Algebra, and one course in statistics (such as GNST 201 or STAT 100). At least 15 s.h. (including required courses) must be 300-level courses or above and at least 6 s.h. must be 400-level courses.

## Primary Area of Specialization (24 s.h.)

### 1. Foundation Courses (9 s.h.)

- Three credits in a high-level programming language, not including CMIS 102, selected from courses such as:

CAPP 305	Introduction to Visual Basic Programming
CMIS 140	Programming in C++
CMIS 340	Programming in Java
IFSM 296	COBOL Programming I

- Each of the following:

IFSM 300	Information Systems in Organizations
IFSM 310	Software and Hardware Concepts

### 2. Advanced IFSM (9 s.h.): at least one course from each of the following three areas.

#### DATABASE MANAGEMENT

IFSM 410	Database Concepts
----------	-------------------

#### SYSTEMS ANALYSIS

IFSM 460	Systems Analysis
----------	------------------

#### WORKPLACE RESOURCE MANAGEMENT

IFSM 302	Workplace Productivity
IFSM 303	Human Factors in Information Systems
IFSM 304	Ethics in the Information Age
IFSM 425	Decision Support and Expert Systems
IFSM 430	Information Systems and Security
IFSM 438	Project Management
IFSM 450	Telecommunication Systems in Management

### 3. Electives (6 s.h.)

The remaining 6 semester hours consisting of elective courses in IFSM should be related to career goals or personal interest.

---

## English and Communication Studies Program

---

## English Specialization (B.A. only)



The specialization in English is grounded in humanistic questions that are explored through studies of the nature and significance of literature, approaches to literary works, and the relation of universal values to intellectual, moral, and ethical issues. Additionally, a specialization in English helps students develop their analytical and written communication skills.

Students of literature learn to do independent research, to think analytically and creatively, and to express their ideas clearly. Such skills have been found to be excellent preparation for careers in areas such as business, law, journalism, and public relations.

For a specialization in English, students are required to complete 24 semester hours from courses designated as ENGL or COMM. Fifteen semester hours must be upper-level, including 12 s.h. of upper-level literature courses and 3 s.h. in upper-level writing.

## Communication Studies

A specialization in Communication Studies leads students through the theoretical and practical foundations of information development and professional communication. Emphasizing practical applications of communication strategies appropriate to government, industry, and business, the multidisciplinary curriculum offers students opportunities to develop and refine communication skills for the workplace.

For a primary specialization in communication studies, students must complete 24 semester hours from the courses listed below. Fifteen semester hours must be in upper-level courses, including one upper-level intensive writing course (designated with the symbol  under Course Offerings), and one additional upper-level intensive writing () or speech course.

Communication Studies courses may be selected from the following (ENGL 294 Introduction to Creative Writing is not applicable):

COMM	Any Communication Studies Course
ENGL 291	Expository Writing
ENGL 391	Advanced Composition
MGST 315	Organizational Communication
CAPP 310	Desktop Publishing
SPCH	Any Speech Course

---

## Second Bachelor's Degree

---

Occasionally students who have already earned one bachelor's degree desire to broaden their education by taking a second

bachelor's degree. These students must meet the criteria listed below before a second bachelor's degree, which must be in a different field from the initial degree, can be conferred.

1. File a Request for Official Evaluation and become a Regular student with University of Maryland University College in the new degree field.
2. Matriculate with University of Maryland University College. If the first bachelor's degree was taken with UMUC, the matriculation date is based on the first enrollment following conferral of that first degree. Calculation of credits toward the second degree commences from the date of matriculation.
3. Complete at least 30 s.h. of "new" credits in UMUC courses that apply to the curriculum chosen. UMUC credits taken before conferral of the first bachelor's degree may not be applied toward the second bachelor's degree. At least 21 of

the 24 s.h. in the primary area of specialization must be with UMUC, of which at least 15 s.h. must be upper level. The remaining minimum 6 to 9 s.h. of UMUC coursework must be taken in either distribution requirements or (if those have been satisfied by coursework taken in the first degree) in courses closely related to the primary specialization.

4. Meet all UMUC graduation requirements and any requirements specific to the degree the student is seeking.
5. Earn no fewer than 150 semester hours for both degrees combined.

Second bachelor's degrees in Asian Studies, Business and Management, and Computer Studies normally involve more than 30 s.h. of new course work to meet the necessary prerequisites and requirements.

## Summary of B.A./B.S. Requirements

### Baccalaureate-Level General Education Requirements

Communications (12 s.h.). ENGL 101 or its equivalent and at least two additional writing courses, one upper level, are required.

Arts and Humanities (6 s.h.)

Social and Behavioral Sciences (6 s.h.)

Biological and Physical Sciences (6-7 s.h.)

Mathematics (3 s.h.). One course at or above the level of college algebra.

Interdisciplinary and Emerging Issues (6-9 s.h.). At least one computer course, a course providing historical perspective, and a course providing international perspective.

40-46 s.h.

### Total in Baccalaureate-Level General Education Requirements

### Primary Area of Specialization (24 s.h.)

One discipline in depth. At least 15 semester hours of upper-level credits. A minimum grade of *C* in all courses.

### Secondary Area of Specialization (21 s.h.)

One or more related disciplines normally complementing the primary area of specialization. At least 15 s.h. of upper-level credits. A minimum grade of *C* in all courses.

+ 45 s.h.

### Total in Primary and Secondary Areas of Specialization

+ 12 s.h.

### Foreign Language, or for B.S., substitution of relevant courses

For B.S., 12 credits in courses relating to primary/secondary areas of specialization may be substituted.

(+3 s.h.)

For a primary specialization in Business and Management, a computer-related discipline (Computer Studies, CMIS, or IFSM), or any of the social sciences, at least 3 s.h. of statistics.

+ 14-23 s.h.

### Electives

These credits must include at least 9 s.h. in upper-level courses.

= 120 s.h.




### Total s.h. for the B.A./B.S. Degree


At least 45 s.h. must be upper-level credits, and at least 30 s.h. of the total of 120 must be completed with UMUC.

See page 35 of this Catalog for additional details on the baccalaureate-level General Education Requirements.

## Overview

Working with local Education Services Officers, University of Maryland Area Directors schedule courses in the Asian Division, subject to the availability of qualified lecturers.

Courses regularly taught in the Asian Division are listed below. They are arranged by academic department in alphabetical order. The number of semester hours is shown in parentheses (3) after the title of the course, recommendations and/or restrictions and alternate credit possibilities are shown in brackets [ ], and prerequisites are indicated. A brief description of the course content then follows. Courses fulfilling the international perspective and historic perspective requirements for the bachelor's degree are indicated with  for international,  for historic, or . For example:

**HIST 156 History of the United States to 1865 (3).**  A survey of the history of the United States from colonial times to the end of the Civil War. Emphasis on the establishment and development of American institutions.

## Prerequisites

Asian Division courses are selected from those offered by the total University System of Maryland.

Course descriptions include specific prerequisites in order to let students know the level of knowledge expected at the beginning of the course. Advanced courses, especially upper-level courses, assume relevant previous study and students are expected to perform at the level of the course regardless of their academic background. Students are advised to complete the Associate-Level General Education Requirements before enrolling in upper-level courses (numbered 300 or higher).

For upper-level courses students should have writing ability equivalent to that achieved after completing ENGL 101 plus an additional writing course. Mathematics proficiency equivalent to the MATH 101 level should be considered prerequisite to any course of a quantitative nature, numbered 200 or higher, such as economics or computer and information science (CMIS).

In mathematics and foreign languages courses build on specific knowledge gained by students in previous courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed.

Asian Division students are urged to consult an Academic Advisor or the lecturer when in doubt about their ability to do well in a course whose prerequisites they have not completed.



## Course Numbers

Course numbers are designated as follows:

100-199	Primarily freshman courses
200-299	Primarily sophomore courses
300-399	Junior and senior courses
400-499	Junior and senior courses acceptable toward some graduate degrees

Students enrolling in 300/400-level courses are expected to have writing and study skills commensurate with junior/senior-level work.

## Special Topics Courses

Some courses are described as Special Topics. Students may take a series of different Special Topics courses with the same designator (e.g. PSYC 309) as long as the course content differs each time the course is taken.

## Interdisciplinary Credit

Certain courses carry interdisciplinary credit applicable to Asian Division degree programs (e.g., PSYC 361 may be used for BMGT credit). Such courses appear on a student's transcript with the official course designator (PSYC, in this example). The awarding of interdisciplinary credit is for University of Maryland University College degree purposes only. Students should be aware that interdisciplinary credit awarded may not be recognized by other organizations such as the Maryland State Department of Education (for teacher certification) or discipline-related honorary societies. Phi Alpha Theta, for example, only counts courses with the HIST designator, not GVPT courses carrying interdisciplinary HIST credit, toward membership.

## Course Offerings

### Course Descriptions

#### Anthropology

**ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology (3).** General patterns of the development of human culture; the biological and morphological aspects of people viewed in their cultural setting.

**ANTH 102 Introduction to Anthropology: Cultural Anthropology and Linguistics (3).** Social and cultural principles as exemplified in ethnographic descriptions. The study of language within the context of anthropology.

**ANTH 401 Cultural Anthropology: Principles and Processes (3).** [May also be taken for SOCY credit.] Prerequisite: ANTH 101, 102, or the equivalent. An examination of the nature of human culture and its processes, both historical and functional. The approach will be topical and theoretical rather than descriptive.

**ANTH 402 Cultural Anthropology: World Ethnography (3).** [May also be taken for SOCY credit.] Prerequisite: ANTH 101, 102, or the equivalent. A descriptive survey of the culture areas of the world through an examination of the ways of selected representative societies.

**ANTH 417 Peoples and Cultures of the Far East (3).** [May also be taken for ASTD or SOCY credit.] Prerequisite: an introductory course in the social sciences or permission of the lecturer. A survey of the major sociopolitical systems of China, Korea, and Japan. Major anthropological questions will be dealt with in presenting this material.

#### Asian Studies

Asian Studies is offered as a primary area of specialization for the Bachelor of Arts degree only. Students must therefore take at least 12 semester hours of a foreign language (normally Japanese, Korean or Chinese). Those who decide on an Asian Studies specialization should begin with ASTD 150 and 160 if possible, since they provide good preparation for upper-level

ASTD courses. As part of their degree program, students should include a variety of courses on the different regions of Asia, and courses from different academic areas such as government and politics, anthropology, history, economics and philosophy, along with Japanese and Korean area studies courses.

Asian Studies is an interdisciplinary program. In addition to courses carrying the designator ASTD, the following courses from various academic areas may be applied to a specialization in Asian Studies.

ANTH 417	Peoples and Cultures of the Far East
GVPT 453	Recent East Asian Politics
GVPT 483	Government and Politics of Asia
HIST 180	The Chinese World
HIST 284	East Asian Civilization I
HIST 285	East Asian Civilization II
HIST 480	History of China I
HIST 481	History of China II
HIST 482	History of Japan I
HIST 483	History of Japan II
HIST 485	History of Chinese Communism
JAPN 105	Introduction to Japanese Language and Culture
JAPN 333	Japanese Life and Culture I
JAPN 334	Japanese Life and Culture II
JAPN 418	Japanese Literature in Translation
KORN 105	Introduction to Korean Language and Culture
KORN 333	Korean Life and Culture
PHIL 307	Asian Philosophy

**ASTD 150, 160 Introduction to Asian Studies (3,3).** [Applicable to the General Education Requirements in Arts and Humanities or Social Sciences.] A survey of the region and an introduction to the interdisciplinary approach taken in Asian Studies. ASTD 150 examines the classical Asian tradition; ASTD 160 treats the "modern" period beginning with approximately the seventeenth century. Although not required, it is recommended that these courses be taken in sequence.

**ASTD 300 The Chinese: Adapting The Past, Building the Future (3).** [May also be taken for HIST credit.] An examination of contemporary Chinese society as it seeks modernization after a century of rapid change.

**ASTD 301 The Japanese: Adapting the Past, Building the Future (3).** [May also be taken for GVPT or HIST credit.] Treats modern Japanese society as it attempts to find its place in the post-Cold War international system after a century of imperial expansion, ruinous defeat, and renewal.

**ASTD 302 The Two Koreas: Problems and Prospects (3).** [May also be taken for HIST credit.] An examination of Korean society, North and South: the legacy of the past, unifying factors, internal forces, contemporary issues, prospects for reunification.

**ASTD 303 India: The Weight of Tradition in the Modern World (3).** [May also be taken for GVPT or HIST credit.] A study of contemporary Indian society as it seeks modernization within an age-old culture and caste system. Pakistan is treated where appropriate to subcontinent issues.


**ASTD 304 Southeast Asia: Development Amid Diversity (3).** [May also be taken for HIST credit.] A broad examination of twentieth century Southeast Asia: colonialism, nationalism, independence, factors of unity and disunity, the role of regional organizations (ASEAN), contrasting developmental models.

**ASTD 305 The Pacific Century (3).** [May also be taken for GVPT or HIST credit.] Describes and explains the emergence, from the 19th century onward, of modern nations from the rich and varied cultures and societies of Pacific Asia. Provides students with an understanding of the historical and geographical context of Pacific Asian development.

**ASTD 306 Inner Asia: Peoples, History, and Politics (3).** [May also be taken for GVPT or HIST credit.] A survey of the peoples, history, and politics of the Turkestani and Mongolian nations and their interaction with other major Asian states. Equal attention to the periods before and after the collapse of the Soviet Union in 1991.

**ASTD 307 Russia and the Far East (3).** [May also be taken for GVPT or HIST credit.] Provides an understanding of cultural, historical, and political developments pertaining to Russia considered as an Asian nation. Development of Siberia and the Far Eastern Maritime Provinces, as well as relationships with other members of the post-1991 Commonwealth

of Independent States, will be emphasized.

**ASTD 485 Great Issues in Asian Studies (3).**  [May also be taken for GVPT or HIST credit.] Prerequisite: junior standing or permission of the lecturer. Focuses on a comparative study of the broad issue of modernization in Asian nations. Integrates and complements previous study about Asia.

**Astronomy** *See Science*

**Biology** *See Science*

**Botany** *See Science*

---

## Business and Management

---

To earn Business and Management credit, students may select from a variety of course designations. Courses in **Business and Management (BMGT)** survey the traditional areas of accounting, business law, finance, management, marketing, and personnel/labor relations. **Management Studies (MGST)** courses focus on developing skills such as communication, leadership, delegation, and performance evaluation—skills that students can readily use in managerial positions. Selected courses in Management (MGMT) may also be offered.

All BMGT courses may be applied toward a primary area of specialization in either Management Studies or Business and Management. MGST courses may be used as part of a primary area of specialization in Management Studies or as related or elective courses for the Business and Management specialization. Refer to the section on “Bachelor’s Degrees” for specific MGST and BMGT degree requirements.

**BMGT 110 Introduction to Business and Management (3).** A survey course covering the management and control of an organization or business enterprise. It provides the recommended preparation for all other BMGT courses.

**ACCT 220, 221 Principles of Accounting (3, 3).** Recommended that students have completed MATH 101 before enrolling in this course. ACCT 220 is the prerequisite for ACCT 221. The principles of accounting for business enterprise and the use of

accounting data in making business decisions. Students without previous bookkeeping knowledge or experience should consider taking OADM 2304 and 2305, Office Accounting I and II, from Central Texas College. Not open to students who previously earned credit in BMGT 220, 221. ACCT courses are applicable to BMGT degree programs.

**BMGT 330 Entrepreneurship and New Venture Planning (3).** An overview of entrepreneurship and planning new business ventures for prospective entrepreneurs and managers. Topics include developing entrepreneurial ideas and innovations; strategic planning; marketing research, analysis and planning; advertising, promotion and sales; financial planning and financing; operations and services planning; human resource planning and management; analysis of risk; information management strategy and the advent of the World Wide Web; legal aspects of new venture planning; and global venturing. Students may receive credit for only one of the following courses: BMGT 330 or MGMT 330.

**BMGT 340 Business Finance (3).** Prerequisite: ACCT 221. This course deals with principles and practices involved in the organization, financing, and rehabilitation of business enterprises; the various types of securities and their use in raising funds, apportioning income, risk and control; intercorporate relations; and new developments. Emphasis on solution of problems of financial policy faced by management.

**BMGT 350 Marketing Principles and Organization (3).** An introductory course in the field of marketing. Its purpose is to give a general understanding and appreciation of the forces operating, institutions employed, and methods followed in marketing agricultural products, natural products, services, and manufactured goods.

**BMGT 360 Human Resource Management (3).** This course deals with the problems of directing and supervising employees under modern industrial conditions. Two phases of personnel administration are stressed, the application of scientific management and the importance of human relations in this field.

**BMGT 362 Labor Relations (3).** A study of the development and methods of organized groups in industry with reference to the settlement of labor disputes. An eco-

## Course Offerings


nomie and legal analysis of labor union and employer association activities, arbitration, mediation, and conciliation; collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions.

**BMGT 364 Management and Organization Theory (3).** The development of management and organization theory, nature of the management process and function and its future development. The role of the manager as an organizer and director, the communication process, goals and responsibilities.

**BMGT 378 Legal Environment of Business (3).** Prerequisite: one course in BMGT. Principal ideas in law stressing those relevant for the modern business executive with focus on legal reasoning as is has evolved in this country. Leading anti-trust cases illustrating the reasoning process as well as the interplay of business, philosophy, and the various conceptions of the nature of law which give direction to the process. Examination of contemporary legal problems and proposed solutions, especially those most likely to affect the business community. Students may receive credit for only one of the following courses: BMGT 378 or BMGT 480.

**BMGT 380, 381 Business Law (3, 3).** Legal aspects of business relationships, contracts, negotiable instruments, agency, partnership, corporations, real and personal property, and sales.

**BMGT 385 Production and Operations Management (3).** Recommended that students have taken MATH 101 and GNST 201 before enrolling in this course. Studies the operation of a manufacturing enterprise, concentrating on the economics of production. Introduces a grounding in analytical method early so that the broad problem areas of system design, operation and control can be based upon the analytical method. A student may earn credit for only one of the following courses: BMGT 385 or MGST 318.

**BMGT 392 International Business Management (3).**  A study of the domestic and foreign environmental factors affecting the international operations of U.S. business firms. The course also covers the administrative aspects of international marketing, finance and management.

## Course Offerings

**BMGT 395 Customer Service Management (3).** A study of customer services accompanying a core product and the service products themselves. Problems and issues related to the service mix, service-level decisions, the formulation of service policies, customer service management, the development of customer service staff, training, and evaluation are analyzed. Discussion covers customer information, customer surveys and suggestions, the handling of complaints and adjustments, techniques for dealing with difficult and angry customers, dissemination of information, credit services, maintenance, technical service, and the development of new programs. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, or MGMT 398A.

**BMGT 425 Total Quality Management (3).** Prerequisite: GNST 201. A survey of methods used to apply methods of total quality management (TQM) in various organizational settings to improve quality and productivity. Topics include evolution of TQM theory; TQM models, tools, and techniques; development of TQM teams; production of graphs and charts; strategies for meeting customer expectations; benchmarking; and comparison of TQM applications. Students may receive credit for only one of the following courses: BMGT 425 or MGMT 425.

**BMGT 460 Human Resource Management: Analysis and Problems (3).** Prerequisite: BMGT 360. Recommended that GNST 201 be taken prior to this course. Job evaluation and merit rating and other personnel management techniques generally employed in business.

**BMGT 461 Entrepreneurship (3).** Prerequisite: completion of core requirements in BMGT including accounting, marketing, and personnel management. A study of the process of creating new ventures. The skills, concepts, knowledge, and attitudes considered essential for starting a business are introduced. Procedures for evaluating the opportunity, the financing requirements, and the entrepreneurial team are clarified.

**BMGT 464 Organizational Behavior (3).** [May also be taken for PSYC credit.] Prerequisite: BMGT 364. An examination of research and theory concerning the forces which contribute to organizational behavior.

Work group behavior, supervisory behavior, intergroup behavior, employee goals and attitudes, communication problems, organizational change and organizational goals and design.

**BMGT 468 Employment Law for Business (3).** A conceptual and functional analysis of the legal framework and principles of industrial and employment relations with special emphasis on discrimination in the workplace. Primary areas of study include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; relevant labor management issues; and employee benefits. Salient global issues will also be examined. Students may receive credit for only one of the following courses: BMGT 468 or BMGT 462.

**BMGT 482 Business and Government (3).** Prerequisite: ECON 203 or 205. A study of the role of government in modern economic life. Social control of business as a remedy for the abuses of business enterprise arising from the decline of competition. Criteria of limitations on government regulation of private enterprise.

**BMGT 496 Business Ethics and Society (3).** Prerequisite: one course in BMGT. A study of the standards of business conduct, moral values, and the role of business in society, with consideration of the sometimes conflicting interests and claims on the firm and its objectives.

**MGST 160 Principles of Supervision (3).** Provides a basic understanding of the skills required to effectively supervise and manage employees in organizations. Topics include the roles and functions of the supervisor; recruiting and evaluating workers; task delegation and motivational strategies; training and professional development; communication and conflict management; and time management.

**MGST 310 Managerial Leadership (3).** This course provides a thorough treatment of the concepts and principles of effective managerial leadership. Practice in the methods and techniques of effective leadership (motivation, delegation, conflict resolution, employee performance evaluation) are emphasized. A student may earn credit for only one of the following courses: MGST 310, TEMN 310, or MGMT 300.

**MGST 315 Organizational Communication (3).** The course provides a framework

for understanding communication in organizations through the study of theories of organizations and communication. Students analyze the structure and problems of organizational communication and examine skills and techniques to more effectively manage it. A student may earn credit for only one of the following courses: MGST 315, TEMN 315, or MGMT 320.

## Computer Studies

Computer studies students have a variety of course options from which to select. **Computer Applications (CAPP)** courses focus on computer applications in other fields. **Computer and Information Science (CMIS)** courses provide core knowledge of computing principles and applications in areas such as languages and systems, networking, and software engineering. **Information Systems Management (ISFM)** courses train students for business information systems applications and business-oriented decisions. Proficiency in mathematics equivalent to the MATH 101 level should be considered prerequisite to any course in Computer and Information Science (CMIS).

Please note that students wishing to earn a bachelor's degree with a Primary Area of Specialization in any Computer Studies program may need to take some courses via Distance Education. This is likely for certain ISFM courses, and is particularly likely for the CMIS specialization, because the 300- and 400-level courses required for this specialization will often be available only via Distance Education.

## Computer Applications

**CAPP 305 Introduction to Visual Basic Programming (3).** Prerequisite: CMIS 102 or equivalent. A structured approach to developing programs using the Visual Basic language with Windows. Hands-on experience in implementing features of this event-driven, visual interface for program design is provided. Programming projects in Visual Basic are included.

**CAPP 310 Desktop Publishing (3).** Prerequisite: Basic familiarity with personal computers and experience with a word-processing or text-editing program. An introduction to concepts and methods of desktop publishing. Highlights include the design and layout of a publication, the

choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interfacing with high-level printing equipment to produce a final document.

**CAPP 311 Advanced Desktop Publishing (3).** Prerequisite: CAPP 310 or equivalent. A project-oriented study of the concepts and methods of desktop publishing. Techniques for using color in page layouts are implemented. Features essential to multimedia presentations are integrated with techniques for capturing and editing photos to produce business publications.

**CAPP 340 Computer Applications in Management (3).** Prerequisite: IFSM 201, CAPP 300, or equivalent. An overview of computer-based information-system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and the academic entities. Consideration is also given to management planning at the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340 or CMIS 350.

**CAPP 385 Internet: A Practical Guide (3).** Prerequisite: IFSM 201, CAPP 300, or equivalent experience. An introduction to the Internet and the World Wide Web. Topics include: basic principles and protocols of the Internet; configuration and use of graphical Web browsers, application programs such as telnet, FTP, e-mail, and Net news readers; finding and retrieving information on the World Wide Web, and use of portals and search engines; introduction to HTML and Web page design. Internet security measures are discussed as are social, ethical, and legal issues related to the growth of the Internet. Students will design and publish a Web page.

**CAPP 386 Internet: An Advanced Guide (3).** Prerequisite: CAPP 385 or equivalent; access to an Internet Service Provider is recommended, although not required. This course emphasizes advanced applications for the Internet and the World Wide Web. Topics include Web page design incorporating such features as frames, animation, and cascading style sheets. The course will introduce dynamic HTML and JavaScript. Projects include a published Web page.

**CAPP 498B Advanced Visual Basic Programming (3).** Prerequisite: CAPP 305 or equivalent. An investigation of advanced Visual Basic programming concepts, tools, and methods. Topics include object linking and embedding (OLE), dynamic data exchange (DDE), and data access objects (DAO) for interface with other applications and databases. Emphasis is on application design and development. Practical opportunities to design and develop complete applications integrating multiple features of the Visual Basic programming language are provided.



## Computer and Information Science

**CMIS 102 Introduction to Problem Solving, Algorithm Design and Programming (3).** MATH 101 recommended. This course focuses on techniques for finding solutions to problems through the use of structured programming and step-wise refinement. It covers principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving. The basic features of the C++ language are introduced and students will have programming assignments.

**CMIS 140 Programming in C++ (3).** Prerequisite: CMIS 102 or equivalent; taking CMIS 102 and 140 in consecutive terms is recommended. This course concentrates on structured programming and introduces object-oriented programming concepts. It covers detailed algorithm design, the implementation of simple data structures and complex data elements such as arrays, structures, and enumerated types. It introduces object-oriented constructs such as classes and encapsulation. The discipline, methodologies, and techniques

## Course Offerings

of software development are studied. There will be programming assignments in C++.

**CMIS 160 Discrete Mathematics for Computing (3).** Prerequisite: MATH 107 or equivalent. An introduction to discrete mathematical techniques used for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering. Not acceptable as mathematics credit in the General Education Requirements.

**CMIS 240 Data Structures and Abstraction (3).** Prerequisite: CMIS 140; taking CMIS 140 and 240 in consecutive terms is recommended. Presentation of and practice in additional features of C++. Concepts and techniques of data abstraction and data structures are studied. Topics include structuring, storing, and accessing data; using sort/merge methods; and updating, deleting, and inserting records in data structures such as linked lists and trees. Students may receive credit for only one of the following courses: CMIS 240 or CMIS 315.

**CMIS 310 Computer Systems and Architecture (3).** Prerequisites: CMIS 140 and CMIS 160. A study of the fundamental concepts and interrelationships of computer architecture and operating systems and the functional approach to components of a computer system. Students may receive credit for only one of the following courses: CMIS 310 or CMIS 270.

**CMIS 320 Relational Databases (3).** Prerequisite: CMIS 140; CMIS 310 recommended. A study of the functions and underlying concepts of relationally organized database systems. The description and application of data models to database systems are discussed. The entity/relationship (E/R) model and Codd's relational theory—including relational algebra, normalization and integrity constraints, and the SQL language—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using the latest version of Oracle).



## Course Offerings

**CMIS 325 UNIX with Shell Programming (3).** Prerequisite: CMIS 140, CMIS 150, or equivalent. A study of the UNIX operating system. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system. Students may receive credit only once under this course number.

**CMIS 330 Software Engineering Principles and Techniques (3).** Prerequisite: CMIS 240; CMIS 310 is recommended. A study of the process of software engineering from initial concept through design, development, testing, and maintenance to retirement of the product. Development life-cycle models are presented. Issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures are considered.

**CMIS 340 Programming in Java (3).** Prerequisite: CMIS 140 and 240, and knowledge of HTML. Students will learn the essentials of Java programming. They will learn to write Java applications and applets. The course focuses on using the AWT and Swing to write applets for the World Wide Web. Emphasis is given to the Object Oriented Paradigm as it applies to Java. Brief introduction to advanced topics in Java will be provided towards the end of the course.

**CMIS 345 Object-Oriented Design and Programming (3).** Prerequisite: CMIS 240, CMIS 315, or equivalent. An examination of the principles, practices, and applications of programming in an object-oriented environment. Techniques and language features of object-oriented design are implemented in programming projects. Students may receive credit only once under this course number.

**CMIS 370 Data Communications (3).** Prerequisite: CMIS 310 or equivalent. Investigation of the effects of communication technology on information systems. Major topics include components of communication systems, architectures and protocols of networks, security measures, regulatory issues, and the designing of network systems. Issues and applications in local area networks and communication services are covered. Students may re-

ceive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

**CMIS 415 Advanced UNIX and C (3).** Prerequisites: CMIS 240 and CMIS 325; CMIS 310 recommended. An investigation of the interaction between the UNIX operating system and the C programming language. The features of UNIX that support C, including library and system calls, UNIX utilities, debuggers, graphics, and file structure, are presented. Programming projects in C that implement UNIX command features are assigned.

**CMIS 420 Advanced Relational Databases (3).** Prerequisite: CMIS 320 or equivalent. A study of advanced logical and physical design features and techniques of relational databases appropriate to the advanced end user, database designer, or database administrator. Topics include object-relational concepts, data modeling, challenge areas, physical design in relation to performance, and relational algebra as a basis of optimizer strategies. Future trends, advanced concurrency control mechanisms, and maintenance issues such as schema restructuring are addressed. Projects include hands-on work (using the latest version of Oracle) that involves designing and implementing a small database, creating triggers, loading through forms and utility, querying through interactive and embedded SQL, restructuring schema, and analyzing performance.

**CMIS 435 Computer Networking (3).** Prerequisite: CMIS 370 or equivalent. An overview of communications topics such as signaling conventions, encoding schemes, and error detection and correction. Emphasis is on routing protocols for messages within various kinds of networks, as well as on methods that network entities use to learn the status of the entire network. Students may receive credit for only one of the following courses: CMIS 435 or CMSC 440.

**CMIS 445 Distributed Systems (3).** Prerequisites: CMIS 310 and CMIS 325 or equivalent. An exploration of protocols and methods for allocating to more than one processor various parts of the work associated with a single task. Emphasis is on environments such as array processing, parallel processing and multiprocessor systems, and communication among co-operating processes. Topics include reliability, security, and protection, as well as how these issues affect the development of programs and systems. Projects include programming. Standards for object-ori-

ented programming (Common Object Request Broker Architecture) will be discussed. Students may receive credit for only one of the following courses: CMIS 445 or CMSC 445.

**CMIS 455 Requirements Development (3).** Prerequisite: CMIS 330. A study of concepts and techniques for planning and developing high-quality software products. Fundamentals of specification (including formal models and representations, documents, and standards) are examined. Methods of specifying and developing requirements for generating software are discussed. Projects using these techniques are included. Students may receive credit only once under this course number.

**CMIS 460 Software Design and Development (3).** Prerequisite: CMIS 330 or equivalent. An in-depth treatment of the concepts and techniques for designing and developing software for large projects. Design strategies, principles, methodologies, and paradigms are discussed, as are evaluation and representation. Architectural models and idioms, development tools and environments, implementation guidelines and documentation, and organization of design and development functions are included. Issues of program quality, program correctness, and system integration are addressed. Project work incorporates principles and techniques of software design and development.

**CMIS 465 Software Verification and Validation (3).** Prerequisite: CMIS 330 or equivalent. A study of tools, methods, and current practices used in assessing the quality and correctness of software. Topics and issues examined include the roles of testing and formal verification, fundamentals and formal models of program verification, planning and documentation for quality assurance, methods of performing technical reviews, strategies of system testing and integration planning, and principles and practices used in conducting tests.

## Information Systems Management

**IFSM 201 Introduction to Computer-Based Systems (3).** An introduction to the fundamentals of computer-based information systems. Hardware, software, procedures, systems, and human resources are introduced. Integration and applications in business and in other segments of society are assessed. The fundamentals of solving problems by computer are discussed. A



brief introduction to the Internet and software packages (e.g., word processing, spreadsheet, and database) is given. Assignments include selected lab and homework activities in basic information systems software applications such as text processing, spreadsheet usage, database management, and information retrieval from the Internet. All software used operates in a Windows environment. Students may receive credit for only one of the following courses: CAPP 300 or IFSM 201.

**IFSM 296 COBOL Programming I (3).** Prerequisite: IFSM 201 or equivalent. An introduction to COBOL, a business-oriented programming language, with some of its standard applications.

**IFSM 297 COBOL Programming II (3).** Prerequisite: IFSM 296 or equivalent. Practice in designing complex systems, sophisticated file structures, and advanced COBOL facilities for use in business and industry. A programming style is developed that minimizes errors and facilitates modification and maintenance. Students may receive credit for only one of the following courses: CMIS 180 or IFSM 297.

**IFSM 300 Information Systems in Organizations (3).** Prerequisite: IFSM 201 or equivalent. An overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. Human aspects of computing, types of computer systems, and general theory of systems are discussed.

**IFSM 302 Workplace Productivity (3).** Prerequisite: IFSM 201 or equivalent. A survey of techniques for improving the productivity of practices and procedures in the workplace. Teaming (e.g., encouraging employees' participation in group activities, brainstorming, and making meetings more effective) and problem solving (e.g., simplifying work; charting workflow processes; diagramming causes and effects; and using Pareto analysis, histograms, and total quality management) are the two major approaches emphasized.

**IFSM 303 Human Factors in Information Systems (3).** Prerequisite: IFSM 201 or equivalent. A general survey of the application of human factors to the design and use of information systems. The history, development, and current state of development are covered. The contributions of psychology, engineering, and physiology to the development of ergonomics are described.

**IFSM 304 Ethics in the information Age (3).** Prerequisite: IFSM 201 or equivalent. An introduction to information systems as used to provide information for decision making in a democratic society. The philosophy, techniques, and ethical considerations involved in evaluating information systems are evaluated.

**IFSM 310 Software and Hardware Concepts (3).** Prerequisites: IFSM 201 and MATH 107. An in-depth investigation of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. The architectures of processors and storage systems are explored. Implications for system software design are covered. The effects of the design of hardware and system software on the development of application programs in a business environment are discussed. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, or IFSM 310.

**IFSM 320 Office Automation (3).** Prerequisite: IFSM 300 or equivalent. An examination of office information systems, decision-support systems, and the critical elements of data and information systems for business uses. Emphasis is on information-processing considerations at the systems level, including analysis and management of support activities (such as management systems for data and records, systems for electronic filing and retrieving, word processing, micrographics and reprographics, and telecommunications). Interfaces between machines and their users are discussed; current and future technological trends are assessed, and their effects on data processing and the office environment are traced.

**IFSM 390 Multimedia Design and Evaluation for Information Systems Managers (3).** Prerequisite: IFSM 300. An investigation and application of microcomputer-based multimedia systems. Emphasis is on concepts and techniques for creating professional presentations using sound, clip art, video, and text. The Internet is introduced and used as a resource for multimedia projects. Hardware selection is discussed. The effects of multimedia presentations and the social issues involved in their use are examined.

**IFSM 410 Database Concepts (3).** Prerequisite: IFSM 296 or equivalent and IFSM 300. An introduction to the design and management of database systems in a

## Course Offerings

business environment. Topics include the role of databases in organizations, the management of information as a critical business resource, types and functions of database management systems, conceptual data modeling, entity-relationship and semantic data models, and the fundamental principles of relational and object-oriented database design. The implementation and maintenance of database management systems and the role of the database administrator are discussed. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

**IFSM 411 SQL (3).** Prerequisites: IFSM 410 or equivalent. In-depth practice in the use of Structured Query Language (SQL), the most common database manipulation language. The various uses of SQL are illustrated through business-related case studies. The underlying theory of relations, including relational operators, keys, and entity and referential integrity will be discussed.

**IFSM 420 Advanced Database Concepts (3).** Prerequisite: IFSM 410 or CMIS 320. Investigation and application of advanced database concepts, including database administration, database technology, and the selection and acquisition of database management systems. An intensive practicum in data modeling and system development in a database environment is provided. An overview of future trends in data management is also included.

**IFSM 425 Decision Support and Expert Systems (3).** Prerequisite: IFSM 410 or IFSM 411. An analysis of the highest echelon of information support systems, the one that serves the manager user at all levels of decision making. The information provided by such a system is derived from multiple models and databases within and/or external to an organization. Theoretical concepts are applied to real-world applications by analyzing examples from specific organizations. The development and applications of expert systems are examined via popular software packages.

**IFSM 430 Information Systems and Security (3).** Prerequisite: IFSM 300. A survey covering aspects of establishing and maintaining a practical information-security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along

## Course Offerings

with techniques used to assess risks and discover abuses of systems.

**IFSM 438 Project Management (3).** Prerequisite: IFSM 300 or equivalent. An exposition of planning, scheduling, and controlling a system project during its life cycle. The use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts is examined, along with other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.



**IFSM 450 Telecommunication Systems in Management (3).** Prerequisites: IFSM 300 and IFSM 310. An analysis of technical and managerial perspectives on basic concepts and applications in telecommunication systems. The implications of the regulatory environment and communications standards on transmission of voice, data, and image are examined. Other topics include an overview of local area networks (LANs), distributed data processing, and trends in telecommunication. Students may receive credit for only one of the following courses: CMIS 370 or IFSM 450.

**IFSM 460 Systems Analysis (3).** Prerequisites: IFSM 300 and a high-level programming language (foundation courses). A study of the methods used in analyzing

needs for information and in specifying requirements for an application system. Topics covered include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification for a system. Students may receive credit for only one of the following courses: CMIS 450 or IFSM 460.

**IFSM 465 Systems Design (3).** Prerequisite: IFSM 460 or equivalent. A study of the concepts and techniques of developing a physical design for an operational system on the basis of the logical design developed in IFSM 460. Implementation of the operational system, integration of computer technology, analysis and design of systems, and aspects of organizational behavior in the design support system are examined. Students may receive credit for only one of the following courses: CMIS 460 or IFSM 465.

**IFSM 490 Information-Systems Resource Management (3).** Prerequisite: IFSM 300; at least 9 semester hours in upper-level computing courses recommended. A theoretical study of information systems resource management. Practical principles of computer technology, systems analysis and design, and organizational theory and design are amalgamated.

**Chinese** *See Foreign Languages*

## Distance Education

The Asian Division offers a wide variety of Distance Education (DE) courses. In addition, students from the Asian Division may take DE courses offered by UMUC's European Division, and courses provided by UMUC's Statewide Programs in Maryland. DE courses are intended primarily for students whose duty schedule or location make it difficult for them to enroll in a regularly scheduled class. The courses are computer-based, requiring students to have access to the Internet. All courses last sixteen weeks. Students can work on their assignments at any time, often in their own homes, and keep in touch by e-mail with an instructor and fellow students, most of whom are located at different Asian Division sites. The Asian Division's Distance Education office can provide information about specific course offerings, schedules, and registration procedures. You may also access the DE site: <http://www.umucad.org/>

## Economics

Courses in economics provide a useful complement for programs of study in business and management, as well as fields ranging from Asian studies to government and politics. Begin with ECON 201 (or 205) or ECON 203. College-level mathematics, while not formally required, is recommended before a student enrolls in economics courses.

**ECON 201 Principles of Economics I (3).** [Credit will be given for either ECON 201 or 205, but not for both.] An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is placed on the roles of monetary and fiscal policy in the conduct of macroeconomic policy. The efficacy of wage and price controls is analyzed.

**ECON 203 Principles of Economics II (3).** This course emphasizes the behavior of individual consumers and business firms, problems of international trade and finance, the distribution of income, policies for eliminating poverty and discrimination, the problem of environmental pollution, and the impact of different market structures upon economic activity.


**ECON 205 Fundamentals of Economics (3).** [Credit will be given for either ECON 201 or 205, but not for both.] A one-semester introduction to the principles of economics and their applications to the leading economic problems of society, including inflation, unemployment, population, poverty, urban renewal, inequality, monopoly, environmental protection, international trade, imperialism, economic planning, and comparative economic systems.

**ECON 301 Current Issues in American Economic Policy (3).** [May also be taken for BMGT credit.] Prerequisite: ECON 201 or 203 or 205. Analysis of current economic policy problems. Application of available facts and elementary techniques to the study of such policy problems as inflation, unemployment, taxation, population, income distribution, and welfare programs.

**ECON 380 Comparative Economic Systems (3).** [May also be taken for BMGT or GVPT credit.] Prerequisite: ECON 201 or 203 or 205. A comparative analysis of the theory and practice of various types of

economic systems, with special attention being given to the economic systems of the United States, the Soviet Union, mainland China, Western and Eastern Europe, and lesser developed countries.

**ECON 430 Money and Banking (3).** [May also be taken for BMGT credit.] Prerequisite: ECON 201 and 203. A study of the relation of money and credit to economic activity and prices; the impact of public policy in financial markets and in markets for goods and services; policies, structure, and functions of the Federal Reserve System; organization, operation, and functions of the commercial banking system, as related particularly to questions of economic stability and public policy.

**ECON 440 International Economics (3).**  [May also be taken for BMGT credit.] Prerequisite: ECON 201 and 203. A descriptive and theoretical analysis of international trade, balance of payments accounts, the mechanism of international economic adjustment, comparative costs, economics of customs unions.

## Education

The Asian Division offers a limited number of education courses at selected locations.

**EDUC 316 Foundations of Education (3).** The major historical, social, and philosophical concepts which undergird present educational philosophy, objectives, forms and practices. Discussion of the administration and organization and the financing of and laws dealing with American education. Emphasis also on values and the teaching of values.

**EDUC 405 Classroom Assessment (3).** Theory and practice of formal and informal assessment and the development and use of classroom assessments, including tests, performance assessments, rating scales, portfolios, observations, and oral interactions. Provides an overview of strategies for assessing student performance and incorporates these strategies into the development of original assessment tasks.

**ELED 301 Theory and Practice/Elementary (3).** Theory and teaching techniques appropriate for elementary school children. Attention given to recent research on effective teaching; planning, implementing and evaluating lessons;

motivating and organizing for effective instruction; and meeting the needs of diverse school populations.

**SCED 304 Methods of Teaching/Secondary (3).** An integrated methods course of practices and processes related to teaching in the secondary school. The course has two segments: general methods for all secondary students, and specific methods in the student's selected content area.

**SPED 403 Orientation to Special Education (3).** Review of the historical development of educational interventions for disabled persons. Discussion of the various philosophies, legal issues and problems that are currently at issue in special education. Study of the professional, parent, local, state, and federal agencies dealing with exceptional children.

**ELED 401 Directed Teaching and Seminar/Elementary (6 s.h.)**  
*and*

**SCED 401 Directed Teaching and Seminar/Secondary (6 s.h.).** Prerequisite: Completion of the NTE (National Teachers Exam) Core Battery either prior to or concurrent with enrollment; a minimum of 18 s.h. of content coursework; and at least 15 s.h. of education coursework including ELED 301 or SCED 304. Students are required to participate in all activities of the teacher in the classroom, in the school, and in the community. Beginning with a period of observation and orientation, students receive assignments of increasing difficulty until they are capable of assuming full responsibility for teaching.

## Other Education Course Offerings

**EDCP 410 Introduction to Counseling and Personnel Services (3).** Presents principles and procedures, and examines the functions of counselors, psychologists in schools, school social workers, and other personnel service workers.

**EDHD 460 Educational Psychology (3).** [May also be taken for PSYC credit.] Prerequisite: PSYC 100 or equivalent. Examination of research and problems in educational psychology. Measurement and significance of individual differences, learning, motivation and emotions, transfer of learning, intelligence, attitudes, problem solving, understanding and thinking, communicating knowledge. Overview of educational psychology with an emphasis on learning processes.

## Course Offerings

**EDMS 451 Introduction to Educational Statistics (3).** A first course in statistics for students in education. Educational applications of descriptive statistics, including measures of central tendency, variability and association. Credit will be given for only one course: BMGT 230, GNST 201, PSYC 200, STAT 100, or EDMS 451.

## English and Communication Studies

University of Maryland University College has an extensive program of communication skills, writing, and literature courses. In the Asian Division, students can complete a baccalaureate with a Primary Area of Specialization in English (B.A. only), or a Primary Area of Specialization in Communication Studies (B.A. or B.S.). Communication, writing, and literature courses may be used to fulfill requirements in all certificate and degree programs.

## Communication Skills Courses

These courses are designed to help students read and write effectively in college courses, as well as in their professional work. They are particularly recommended for students returning to the classroom. Communication skills courses can be applied as electives in all certificate and degree programs.

**EDCP 100A Grammar Review (1).** [Elective credit.] Designed to review the principles of basic English grammar through the study of parts of speech, basic sentence structure, mechanics, and word usage.

**EDCP 100B Effective Reading Skills (1).** [Elective credit.] Designed to improve basic reading comprehension skills. This course covers word-level, sentence-level, and paragraph-level reading strategies.

**EDCP 100C Vocabulary and Word Usage (1).** [Elective credit.] Designed to increase students' vocabulary, this course focuses on college-level vocabulary building.

**EDCP 108 Introduction to College Study Skills (1-3).** [Elective credit.] A course designed to help adult students develop efficient study habits. Emphasis is on the acquisition of skills needed to learn effec-

## Course Offerings

tively, such as reading, writing, and study skills; listening and note taking; techniques of the term paper; and taking examinations.

### Basic Courses in Writing

Since writing skills are critical to success in college work, students are required to complete ENGL 101 Introduction to Writing within their first 12 s.h. hours of study. Important follow-up writing courses, at least one of which must also be taken to fulfill the GER communications requirement, are ENGL 102, 291, and COMM 293. Students planning to transfer credits in English to institutions requiring two semesters of freshman English should take both ENGL 101 and either ENGL 102 or 291.

**A placement test, available at Education Centers, is administered to students as a guide to initial enrollment in the Maryland English program. Students must take this test prior to their first enrollment in English with the Asian Division to assure that they are placed in a course appropriate to their abilities and backgrounds.**

**ENGL 100 Elements of English (3).** [Elective credit.] A basic writing course which focuses on paragraph development. Through study of sentence construction, word usage, punctuation, and grammar, it provides skills needed for effective writing. Strongly recommended for all students who feel they could benefit from a course covering the basic structure of English before enrolling in ENGL 101 or a foreign language course. Not open to students who have taken COMP 100; open to students who have taken ENGL 101 only by permission.

**ENGL 101 Introduction to Writing (3).** [Required for all Maryland degrees.] Prerequisite: ENGL 100 or an appropriate score on the Maryland English placement test. This course is designed to teach students effective writing and clear thinking at the sentence, paragraph and essay levels. From the rhetorical perspective, students learn to formulate purpose, to identify an audience, and to select and use methods of development, such as definition, comparison/contrast, and cause/effect analysis. ENGL 101 is a prerequisite for all other courses in English.

**ENGL 102 Composition and Literature (3).** [Applicable to the General Education Requirement in Communications. May also be taken for Arts and Humanities credit.] Prerequisite: ENGL 101. Using readings in literature as a focus, this course will give students further practice in writing. It concentrates on academic writing forms: critical analysis of literature through a variety of modes such as comparison/contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

**ENGL 106 Writing the Term Paper (1).** [Applicable to the General Education Requirement in Communications.] Designed as an intensive study of the term paper. This course requires study of both the MLA and APA styles of documentation.

**ENGL 291 Expository Writing (3).** [Applicable to the General Education Requirement in Communications.] Prerequisite: ENGL 101. This course provides students with more advanced practice in critical reading and critical thinking. Instruction focuses on the processes of working with information and ideas acquired primarily through research: summary, critical analysis, and interpretation. Students write several papers, including a research paper.

**COMM 293 Technical Report Writing (3).** [Applicable to the General Education Requirement in Communications.] Prerequisite: ENGL 101. An introduction to the process of technical writing. Techniques of information planning, audience analysis, and document design are discussed and practiced. Emphasis is on readable paragraphs, clear sentences, appropriate word choices, and formats for memos, letters, and reports. Students may receive credit for only one of the following courses: COMM 293 or ENGL 293.

**ENGL 294 Introduction to Creative Writing (3).** [Applicable to the General Education Requirement in Communications and Arts and Humanities.] Prerequisite: ENGL 101. An introductory writing course designed to develop critical awareness, creativity, and skill in writing and analyzing poems and short stories.

### Upper-level Writing Courses

In addition to ENGL 101 or its equivalent, students should complete at least one subsequent 3-semester-hour writing course, such as ENGL 102 or ENGL 291,

before enrolling in upper-level courses in writing. The completion of at least one upper-level intensive writing course is required for all bachelor's degrees. Courses fulfilling the upper-level writing requirement are designated by the symbol (✍).

**COMM 390 Writing for Managers (3).** ✍ Prerequisite: ENGL 101 and an additional 3 s.h. course in writing. A practicum in the kinds of writing skills that managers need for the workplace. Critical communication skills emphasized include organizing information effectively, writing for a specific purpose and audience, mastering the mechanics of written English, and polishing and evaluating one's own writing.


**ENGL 391 Advanced Composition (3).** ✍ Prerequisite: ENGL 101 and an additional 3 s.h. course in writing. Advanced practice in reading, thinking, and writing critically, and in presenting ideas and factual information clearly, effectively, and persuasively. The course will focus on argumentative/persuasive techniques, and will include discussion and evaluation of published writings, in addition to a range of required writing assignments.

**COMM 393 Technical Writing (3).** ✍ Prerequisite: ENGL 101 and an additional 3 s.h. course in writing. Students will write a variety of reports (proposal, progress, analytic, feasibility) manuals, procedures and instructions. Assignments may also include the resume, correspondence, and oral presentations. Instruction focuses on building skills in critical thinking, research, and document design. Students may receive credit for only one of the following courses: COMM 393 or ENGL 393.


**COMM 394 Business Writing (3).** ✍ Prerequisite: ENGL 101 and an additional 3 s.h. course in writing. An introduction to the various dimensions of effective business writing. In addition to issues of purpose, audience, and style, focus is on strategies for conveying ideas and information whether the format is executive summary, promotional flyer, or claims-adjustment correspondence. Coverage of communication productivity and technologies provides students with information about issues and trends in business communication. Students may receive credit for only one of the following courses: COMM 394 or ENGL 394.


## Literature Courses


All literature courses are applicable to the General Education Requirements in Arts and Humanities. Students enrolling in an upper-level literature course are expected to have completed a minimum of 6 s.h. in English courses other than ENGL 100. For a specialization in English, students must complete 12 s.h. of upper-level literature courses.


**ENGL 201 Western World Literature, Homer to the Renaissance (3).**  A survey of classic literature from Greek, biblical, Roman, and medieval civilizations. Attention is given to literary forms as well as to the ways they reflect the values of their cultures.



**ENGL 202 Western World Literature, Renaissance to the Present (3).**  A survey of European classic writings from the Renaissance to the modern age. Attention is given both to literary form and to how the works reflect the changing ideas and values of European civilization.

**ENGL 205 Introduction to Shakespeare (3).**  Representative plays from each genre: comedy, history, tragedy and romance.


**ENGL 221 American Literature, Beginning to 1865 (3).**  This survey course introduces students to key writers from the colonial days to 1865 and discusses trends in history and literature that shaped American thought and culture.


**ENGL 222 American Literature, 1865 to the Present (3).**  A survey of key writers since 1865 including how their works reflect trends in the development of American thought and culture.

**ENGL 240 Introduction to Fiction, Poetry and Drama (3).** A study of readings in the genres of the novel, short story, poetry and drama, drawn primarily from the 19th and 20th centuries.


**ENGL 244 Introduction to Drama (3).** A survey of the basic literature and movements of drama from the classical Greeks to modern times.

**ENGL 250 Introduction to Literature by Women (3).** A survey of literature by and about women from the Middle Ages to the present.

**ENGL 303 Critical Approaches to Literature (3).**  Prerequisite: ENGL 101 and an additional 3 s.h. course in writing. A study of the techniques of literary analysis, introducing the major current literary theories: formalism, structuralism, deconstruction, feminist, psychoanalytic, reader-response, new-historicism, and post-colonial. Emphasis is on a close reading of texts to enhance students' ability to understand and appreciate literature.

**ENGL 304 Major Works of Shakespeare (3).**  Close readings of both poetic and dramatic works drawn from both the early and late periods: comedies, histories, tragedies, and tragicomedies.

**ENGL 454 Modern Drama (3).** The plays of major Continental, American, and British dramatists from Ibsen to the present.

**ENGL 457 The Modern Novel (3).**  An exploration of the innovative stylistic devices of the twentieth-century novel (both native and foreign). Central themes and perceptions of the novelists—often reflecting the disillusionment, the confusion, and the sense of alienation of the modern era—are scrutinized.

## Speech Courses

**SPCH 100 Foundations of Speech Communication (3).** A study of oral communication principles, including verbal and nonverbal language, listening, group dynamics, and public speaking. Emphasis in this course is upon the application of these principles to contemporary prob-

## Course Offerings

lems and upon the preparation of different types of discourse.

**SPCH 125 Introduction to Interpersonal Communication (3).** A study of interpersonal communication and its application, including: one-to-one interaction; verbal/nonverbal effectiveness; self-disclosure/self-assertion; active listening/empathic understanding; communication among strangers, acquaintances, friends; intimate communication; family communication; and interviewing.

## Foreign Languages

A student who has received high school credit for one year of a foreign language may take any course in the same language and receive full University of Maryland credit. A student who has received high school credit for two or more years of the same language can receive UMUC credit for the first course in that same language only if at least four years have elapsed between that last high school language course and the date of enrollment in the first Maryland language course.

Students may not establish credit in the 100- and 200-level courses of their primary language. The University reserves the right to determine the primary language of a student. Usually, it is the one the student first learned to read and write as a child through regular schooling. It is not necessarily, therefore, the language of the parents or that of the country in which the student was born.

Foreign language courses build on specific knowledge gained by students in previous courses, and thus, after successfully completing a language course, a student may not take a less advanced course for credit (e.g., may not take JAPN 111 after JAPN 112, or KORN 114 after KORN 115.) A student may not take two different courses in the same foreign language (for example, JAPN 112 and 114) at the same time. Foreign language courses are applicable to the General Education Requirement in Arts and Humanities.

Life and Culture courses do not satisfy the 12 s.h. B.A. language requirement. Life and Culture courses are applicable to the General Education Requirements in Arts and Humanities; for up to six hours credit

## Course Offerings

in a history, foreign language, or area studies primary area of specialization; or for history credit in the secondary area of specialization.

Three semester hours of foreign language may be used to satisfy the “international perspective” General Education Requirement.

### Chinese

**CHIN 101, 102 Elementary Chinese (6, 6).** CHIN 101 is a prerequisite for CHIN 102. Basic structures and vocabulary in Mandarin Chinese. Five hundred characters. Oral-lingual and communication-oriented approach.

**CHIN 201, 202 Intermediate Chinese (3, 3).** Prerequisite for CHIN 201, CHIN 102 or equivalent. CHIN 201 is prerequisite for CHIN 202. Intermediate stage of language training in Mandarin Chinese. Additional patterns and vocabulary and one thousand more characters. Oral ability emphasized. Culturally oriented texts.

### Japanese

**JAPN 105 Introduction to Japanese Language and Culture (3).** Conducted in English. (Applicable to the General Education Requirement in Arts and Humanities.) No prior language training required. An introduction to Japanese language and culture. Emphasis on practical application of course material. Not open to students whose native language is Japanese. Not applicable to the UMUC foreign language requirement.

**JAPN 111, 112 Elementary Japanese (3, 3).** JAPN 111 is the prerequisite for JAPN 112. Integrated study of the fundamentals of the Japanese language. Emphasis on listening comprehension and speaking with an introduction to reading and writing.

**JAPN 114, 115 Elementary Japanese (3, 3).** The prerequisite for JAPN 114 is JAPN 112. JAPN 114 is the prerequisite for JAPN 115. Further integrated study of Japanese. Reading and writing ability developed.

**JAPN 221, 222 Intermediate Japanese (3, 3).** The prerequisite for JAPN 221 is JAPN 115. JAPN 221 is the prerequisite for JAPN 222. Continued integrated study of Japanese. Emphasis on reading, writing and cultural phases.

**JAPN 333, 334 Japanese Life and Culture (3, 3).** Conducted in English. (Applicable to the General Education Requirements in Arts and Humanities.) No prior language training required. JAPN 333 is not a prerequisite for JAPN 334. Study of the origin and historical background of contemporary Japanese culture and civilization in connection with the language.

**JAPN 418 Japanese Literature in Translation (3).** Conducted in English. Representative works of Japanese literature in translation. May be repeated for a total of six credits when course content differs.

### Korean

**KORN 105 Introduction to Korean Language and Culture (3).** Conducted in English. (Applicable to the General Education Requirement in Arts and Humanities.) No prior language training required. An introduction to Korean language and culture. Emphasis on practical application of course material. Not open to students whose native language is Korean. Not applicable to the UMUC foreign language requirement.

**KORN 111, 112 Elementary Korean (3, 3).** KORN 111 is the prerequisite for KORN 112. Development of the audiolingual ability of the student and study of the structural patterns and writing system.

**KORN 114, 115 Intermediate Korean (3, 3).** The prerequisite for KORN 114 is KORN 112. KORN 114 is the prerequisite for KORN 115. Further development of audiolingual ability and study of linguistic structure. Writing ability cultivated.

**KORN 221, 222 Advanced Korean (3, 3).** The prerequisite for KORN 221 is KORN 115. KORN 221 is the prerequisite for KORN 222. Advanced integrated study of Korean. Emphasis on reading and writing.

**KORN 333 Korean Life and Culture (3).** Conducted in English. No prior language training required. Study of the origin and historical development of Korean culture and traditions. May be used for Arts and Humanities credit. Students may receive credit for only one of the following courses: KORN 333 or KORN 398.

### Spanish

**SPAN 111, 112 Elementary Spanish (3, 3).** SPAN 111 is the prerequisite for SPAN 112. Study of linguistic structure and development of audiolingual and writing ability.

**SPAN 114, 115 Intermediate Spanish (3, 3).** The prerequisite for SPAN 114 is SPAN 112. SPAN 114 is the prerequisite for SPAN 115. Study of linguistic structure, further development of audiolingual and writing ability, and reading literary texts with discussion in Spanish.

### Geography

**GEOG 100 Introduction to Geography (3).** An introduction to the broad field of geography as it is applicable to the general education student. The course presents the basic rationale of variations in human occupancy of the earth and stresses concepts relevant to understanding regional and local issues.

**GEOG 201 Geography of Environmental Systems (3).** A systematic introduction to the processes and associated forms of the atmosphere and earth's surfaces emphasizing the interaction between climatology, hydrology, and geomorphology.

**Geology** *See Science*


### Government and Politics

Students interested in this area should start either with GVPT 170, American Government, or GVPT 100, Principles of Government and Politics. GVPT 170 provides basic knowledge about the American political system. GVPT 100 surveys the basic issues and concepts in government and politics. Both courses prepare students for upper-level work in the field. Students considering careers in international affairs should begin language training as soon as possible. Those planning to take a primary specialization in government and politics must complete at least one statistics course, such as GNST 201, and are strongly encouraged to take SSCI 319, Research Methods in the Social Sciences.





**GVPT 100 Principles of Government and Politics (3).** A study of the basic principles and concepts of political science.

**GVPT 170 American Government (3).** This course is designed as the basic course in government. It involves comprehensive study of the governmental process in the United States.

**GVPT 200 International Political Relations (3).**  A study of the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. A student may earn credit for only one of the following courses: GVPT 200 or GVPT 300.



**GVPT 210 Introduction to Public Administration and Policy (3).** [May also be taken for MGST credit.] A study of public administration in the United States, giving special attention to the principles of organization and management and to fiscal, personnel, planning, and public relations practices.

**GVPT 240 Political Ideologies (3).**  [May also be taken for PHIL credit.] A survey and analysis of the leading ideologies of the modern world, including anarchism, communism, socialism, fascism, nationalism, and democracy.



**GVPT 401 Problems of World Politics (3).**  A study of governmental problems of international scope, such as causes of war, problems of neutrality, and propaganda. Students are required to report on readings from current literature.


**GVPT 403 Law, Morality and War (3).** Prerequisite: GVPT 200 or permission of instructor. An exploration of fundamental moral and legal issues concerning war.

**GVPT 431 Introduction to Constitutional Law (3).** A systematic inquiry into the general principles of the American constitutional system. Special reference is made to the role of the judiciary in interpreting and enforcing the federal Constitution.

**GVPT 453 Recent East Asian Politics (3).**   [May also be taken for ASTD, HIST, Japanese Studies or Korean Studies credit.] The background and interpretation of recent political events in the Far East and their influence on world politics.



**GVPT 457 American Foreign Relations (3).**   [May also be taken for HIST credit.] The principles and machinery of the conduct of American foreign relations, with emphasis on the Department of State and the Foreign Service, and an analysis of the major foreign policies of the United States.



**GVPT 483 Government and Politics of Asia (3).**  [May also be taken for ASTD, Japanese Studies, or Korean Studies credit.] A comparative study of the political systems of China, Japan, India, and other selected Asian countries.



---


## History


---


All history courses may be used to fulfill the Arts and Humanities portion of the General Education Requirements. HIST 156 and 157, the U.S. history survey courses, and HIST 141 and 142, Western Civilization, are important first courses for students planning to develop a specialization in the field. Students going on to further study in history should, if possible, take upper-level courses from several areas of history such as American, European, and Asian.



**HIST 141 Western Civilization I (3).**   Political, social, and intellectual developments that formed the values and institutions of the Western world. Ends with the period of the Reformation. May be taken independently of HIST 142.



**HIST 142 Western Civilization II (3).**   Begins with the period of the Reformation and ends with modern times. May be taken independently of HIST 141.

**HIST 156 History of the United States to 1865 (3).**  A survey of the history of the United States from colonial times to the end of the Civil War. Emphasis on the establishment and development of American institutions.

**HIST 157 History of the United States since 1865 (3).**  A survey of economic, social, intellectual, and political developments since the Civil War. Emphasis on the rise of industry and the emergence of the United States as a world power.


**HIST 266 The United States in World Affairs (3).**  [May also be taken for GVPT credit.] A study of the United States as an emerging world power and the American response to changing status in world affairs. Emphasis on the relationship between internal and external development of the nation.


**HIST 284, 285 East Asian Civilization (3, 3).**   [May also be taken for ASTD, Japanese Studies, or Korean Studies credit.] This course seeks to give the student an understanding of a great civilization radically different from our own, and an appreciation of the complex problems of East Asia and of American policy there. The approach is inter-disciplinary within a historical framework.


**HIST 337 Europe in the World Setting of the Twentieth Century (3).**   A study of political, economic and cultural



## Course Offerings



developments in twentieth-century Europe with special emphasis on the factors involved in the two world wars and their global impacts and significance.


**HIST 361 America in the Revolutionary Era: 1763 to 1815 (3).**  A consideration of the background and direction of the American Revolution, and the early development of the nation through the War of 1812. Emphasis is on how the Revolution shaped American political and social development, including the creation of a new government under the Constitution and the challenges facing the new nation.

**HIST 364 Emergence of Modern America: 1900 to 1945 (3).**  A study of the emergence of modern institutions in the years 1900-1945. Topics covered include the Progressive movement, the First World War, isolationism, postwar Republican conservatism, the Great Depression, the New Deal, and the Second World War. Students may earn credit for only one of the following courses: HIST 364 or HIST 366.



**HIST 365 Recent America: 1945 to the Present (3).**  [May also be taken for GVPT credit.] A survey of U.S. history from the inauguration of Harry S Truman near the end of the Second World War to the present, with emphasis upon politics, foreign relations, and social change. Topics such as the Cold War, the civil rights movement, and the turmoil of the 1960's are highlighted. Students may earn credit for only one of the following courses: HIST 365 or HIST 367.

**HIST 380 American Relations with China and Japan, 1740 to Present (3).**   American political, economic and cultural relations with China and Japan from the American colonial era to modern times. Diplomacy and power politics; Christian missions; immigration and exclusion; overseas education; art and literature; trade, investment, technology.

**HIST 442 Twentieth-Century Russia (3).**   [May also be taken for GVPT credit.] A history of Russia and the Soviet Union from the fall of the tsars to the post-Communist present. The impact of Leninism, Stalinism, and Soviet Communism on state, society, culture and nationality.

**HIST 480, 481 History of China (3, 3).**  [May also be taken for ASTD or Korean

Studies credit.] A history of China from earliest times to the present. The emphasis is on the development of Chinese institutions that have molded the life of the nation and its people. HIST 480 deals with traditional China up to 1644, HIST 481 covers from 1644 to the present.

**HIST 482, 483 History of Japan (3, 3).**   [May also be taken for ASTD or Japanese Studies credit.] A history of Japan from earliest to modern times. HIST 482: Japanese civilization from the age of Shinto mythology, introduction of continental learning, and rule of military overlords. HIST 483: renewed contact with the Western world and Japan's emergence as a modern state.

**Information Systems Management** *See Computer Studies*

**Japanese** *See Foreign Languages*

**Korean** *See Foreign Languages*

## Mathematics

Mathematics courses provide an indispensable background for students interested in business and management, economics, and the social sciences. Calculus is required for those planning to study computer science or engineering, or any of the physical sciences (such as physics, chemistry, or the earth sciences).

Beginning-level courses help students build confidence and skills in basic mathematics. A placement test is required when students initially enroll in the Asian Division mathematics program to ensure that they take the course that is best for them. Students taking MATH 100 and MATH 101 should understand that, because of their elective nature, credits earned in these courses may not be transferrable to other colleges and universities.

Students who plan to concentrate in mathematics, the physical or engineering sciences, or who wish to fulfill the requirements for the Air Force AECF program, should take the following sequence of courses:

MATH 101 Concepts of Modern Algebra  
MATH 107 Selected Topics in Algebra  
MATH 108 Trigonometry and Analytic Geometry  
MATH 130 Calculus A  
MATH 131 Calculus B  
MATH 132 Calculus C

Students should realize that learning mathematics well always requires regular practice in problem solving, and that the most successful students will be those who prepare their assignments carefully and on time. Mathematics courses are sequential, and students must be able to use the material covered in each course to succeed in subsequent courses.

Students enrolling in mathematics courses should consider the homework load, and their prior experience and ability in mathematics, when deciding if they should take a second course while enrolled in mathematics.

In mathematics, courses build on specific knowledge gained by students in preceding courses, and thus a student may not receive credit for a course that is a prerequisite for a course already completed. For example, a student who has successfully completed MATH 107 may not subsequently receive credit for MATH 101. When enrolling in mathematics courses students should understand this policy and pay special attention to the prerequisites listed.

Calculators and computers are used extensively for routine computation in the modern world. The Asian Division mathematics program reflects current practice in machine computation. Therefore, students will be expected to own and use scientific calculators in any mathematics or statistics course.

**MATH 100 Transitional Mathematics (3).** [Elective credit.] Prerequisite: an appropriate score on the Asian Division mathematics placement test. Arithmetic with whole numbers, fractions, decimals, signed numbers and roots. Ratio and proportion, percent, with application to graph interpretation and consumer mathematics. Introductory algebra, including linear equations, exponents, polynomials.

**MATH 101 Concepts of Modern Algebra (3).** Prerequisite: MATH 100 or an appropriate score on the Asian Division math-



ematics placement test. [Elective credit if taken after 1 August 1998.] Numbers, and their algebraic properties; polynomials in one and several variables; factoring; radical expressions; linear and quadratic functions and their graphs; equations, including quadratic, simultaneous, rational and radical; systems of equations and inequalities. All topics are employed to solve applied problems, after suitable theoretical introduction and discussion.

**MATH 105 Mathematics: Contemporary Topics and Applications (3).** Prerequisite: MATH 101 or an appropriate score on the Asian Division mathematics placement test. [Applicable to the General Education Requirement in mathematics. This course is not intended for students planning to take MATH 107 or MATH 108 or higher-numbered courses, nor does it serve as a prerequisite for these courses.] A survey of contemporary topics in mathematics, cen-

nential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107 or MATH 110.

**MATH 108 Trigonometry and Analytic Geometry (3).** Prerequisite: MATH 107. An introduction to trigonometric functions, identities, and equations and their applications. Analytical geometry and the conic sections are covered. Additional topics may include matrices, determinants, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

**MATH 130 Calculus A (3).** Prerequisite: MATH 108 or equivalent. Introduction to calculus, including functions, continuity, derivatives, and applications of derivatives including maximum-minimum problems, related rates and graphs of functions. Not open for credit to students who have previously completed MATH 140.

**MATH 131 Calculus B (3).** Prerequisite: MATH 130 or equivalent. A continuation of MATH 130. Definite and indefinite integrals; calculations of area between curves; applications of integrals including volumes, arc length, surface, work, moments; area in polar coordinates; exponential, logarithmic, inverse trigonometric and hyperbolic functions; integration by parts. Not open for credit to students who have previously completed MATH 140 and 141.

**MATH 132 Calculus C (3).** Prerequisite: MATH 131 or equivalent. A continuation of MATH 131. Techniques of integration including parts, trigonometric substitution and partial fractions; improper integrals; sequences and series including convergence tests, Taylor polynomials and Taylor's theorem; conic sections; introduction to vectors including dot and cross products. Not open for credit to students who have previously completed MATH 141.

The MATH 130/131/132 sequence is the equivalent of one academic year of calculus at most colleges and universities. MATH 130 is a three-semester-hour course which covers most, but not all, of the material included in typical four-semester-hour introductory calculus courses at other institutions. To ensure articulation with the first-year calculus sequence at other institutions, students are strongly advised to complete all three courses with the Asian Division. Upon completion of the MATH 130/131/132 sequence, students are prepared to enroll in MATH 240, 241, or 246.



tering on applications and projects. This course provides a basic grounding in problem solving, sequences and series, financial management, geometry, probability, and statistics.

**MATH 107 Selected Topics in College Algebra (3).** Prerequisite: MATH 101 or an appropriate score on the Asian Division mathematics placement test. [Applicable to the General Education Requirement in Mathematics.] An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, expo-

## Course Offerings

**MATH 240 Introduction to Linear Algebra (4).** Prerequisite: MATH 132 or equivalent. Basic concepts of linear algebra: vector spaces, applications to line and plane geometry, linear equations and matrices, similar matrices, linear transformations, eigen-values, determinants and quadratic forms.

**MATH 241 Calculus III (4).** Prerequisite: MATH 132 or equivalent. Introduction to variable calculus, including vectors and vector-valued functions; partial derivatives and applications of partial derivatives, including tangent planes and Lagrange multipliers, multiple integrals, volume, surface area and the classical theorems of Green, Stokes and Gauss.

**MATH 246 Differential Equations (3).** Prerequisite: MATH 132 or equivalent. An introduction to the basic methods of solving differential equations. Separable, exact and first-order differential equations, techniques for higher order linear equations including undetermined coefficients, variation of parameters, series solutions and numerical methods.

## Oceanography *See Science*

## Philosophy

**PHIL 100 Introduction to Philosophy (3).** An introduction to some of the main problems of philosophy, and to some of the main ways of dealing with these problems.

**PHIL 140 Contemporary Moral Issues (3).** The uses of philosophical analysis in thinking clearly about such widely debated moral issues as abortion, euthanasia, homosexuality, pornography, reverse discrimination, the death penalty, business ethics, sexual equality, and economic justice.

**PHIL 142 Introduction to Ethical Theory (3).** A critical examination of classical and contemporary systems of ethics, such as those of Aristotle, Kant, Mill, and Rawls.

**PHIL 170 Introduction to Logic (3).** A general introduction to the discipline of logic. Traditional and modern deductive techniques; informal fallacies.

## Course Offerings

### PHIL 236 Philosophy of Religion (3).

This course seeks to provide students with the means by which they may approach intelligently the main problems of religious thought: the nature of religious experience, the forms of religious expression, the conflicting claims of religion and science, and the place of religion in the community and in the life of the individual.

### PHIL 307 Asian Philosophy (3).

[May also be taken for ASTD credit.] An examination of the major philosophical systems of the East, attempting to discover the relations between these and important ideas of Western thought.

## Psychology

PSYC 100 is the prerequisite for all other PSYC courses, and students should start with this basic, introductory course. They should then take a variety of courses in the different areas of psychology, such as social, physiological, clinical, developmental, and industrial/organizational psychology. Those planning to take a primary specialization in psychology must complete at least one statistics course, such as GNST 201, and are strongly encouraged to take SSCI 319, Research Methods in the Social Sciences, or PSYC 300, Introduction to Methods of Psychological Research.

### PSYC 100 Introduction to Psychology (3).

A basic introductory course, intended to bring the student into contact with the major problems confronting psychology and the more important attempts at their solution.

### PSYC 221 Social Psychology (3).

[May also be taken for MGST or SOCY credit.] Personality and behavior as influenced by culture and interpersonal relations. Social influences on motivation, learning, memory, and perception. Attitudes, public opinion, propaganda, language and communication, leadership, ethnic differences, and group processes.

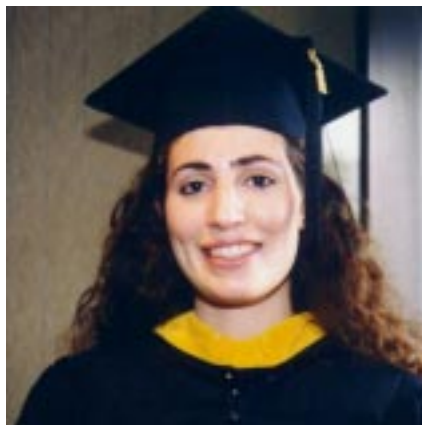
### PSYC 235 Psychology of Adjustment (3).

Prerequisite: PSYC 100. Theory and research on the psychology of personal adjustment in everyday life, with an em-

phasis on self-concept, emotions, self-control, interpersonal relations, and stress.

### PSYC 301 Biological Basis of Behavior (3).

Prerequisite: PSYC 100. The experimental analysis of the behavior of humans and animals from the point of view of the biological mechanisms of behavior. Topics such as genetic determiners and physiological mechanisms, and basic principles of conditioning and learning.



### PSYC 310 Perception (3).

Prerequisite: PSYC 100. A survey of phenomena and theories of perception including psychological, anatomical, physiological, and environmental factors important in determining how we perceive the world. Historical background will be examined as well as contemporary research.

### PSYC 353 Adult Psychopathology (3).

Prerequisite: PSYC 100. An examination of the nature, diagnosis, etiology and treatment of mental disorders among adults.

### PSYC 355 Child Psychology (3).

Prerequisite: PSYC 100. Survey of research and theory of psychological development from conception through childhood, stressing physiological, conceptual, and behavioral changes and the social and biological context in which individuals develop. Students may earn credit for only one of the following courses: PSYC 355 or EDHD 411.

### PSYC 356 Psychology of Adolescence (3).

Prerequisite: PSYC 100. A description of adolescent development based on research and theory interrelating physiological, intellectual, and social changes during the teen years and the systems dealing with those changes.

### PSYC 357 Psychology of Adulthood and Aging (3).

Prerequisite: PSYC 100. Theory, research, and implications of developmental stability and change in physiological, intellectual, and interpersonal functioning in the social context from early adulthood through the aging years.

### PSYC 361 Survey of Industrial and Organizational Psychology (3).

[May also be taken for BMGT credit.] Prerequisite: PSYC 100. Provides a general survey of the field of industrial/organizational psychology, including such topics as selection training, job satisfaction, social organization, and environmental factors.

### PSYC 435 Personality Theories (3).

Prerequisite: PSYC 100. Major theories of personality and research methods and findings relevant to those theories.

### PSYC 441 Psychology of Human Learning (3).

Prerequisite: PSYC 100. Review and analysis of the major phenomena and theories of human learning, including an introduction to the fields of problem solving, thinking, and reasoning.

## Science

All science courses are applicable to the General Education Requirements in Biological and Physical Sciences. Most of the courses listed below are non-laboratory science courses. Courses with labs are offered from time to time where properly equipped laboratories, meeting minimum standards of safety and security, are available for Asian Division use. Students planning future study in any field of science should take mathematics courses, including calculus.

### ASTR 100 Introduction to Astronomy (3).

Prerequisite: MATH 100 or equivalent. An elementary course in descriptive astronomy, especially appropriate for non-science students, discussing the sun, moon, planets, stars and stellar evolution, nebulae, and galaxies.

### ASTR 110 Astronomy Laboratory (1).

Prerequisite or corequisite: ASTR 100. Thirty-two laboratory hours in a UMUC-approved laboratory environment. (Fulfills the laboratory science requirement.) Exercises include use of photographs of moon, stars, nebulae and galaxies and spectra; experiments demonstrating scientific concepts used in astronomy. Daytime and nighttime observations.

## Course Offerings

**BIOL 101 Concepts of Biology (3).** An introductory lecture course for the non-science major, emphasizing the fundamental organization, processes and interdependence of living organisms, and considering the biological implications of the influence of human beings in the biological world.

**BIOL 102 Laboratory in Biology (1).** Prerequisite or corequisite: BIOL 101. A laboratory course for the non-science major to illustrate the concepts underlying the organization and interrelationships of living organisms.

**BIOL 211 Environmental Science (3).** A survey of ecological principles as they apply to the interrelated dilemmas of population, pollution, the increasing consumption of natural resources, and the ethics of land use. Not open to students who previously earned credit in BOTN 211.

**GEOL 100 Physical Geology (3).** A study dealing primarily with the principles of dynamical and structural geology. Designed to give a general survey of the rocks and minerals composing the earth, the movement within it, and its surface features and the agents that form them.

**GEOL 120 Environmental Geology (3).** A review of geologic factors underlying many environmental problems and the interactions between population and physical environment: geologic hazards, land-use planning, conservation, mineral resources, waste disposal, land reclamation, and the geologic aspects of health and disease.

**GNSC 100 Introduction to Physical Science (3).** Prerequisite: MATH 100 or equivalent. An introductory course for the non-science major covering some of the basic principles of physics, chemistry, astronomy, geology, oceanography and meteorology. The course discusses the development of scientific thinking, the relationships among the different areas of physical science, and their role in understanding the natural world.

**GNSC 110 Introduction to Oceanography (3).** Survey of major facets of the oceans. Properties of water, air-sea interaction, waves, tides, and coastal geology; plate tectonics; marine life and ecology; resources of the sea. Current topics such as El Niño, global warming, and effects of humans on the oceans.

**GNSC 130 Introduction to Earth Science (3).** A survey of the earth sciences, includ-

ing the earth's surface, interior, atmosphere, and oceans; the sun and planets, and the earth's place in the solar system; earth resources; and the future of the earth.

**GNSC 160 Human Biology (3).** A general introduction to human structure, functions, genetics and evolution. The course explores the human organism beginning with heredity and the basic cellular level through organ systems to interaction with the outside world. Pertinent health topics are also discussed.

**GNSC 161 Introduction to Human Anatomy and Physiology (3).** Prerequisite: GNSC 160, BIOL 101, or permission of the instructor. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry which are necessary for understanding biological function. Structure and function of cells, tissues, and each of the major organ systems in the body; and a study of the reproductive system, which provides for the continuation of the species. Not open for credit to students who have previously completed ZOOL 201 or 202.

**PHYS 101 Contemporary Physics (3).** Prerequisite: MATH 100 or equivalent. For non-science students interested in the evolution of scientific thought and its present-day significance. Historical, philosophical, theoretical, and experimental aspects of physics are presented. Mechanics, relativity, electricity and magnetism, and nuclear physics. Not open to students who have completed PHYS 111.

**PHYS 111 Physics in the Modern World (3).** Prerequisite: MATH 107. MATH 108 recommended. A general physics course covering classical mechanics at the basic algebra level. Elementary trigonometry and vector properties are introduced. Topics include length, time, mass, motion, force, momentum, and energy. Does not satisfy requirements of the professional schools.

**PHYS 161/195 General Physics: Mechanics and Particle Dynamics (4).** Prerequisite: MATH 131 or 141. Laws of motion, force and energy; principles of mechanics, collisions, linear momentum, rotation, and gravitation. This calculus-based general physics course includes laboratory work and is appropriate for students who wish to fulfill the requirements for the Air Force AECP program.

**ZOOL 146 Human Genetics (3).** An introduction to genetics, using the human organism as a focus. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation will be examined.

**ZOOL 181 Life in the Oceans (3).** Major groups of plants and animals in various marine environments. Potential uses and misuses of the ocean.

**ZOOL 270 Population Biology and General Ecology (3).** General introduction to population and community biology, with consideration of principles of evolution, population genetics, population growth and steady states, age structure of populations, multispecies, dependencies, and ecosystem energetics. Illustrations will be drawn both from natural populations and human populations.

## Sociology

Students should begin with SOCY 100, Introduction to Sociology or SOCY 105, Social Problems. SOCY 100 is particularly useful since it provides the basic concepts that are used in advanced courses in specialized areas such as formal organizations, criminology, minority relations, population, and social psychology. Those planning to take a primary specialization in sociology must complete at least one statistics course, such as GNST 201, and are strongly encouraged to take SSCI 319, Research Methods in the Social Sciences.

**SOCY 100 Introduction to Sociology (3).** The fundamental concepts and principles of sociology. Includes consideration of culture, patterns of social interaction, norms, values, social institutions, stratification, and social change.

**SOCY 105 Introduction to Contemporary Social Problems (3).** An examination of the nature of social problems, perspectives on social problems, the ways in which social problems are implicated in the organization of society, and a detailed study of selected social problems including social conflict and social inequality.


**SOCY 227 Introduction to the Study of Deviance (3).** An introduction to the sociological study of deviant behavior, covering such topics as mental illness, sexual deviance, and the use of drugs. Students may earn credit for only one of the following courses: SOCY 227 or SOCY 327.

**SOCY 300 American Society (3).** The social structure and organization of American society with special reference to recent social change.

**SOCY 325 The Sociology of Gender (3).** An inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

**SOCY 331 Work, Bureaucracy, and Industry (3).** [May also be taken for BMGT credit.] A sociological approach to the world of work, occupational careers, and personal experiences in the bureaucratic organizations of modern industrial society.

**SOCY 403 Intermediate Sociological Theory (3).** Prerequisite: two courses in SOCY. Major theoretical approaches, including functionalism, conflict, and symbolic interactionism. Original works of major theorists in historical perspective.

**SOCY 424 Sociology of Race Relations (3).**  An analysis of race-related issues, focusing mainly on American society. Topics covered include the historical emergence, development, and institutionalization of racism in various societies; the effects of racism on its victims; and racially-based conflict.

**SOCY 430 Social Structure and Identity (3).** A study of theoretical issues in social psychology, focusing on social construction of identity. Identity formation and transformation in social processes and structural and cultural dimensions of social identity are covered.

**SOCY 443 The Family and Society (3).** Study of the family as a social institution; its biological and cultural foundations, historic development, changing structure and function; the interactions of marriages and parenthood, disorganizing and reorganizing factors in present-day trends.

**SOCY 462 Industrial Sociology (3).** [May also be taken for BMGT credit.] The sociology of human relations in American industry and business. Complex industrial and business organization as social systems. Social relationships within and between industry, business, community and society.

Spanish *See Foreign Languages*

---

## Statistics and Research Methods

---

A course in statistics is required for a primary area of specialization in business and management, any computer-related discipline (Computer Studies, CMIS, or IFSM), or any of the social sciences. In addition, students specializing in these fields are strongly encouraged to take a research methods course as part of their degree program.

**GNST 201 Introductory Statistics (3).** [May be used for credit in business and management, psychology, sociology, and government and politics.] Prerequisite: MATH 101 or equivalent. MATH 105 or MATH 107 recommended. An introductory course in statistics. Topics include descriptive statistics, concepts of probability, probability distributions, sampling distributions, confidence intervals, hypothesis testing, analysis of variance, and regression. Applications in business, social science and other fields. Credit will be given for only one course: BMGT 230, GNST 201, PSYC 200, STAT 100, or EDMS 451.

**SSCI 319 Research Methods in the Social Sciences (3).** [May be used for credit in business and management, psychology, sociology, and government and politics.] Prerequisite: at least two courses in the student's primary discipline. This course provides basic social science research competence, focusing on the logic of social scientific research, the identification and formulation of research problems, research design strategies, techniques used for gathering quantitative and qualitative data in the social sciences, and the analysis and presentation of research results.

---

## Theatre

---

**THET 110 Introduction to the Theatre (3).** This course provides an introduction to the world of drama. It focuses on the people of the theatre; actors, directors, designers, and backstage personnel. Also analyzed are scripts, theatrical forms and styles, and theatre history.

Zoology **See Science**

# University of Maryland University College Asian Division

## Faculty, Staff and Student Responsibilities Regarding Drug and Alcohol Abuse

University of Maryland University College (UMUC) complies with all Federal, state and local laws that regulate or prohibit the possession, use or distribution of alcohol or illicit drugs. Violations of such laws which come to the attention of UMUC officials will be addressed through UMUC procedures, and offenders may be subject to prosecution in the courts.

Students and employees at UMUC are subject to Federal, State, and local laws relating to possession and distribution of illegal drugs, and to state and local laws for drinking and obtaining alcohol. Students taking courses located on military property and/or in foreign countries may be subject to military law and/or to the law of the relevant country.

All UMUC full-time, part-time, and temporary faculty, staff, students and employees (collectively, "faculty/staff/students") are hereby notified of the following, which apply to all activities conducted on UMUC premises and to all other activities sponsored by UMUC:

### Standards of Conduct

All UMUC faculty/staff/students are prohibited by UMUC policy from unlawfully possessing, using, manufacturing, distributing or dispensing alcohol or any controlled substance on UMUC premises or at UMUC-sponsored activities.

UMUC expects all faculty/staff/students to comply with all applicable Federal, state and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol and/ or controlled substances.

All faculty and staff must report to work in a fit condition, and not under the influence of alcohol or any illicit drug. All faculty and staff must cooperate fully with law enforcement authorities in the investigation and prosecution of illegal drug or alcohol abuse. Employees are also required to report drug convictions in certain circumstances.

### Sanctions

#### A. Applicable Legal Sanctions

##### 1. Federal Law

Federal drug trafficking penalties for substances covered by the Controlled Substances Act (21 U.S.C. § 811 *et. seq.*) are described in the chart attached as Appendix A. This information is subject to amendment.

Under Federal law, 21 U.S.C.A. §§ 844 to 860 (1990), it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. The penalty for a first conviction of possession is a fine of \$1,000 and/or imprisonment for up to one year; the penalty for a second conviction is a minimum fine of \$2,500 and/or imprisonment for 15 days to two years; the penalty for a third or subsequent conviction is a minimum fine of \$5,000 and/or 90 days to 3 years' imprisonment. If these convic-

tions involve "crack", the penalties may increase. Additionally, any person who violates this law may be liable to the federal government for additional civil penalties.

Under 21 U.S.C. § 841 it is unlawful to manufacture, distribute, or possess with the intent to manufacture or distribute, a controlled substance. Penalties for individuals for these offenses range from imprisonment for 3 years to life, capital punishment in some circumstances, and/or fines ranging from \$100,000 to \$4,000,000. The severity of the penalty imposed depends on the amount and type of controlled substance involved.

In addition, under 21 U.S.C. § 860, committing one of the foregoing offenses within 1000 feet of a school, including a university, subjects the offender to twice the maximum available penalties and harsher sentencing restrictions.

Persons convicted of illegal possession of a controlled substance are ineligible to receive or purchase a firearm under 18 U.S.C. 92(g) and, under 21 U.S.C. § 862, can be denied Federal benefits, such as student loans, grants, contracts, and professional licenses for up to five years for a first offense and for up to ten years for a second offense and permanently upon subsequent offenses. Conviction of illegal possession of a controlled substance can also result in the revocation of certain Federal licenses and benefits, such as pilot licenses, and public housing.

##### 2. Maryland Law

In addition to the Federal laws, the State of Maryland has its own laws dealing with distribution, manufacturing, and possession of controlled substances. Under Md. Code Ann. Art. 27, § 286, the penalty for a first offense of trafficking in PCP or LSD is a fine of not more than \$20,000 and/or imprisonment of up to 20 years. For a second offense, the penalty is doubled, with a minimum sentence of 10 years. The penalty for a first offense of trafficking in any Schedule I or II narcotic, is a fine of not more than \$25,000 and/or imprisonment for up to 20 years. The penalty for a second offense is doubled with a minimum sentence of 10 years. The penalty for a first offense of trafficking in any other controlled dangerous substance classified in Schedules I through V is a fine of up to \$15,000 and/or imprisonment for up to five years. The penalty for a second offense is twice that otherwise authorized, with a minimum sentence of two years.

Md. Code Ann. Art. 27, § 286 also provides that the penalty for a first offense of the manufacture, distribution, dispensation or possession with intent to distribute of 50 pounds or more of marijuana, 448 grams or more of cocaine or cocaine mixture, 50 grams or more of cocaine base ("crack"), 28 grams or more of morphine or opium mixture, 1000 dosage units of LSD or mixture, 16 ounces of more of phencyclidine in liquid form, 448 grams or more of any mixture containing phencyclidine, or 448 grams of more of methamphetamine or mixture, is a minimum of five years imprisonment. If the person convicted is a "drug kingpin," the penalty for a first offense is increased to a fine of up to



## ALCOHOL AND DRUG ABUSE POLICY

\$1,000,000 and/or 20 to 40 years' imprisonment. The penalty for a second offense is twice that otherwise authorized.

Md. Code Ann. Art. 27, § 286D, provides that a person who manufactures, distributes, dispenses, or possesses with the intent to distribute, a controlled dangerous substance within 1,000 feet of an elementary or secondary school will be subject to an additional term of not more than 20 years and/or a fine of up to \$20,000 for a first offense, and a term of five to 40 years and/or a fine of up to \$40,000 for a second offense.

Under the Drug Enforcement Act of 1990, House Bill 515, persons convicted of a controlled dangerous substance offense on or after January 1, 1991 are required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license (except for noncommercial drivers' licenses).

Under Md. Ann. Code Art. 27, §§ 400 to 403B, it is illegal for any person under age 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them. It is also illegal in most situations to furnish alcohol to a person under 21, or to obtain alcohol for a person under 21. The penalty is a fine of up to \$500 for a first offense, and up to \$1,000 for repeat offenses.

Each of the four military services has its own regulations on substance abuse. These regulations provide sanctions under the Uniform Code of Military Justice which may parallel or exceed federal penalties for military personnel. Faculty/staff/students taking courses on overseas military bases may also be subject to the law of the relevant country.

## B. UMUC Sanctions

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties, including possible expulsion from UMUC academic programs, and referral to the appropriate state, federal, and/or local authorities for prosecution in the courts.

Any employee who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including termination of employment with UMUC and referral to the appropriate state, federal, and/or local authorities for prosecution in the courts.

## Health Risks

Substance abuse is now recognized as the number one public health problem in the United States. Approximately 30% of all persons admitted to general hospitals and 50% of those admitted to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for approximately 150,000 deaths annually. This includes deaths from stroke, diseases of the heart and liver, and all alcohol and drug related suicides, homicides and accidents. Early detection can minimize or prevent the devastating consequences of substance abuse.

Possible effects of the use of narcotics (including opium, morphine, codeine, heroin, hydromorphone, meperidine (pethidine), and methadone) include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of an overdose include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Possible effects of the use of depressants (including chloral hydrate, barbiturates, benzodiazepines, methaqualone, and glutethimide) include slurred speech, disorientation, and drunken behavior. Effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

Possible effects of the use of stimulants (including cocaine, amphetamines, phenmetrazine, and methylphenidate) include increased pulse rate and blood pressure, insomnia and loss of appetite. Effects of overdose include agitation, increase in body temperature, hallucinations, convulsions and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression and disorientation.

Possible effects of the use of hallucinogens (including LSD, mescaline and peyote, amphetamine variants, phencyclidine, and phencyclidine analogues) include illusions, hallucinations, and poor perception of time and distance. Effects of overdose include longer and more intense "trip" episodes, psychosis and possible death.

Possible effects of the use of cannabis (including marijuana, tetrahydrocannabinol, hashish and hashish oil) include euphoria, relaxed inhibitions, increased appetite and disoriented behavior. Effects of overdose

include fatigue, paranoia and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and (occasionally) decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

## Resources for Education, Consultation, and Counseling

University of Maryland University College faculty/staff/students are members of the U.S. military community overseas. They have available to them the extensive counseling and medical facilities on U.S. overseas bases. These facilities are well equipped to help people who are experiencing problems stemming from personal and medical difficulties, including drug and alcohol abuse. Where practicable, these programs were designed to be used as an alternative to disciplinary procedures. University of Maryland University College encourages its faculty/staff/students to seek assistance from the appropriate agencies on military bases.

## Federal Trafficking Penalties

CSA	PENALTY			Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense	1st Offense				2nd Offense	
I  and  II	Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual.	10-99gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg or more mixture	Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20 million other than individual.	
			100-999 gm mixture	HEROIN	1 kg or more mixture			
			500-4,999 gm mixture	COCAINE	5 kg or more mixture			
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture			
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture			
			1-10 gm mixture	LSD	10 gm or more mixture			
			40-399 gm mixture	FENTANYL	400 gm or more mixture			
		10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture				
	Drug	Quantity	First Offense			Second Offense		
	Other <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual. \$5 million not individual.			Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.		
III	ALL	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.		
IV	ALL	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.			Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.		
V	ALL	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.			Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.		

<sup>1</sup> Law as originally enacted states 100gm. Congress requested to make technical correction to 1 kg. <sup>2</sup> Does not include marijuana, hashish, or hash oil. (See separate chart)

## Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish		
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
less than 50 kg	Marijuana		
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

\* Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance.)



## Yokota Office

Joseph J. Arden, Ph.D., Vice President, and Director, Asian Division

---

### Administrative Support Staff

**William R. Berglof**, Ph.D., Director, Academic Support  
**Douglas A. Franklin**, Ph.D., Director, Academic Support  
**William Harper IV**, Textbook Operations Manager  
**Marianne Lucien**, B.A., Field Representative Coordinator  
**Melvin E. Medeiros**, M.A., Director, Personnel  
 and Logistics  
**Bren T. Shuler**, M.S., Assistant to the Director

**Eugene L. Stong**, M.L.S., Librarian  
**Lorraine R. Suzuki**, Ph.D., Director, Institutional Research  
**Daniel T. Vogel**, M.B.A., Director, Information Technology  
**Beverly J. Wehr**, M.B.A., C.P.A., Comptroller  
**Paul H. Wehr**, B.S., Publications Coordinator  
**Scott Wiley**, M.S., Director, Instructional Resources

---

### Academic Program Coordinators

**Christine Beaupré**, M.S., Computer Studies  
**Dennis J. Doolin**, Ph.D., Asian Studies,  
 Government and Politics  
**Frank J. Gualtieri**, Ph.D., Physical Sciences  
**Jon H. Huer**, Ph.D., Sociology, Anthropology, Criminology  
**Kim, Hak Sun**, M.Ed., Korean Language

**Ruth Lattimore**, M.S., Mathematics and Statistics  
**Gary R. Laugel**, Ph.D., Psychology  
**Frederick J. Logan**, Ph.D., English and Communication  
**Barbara Lee Pierce**, Ph.D., Life Sciences  
**Hiroko Quackenbush**, Ph.D., Japanese Language  
**Lorraine R. Suzuki**, Ph.D., Business and Management

---

### Student Services and Advisement Staff

**Richard E. Hess**, M.A., Director, Student Services  
**Diane M. Coleman**, M.A., Registrar  
**Jacqueline Cillizza**, M.A., Academic Advisor, Okinawa  
**Nannette Crews-Howard**, B.S., Academic Advisor, Okinawa  
**Elden L. Johnson**, M.A., Academic Advisor  
 and Japanese Student Advisor

**Kathleen M. Kalina**, B.S., Academic Advisor  
**Erica Kirk**, B.A., Academic Advisor  
**Henry M. Ritton**, B.S., Academic Advisor  
**Robert E. Thomas**, B.A., Academic Advisor  
**William H. Williams**, B.S., Academic Advisor, Korea

---

### ADDRESSES

**Military:** University of Maryland University College  
 Asian Division  
 Unit 5060 Box 0100  
 APO AP 96328-0100

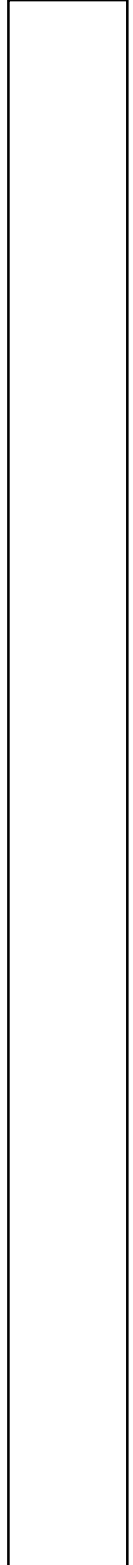
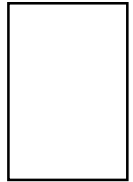
Tel. (315) 225-3680  
 Fax (DSN): (315) 225-8485

URL: <http://www.ad.umuc.edu>

**Civilian:** University of Maryland University College  
 Asian Division  
 Bldg. 526, Yokota Air Base  
 Fussa, Fussa-shi, Tokyo (197-0001) Japan

Tel. 042-552-2510 Ext. 5-3680  
 Fax: 042-551-8305  
 International prefix: 81-42





---

## Japan and Guam Office

**Bernard T. Franck**, Ph.D., Director, Japan and Guam

### ADDRESSES

**Military:** University of Maryland University College  
Asian Division  
Unit 5060 Box 0100  
APO AP 96328-0100  
  
Tel. (315) 225-3690  
Fax. (315) 225-3692

**Civilian:** University of Maryland University College  
Asian Division  
Bldg. 526, Yokota  
Fussa, Fussa-shi  
Tokyo (197-0001) Japan  
  
Tel. 042-552-2510 Ext. 5-3690  
International prefix: 81-42

**Guam:** University of Maryland University College  
PSC 455 Box 152  
FPO AP 96540-1000

Tel. DSN: (315) 564-2304  
Civ. (671) 2304

---

## Korea Office

**Gary T. Hunt**, Ph.D., Director, Korea

**Irene Chung**, B.A., Assistant to the Director

### ADDRESSES

**Military:** University of Maryland University College  
Yongsan Education Center  
Unit 15556 Box 0614  
APO AP 96205-0614  
  
Tel. (315) 723-7141/7142/7143  
Fax (DSN): (315) 723-4087

**Civilian:** University of Maryland University College  
Yongsan Army Post  
Seoul (140) Korea  
  
Tel. 02-7913-7141  
Fax: 02-797-8843  
International prefix: 82-2

---

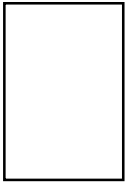
## Okinawa Office

**Allan J. Berg**, Ph.D., J.D., Director, Okinawa

### ADDRESSES

**Military:** University of Maryland University College  
Kadena Education Center  
18 MSS/DPE  
Unit 5134 Box 40  
APO AP 96368-5134  
  
Tel. (315) 634-0458/0400

**Civilian:** University of Maryland University College  
Education Center  
Kadena Air Base  
Building 721, Room 101  
Kadena-cho, Okinawa-shi  
Okinawa-ken (904-0000) Japan  
Tel. 098-938-1111, Ext. 40400  
Fax: 098-939-5429  
International prefix: 81-98



---

## **Distance Education Office**

**LeRoy J. Brevet**, M.B.A., Distance Education Coordinator

### **ADDRESS**

University of Maryland University College  
Distance Education Office  
18MSS/DPE  
Unit 5134 Box 0040  
APO AP 96368-0040

Tel. DSN: (315) 634-3318  
Civ: 098-938-1111 Ext. 4-3318  
International prefix: 81-98

E-mail: [admin@umucad.org](mailto:admin@umucad.org)

---

## **Counseling and Personnel Services**

### **Graduate Program Office**

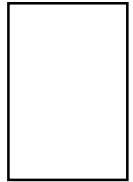
**Allan J. Berg**, Ph.D., J.D., Director, Okinawa

**Richard S. Paritzky**, Ph.D., Resident Graduate Professor,  
Counseling and Personnel Services Program

### **ADDRESS**

University of Maryland University College  
Graduate Program - MCB Camp Foster  
PSC 557 Box 0465  
FPO AP 96379-0465

Tel. DSN: (315) 645-3835/2559  
Fax: 098-893-0695  
International prefix: 81-98



EDUCATION CENTERS SERVED BY THE ASIAN DIVISION

University of Maryland University College Asian Division participates in the Armed Forces Education Program in cooperation with U.S. government employees and military personnel who serve as Education Services Officers and Education Directors.

**Australia**

Alice Springs

**Central Japan**

Atsugi

Camp Fuji

Iwakuni

Misawa

Sanno Hotel

Sasebo

Yokohama

Yokosuka

Yokota

Zama

**Guam**

Andersen

COMNAVMAR

NCTS

**Malaysia**

U.S. Embassy, Kuala Lumpur

**Marshall Islands**

Kwajalein

**Okinawa**

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Lester

Camp Schwab

Camp Shields

Futenma

Kadena

Torii

**Singapore**

497th Combat

Training Squadron

**South Korea**

Camp Carroll

Camp Casey

Camp Colbern

Camp Garry Owen

Camp Greaves

Camp Henry

Camp Hialeah

Camp Hovey

Camp Howze

Camp Humphreys

Camp Long

Camp Page

Camp Red Cloud

Camp Stanley

Chinhae

K-16

Kunsan

Osan

Pilsong

Suwon

Yongsan

**Thailand**

JUSMAG-T/U.S. Embassy

## University of Maryland University College

**Gerald A. Heeger**, Ph.D., President

**Robert E. Myers**, Ph.D., Executive Vice President and Chief Operating Officer

**Nicholas H. Allen**, D.P.A., Provost and Chief Academic Officer

**Donna Cunningham**, M.G.A., Chief Financial Officer

**Julie E. Porosky**, Ph.D., Senior Vice President

**Christina Hannah**, Ph.D., Associate Vice President, Academic Affairs, and Dean, Graduate Studies

**Mary Ellen Hrutka**, Ph.D., Associate Vice President, Academic Affairs, and Dean, Undergraduate Programs

**Rosemary B. Hoffmann**, Ph.D., Assistant to the President, Overseas Programs

**T. Benjamin Massey**, Ph.D., President Emeritus

### Address

University of Maryland University College  
3501 University Boulevard East  
Adelphi, Maryland 20783  
Tel. (301) 985-7000

World Wide Web Home Page  
<http://www.umuc.edu>

Fax: (301) 985-7678

### Stateside Regional Locations

Aberdeen Proving Ground  
Adelphi (UMUC Headquarters)  
Andrews Air Force Base  
Annapolis Center  
Anne Arundel Community College  
Baltimore (Downtown Baltimore Center)  
Bolling Air Force Base  
Carroll Community College  
College Park (UMUC Campus)  
D.C. Training Center  
Department of Justice  
Department of Labor  
Fort Belvoir  
Fort Detrick  
Fort Meade  
Frederick Community College  
Frostburg State University

General Services Administration  
Glen Burnie Town Center  
Hagerstown Community College  
Higher Education & Applied Technology Center  
Howard Community College  
Howard High School  
Patuxent River Naval Air Warfare Center  
Prince George's Community College  
Quantico Marine Corps Base  
Rockville Training Center  
Shady Grove Center  
Southern Maryland Higher Education Center  
University of Maryland, Baltimore County  
U.S. Naval Academy  
Waldorf Center  
Walter Reed Army Medical Center

## University System of Maryland

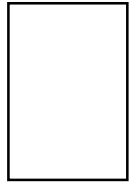
### Board of Regents

**Lance W. Billingsley**  
**Nathan A. Chapman, Jr.**  
**Thomas B. Finan, Jr.**  
**Michael C. Gelman**  
**Louise Michaux Gonzales**  
**Nina Rodale Houghton**  
**Steny H. Hoyer**  
**Leronia A. Josey**  
**Clifford Kendall**  
**Jeong H. Kim**  
**Charles R. Larson**  
**Lillian Hobson Lincoln**

**David H. Nevins**  
**Kevin G. Oxendine**  
**Joseph D. Tydings**  
**Henry A. Virts**  
**William T. Wood**

### Officers of the University System

**Donald N. Langenberg**, Chancellor  
**John K. Martin**, Vice Chancellor, Advancement  
**Charles R. Middleton**, Vice Chancellor, Academic Affairs  
**Joseph F. Vivona**, Vice Chancellor, Administration and Finance



## Heidelberg Office

**Andrew P. Chambers**, M.S., Vice President and Director, European Division  
**Paul W. Brewer**, Ph.D., Director, Undergraduate Programs and Director, Student Services  
**James Briscoe**, Ph.D., Head, Computer Studies  
**Sylvia Davis**, M.S.J.D., Director, Human Resources  
**John Floyd**, Ph.D., Director, Distance Education Programs  
**John C. Golembe**, Ph.D., Director, Institutional Planning and Head, Humanities Program  
**William Huffman**, Ph.D., Director, Central Germany, Greece, Turkey  
**Vaughn Jenkes**, M.S., Director, Career/Technical Programs  
**David Kenyatta**, Ph.D., Head, Business and Management, Economics, and Law Programs  
**Walter Knoche**, Ph.D., Director, Azores/Spain, Benelux, Honduras, Iceland, and North Germany and Head, Foreign Language Program  
**Michael S. Maurer**, M.B.A., Director, Finance  
**Jane McHan**, Ph.D., Director, Middle East, Director, Faculty Development, and Head, Social Sciences Program  
**Barbara Mintz**, M.A., Director, Academic Support  
**John Mulvey**, M.S., Director, Information Technology  
**Susan Nickens**, Ph.D., Head, English and Communication Studies Program, and Instructional Development, Distance Education  
**Robert V. Scott**, M.S., Head, Mathematics and Science Programs  
**Joseph B. Shapiro**, Ed.D., Director, Graduate Programs  
**Elizabeth Trousdell**, Ph.D., Director, North Central Germany, and United Kingdom  
**Monika Zwink**, Ph.D., Director, Balkans, Hungary, and Italy

## ADDRESSES

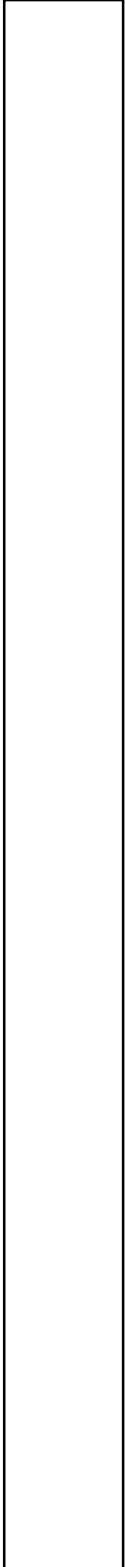
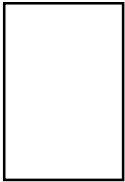
**Military:** University of Maryland University College  
Unit 29216  
APO AE 09102

Tel. DSN 370-6762

**URL:** <http://www.ed.umuc.edu>

**Civilian:** University of Maryland University College  
Im Bosseldorn 30  
69126 Heidelberg  
Germany

Tel. (06221) 57-6762  
Int. (+49-6221) 3780  
Fax: (49-6221) 378300



---

## London Office

**Theresa Jonke**, M.A., Associate Director, United Kingdom

### ADDRESSES

**Military:** University of Maryland University College  
European Division  
United Kingdom Office  
PSC 821 Box 99  
FPO AE 09421-0010  
(from the United States and overseas commands)

Tel. DSN 235-5481/5482

**Civilian:** University of Maryland University College  
Box 99  
RAF West Ruislip  
Ickenham Road  
Ruislip HA4 7DW, England  
(for non-U.S. post)

Tel. 020-8868-9638/7689  
Int'l (44-20) 8868-9638/7689  
Fax: 44 (0) 20-8868-7637

---

## Mannheim Campus

**Mary Fiedler**, Ed.D., Resident Dean

### ADDRESSES

**Military:** University of Maryland University College  
Mannheim Campus  
Unit 24560  
APO AE 09183  
(from the United States and overseas commands)

Tel. DSN 380-4877/4878

**Civilian:** University of Maryland University College  
Gebäude 485  
Grenadierstrasse 4  
68167 Mannheim  
Germany  
(for non-U.S. post)

Tel. (49-621) 3374-0  
Fax: (49-621) 3374-103

**URL:** <http://www.ed.umuc.edu/campus/mannheim/>

## EDUCATION CENTERS SERVED BY THE EUROPEAN DIVISION

The University of Maryland European Division participates in the Armed Forces Education Program in cooperation with U.S. government employees and military personnel who serve as Education Services Officers and Education Directors.

**Austria**  
U.S. Embassy, Vienna

**Bahrain**  
Manama

**Belgium**  
Brussels  
Kleine Brogel  
SHAPE

**Bosnia-Herzegovina**  
Demi  
McGovern  
Tuzla Main  
Tuzla West

**Egypt**  
Cairo  
Sinai North Camp  
Sinai South Camp

**Germany**  
Ansbach  
Babenhausen  
Bad Aibling  
Bad Kreuznach  
Bamberg  
Baumholder  
Boeblingen  
Bonn  
Buechel

Buedingen  
Darmstadt  
Dexheim  
Friedberg  
Geilenkirchen  
Giebelstadt  
Giessen  
Grafenwoehr  
Hanau  
Heidelberg  
Hohenfels  
Idar Oberstein  
Illesheim  
Kaiserslautern  
Kitzingen  
Landstuhl  
Mainz-Wackernheim  
Mannheim  
Miesau  
Muenchweiler  
Oberursel  
Ramstein  
Rhein Main  
Schweinfurt  
Schwetzingen  
Sembach  
Spangdahlem  
Stuttgart  
Vaihingen  
Vilseck  
Wiesbaden  
Wuerzburg

**Greece**  
Araxos  
Souda Bay

**Honduras**  
Soto Cano AB

**Hungary**  
Taszar

**Iceland**  
Keflavik

**Israel**  
Tel Aviv

**Italy**  
Aviano  
Gaeta  
Ghedì  
La Maddalena  
Livorno  
Naples  
Sigonella  
U.S. Embassy, Rome  
Vicenza

**Kosovo**  
Bondsteel  
Montieth

**Kuwait**  
Kuwait City

**Macedonia**  
Skopje

**Netherlands**  
AFCENT

**Portugal**  
Lajes  
Lisbon

**Russia**  
U.S. Embassy, Moscow

**Saudi Arabia**  
Riyadh

**Spain**  
Rota

**Turkey**  
Incirlik  
Izmir

**United Kingdom**  
Alconbury  
Croughton  
Fairford  
Harrogate  
Lakenheath  
London  
Mildenhall  
Molesworth  
St. Mawgan



# ASIAN DIVISION FACULTY

## AEILLO, CHERYL

English  
BS, Northern Michigan University  
MS, Michigan State University

## AHMED, SORAYA

BA, City University of New York, Hunter College  
MA, University of South Florida

## AKIN, GEORGE

Computer Studies  
BS, University of Oregon  
MA, Johns Hopkins University

## ALBRECHT, ALEXANDRA S.

Korean Language/Mathematics/Sociology  
BA, Keimyung University  
BS, University of Maryland University College  
MA, PhD, University of Oklahoma

## ALBRECHT, ROBERT

Business and Management  
BA, University of Maryland  
MPA, MBA, University of Oklahoma

## ALTMAN, MATTHEW

Computer Studies/Mathematics  
BA, The Johns Hopkins University  
MS, Northwestern University  
JD, MIP, Franklin Pierce Law Center

## AMES, CHRISTOPHER

Asian Studies  
BA, Allegheny College  
MA, University of Pittsburgh

## ANDERSON, ERIC C.

Government and Politics  
BA, Illinois Wesleyan University  
MA, Bowling Green University  
PhD, University of Missouri

## ANDERSON, JAMES

Mathematics/Philosophy  
BS, University of Houston  
MS, University of London  
PhD, University of Pennsylvania

## ANTHONY, ROBERT D.

Business and Management  
BSBA, California State University, Los Angeles  
JD, University of La Verne  
MBA, Memphis State University  
MSEL, Vermont Law School

## AZAMA, KISHO

Government and Politics/Japanese Language  
BS, Chuo University  
BS, MS, Utah State University

## BAE, BIN

Business and Management  
BA, Ewha Women's University  
BS, MA, University of Alabama

## BAILEY, BOB

Mathematics/Physics  
BS, University of South Florida  
PhD, Florida State University

## BAKER, W. HUEY

Business and Management  
BA, University of Georgia  
MBA, MPA, Georgia State University

## BALDASSINI, JOSEPH

Computer Studies  
BS, University of Massachusetts  
MS, Northeastern University

## BARKER, HERBERT

Business and Management  
BA, Barry College  
MDiv, Duke University  
MA, Ball State University  
EdD, University of San Diego

## BARNETTE, JAMES

Computer Studies  
BA, Oklahoma State University  
MS, Webster University

## BEACH, JOHN E.

Computer Studies  
BSAS, Miami University  
MS, Bowling Green State University

## BEAUPRÉ, CHRISTINE

Computer Studies  
BS, New York University  
MS, Nova Southeastern University

## BECKMAN, KIMBERLY

Biology  
BS, University of Florida  
MS, University of South Florida

## BENNETT, WILLIAM

Computer Studies  
BS, MS, State University of New York, Buffalo

## BERG, ALLAN J.

Psychology/Counseling  
BA, Augsburg College  
MS, PhD, University of Georgia  
JD, Southern Illinois University

## BERGE, DAWN

Speech Communication  
BBA, MA, Eastern New Mexico University

## BERGLOF, WILLIAM R.

Geology/Astronomy  
BA, DePauw University  
PhD, Columbia University

## BLONNA, ALEXANDER O.

English/Government and Politics  
BA, Montclair State College  
MA, MA, California State University, Chico

## BOLLAND, ROBERT F.

Biology/Zoology  
BA, MS, PhD, University of Utah

## BOLLINGTON, PETER

English  
BA, MA, San Diego State University



## Faculty

**BOUCHARD, JOHN**  
Business and Management  
BS, Central Connecticut State College  
MBA, MAS, Embry-Riddle Aeronautical  
University

**BREUNINGER, NANCY BECK**  
Education/English  
BA, MEd, University of Montana

**BREUNINGER, RAY H.**  
Geology/Mathematics  
BS, Beloit College  
PhD, University of Montana

**BREVER, LEROY J.**  
Business and Management/Computer Studies  
BS, BA, Hawaii Pacific College  
MA, Central Michigan University  
MBA, Chaminade University

**BROUDY, DANIEL S.**  
English  
BS, Slippery Rock University  
MA, Norwich University

**BRUBAKER, LOWELL**  
Psychology  
BS, Juniata College  
MS, Western Reserve University  
PhD, University of Texas

**BRUBAKER, YUKO**  
Japanese Language  
BA, Seijo University  
MA, YMCA College

**BRUGHELLI, KATHLEEN H.**  
Criminal Justice  
BS, Russell Sage College  
MS, Northeastern University

**BRUMFIELD, CHARLES T.**  
Business and Management/Economics  
BS, MS, University of Southern Mississippi  
PhD, University of South Carolina

**BRUMMETT, JEFFREY**  
Business and Management  
BS, Upper Iowa University  
MA, University of Phoenix

**BURNHAM, LARRY L.**  
Government and Politics/Geography  
BA, MA, University of Northern Colorado

**BURNS, LYNN M.**  
Business and Management/Computer Studies  
BA, Marymount Manhattan College  
MBA, MS, University of Pittsburgh

**BUTTON, EDWARD**  
Mathematics/Physics  
BS, St. Joseph's College  
MS, Naval Postgraduate School  
PhD, Air Force Institute of Technology

**CABRAL, YURI**  
Japanese Language  
BA, Rikkyo University  
MA, Hong-Ik University

**CALDWELL, DEAN S.**  
Business and Management/Government and  
Politics  
BA, Western State College  
MPA, DA, Idaho State University

**CALDWELL, KRISTIN**  
Mathematics/Sociology  
BA, Western State College  
MA, Idaho State University

**CARDEN, FRANK E.**  
Psychology  
BA, California State University, Fullerton  
PhD, Nova University

**CAREY, DANIEL**  
Business and Management  
BS, BA, Xavier University  
MBA, Amber University

**CARLE, KRIS**  
English/Speech Communication  
BA, University of West Florida  
MA, University of Iowa

**CARPENTER, FORREST**  
Computer Studies  
BS, United States Military Academy  
MS, Boston University

**CARRUTH, GORDON**  
Computer Studies  
BBA, MS, Texas A & M University

**CARUTH, JOSEPH**  
Business and Management  
BAS, MS, Troy State University

**CASTORE, CARL**  
Business and Management/Psychology  
BS, Pennsylvania State University  
MS, PhD, Rutgers University

**CHAE, CHARLES**  
Computer Studies  
BA, Keimyung University  
BS, Chaminade University  
MS, University of Colorado, Boulder

**CHANG-SIMS, BLOSSOM**  
Business and Management  
BS, University of Maryland  
MS, Troy State University

**CHO, MYUNG-HWAN**  
Biology  
BS, MS, Konkuk University  
PhD, University of Arizona

**CHO, SUNG SUP**  
Korean Language  
BA, Sungkyun Kwan University  
MA, Wonkwang University

**CHOI, JAE-HWA**  
Computer Studies/Business  
and Management  
BA, Yonsei University  
MBA, Drexel University  
PhD, University of Maryland

**CHOI, JIN-UK**  
Korean Language  
BS, Tennessee State University  
MS, Yonsei University

**CHUNG, WOL-YONG**  
Korean Language  
BA, Kyungbuk National University  
MEd, Seoul National University  
PhD, Sejong University

**CLARK, CARL G.**  
Education/Psychology  
BS, University of Arkansas  
MA, PhD, University of Alabama

**CLEET, REBECCA J.**  
Sociology/Criminology/Criminal Justice  
BA, Central Connecticut State University  
MA, University of Connecticut  
JD, Quinnipiac Law School

**COGEN, ROBERT W.**  
Business and Management  
BS, Southern Illinois University  
MS, University of Southern California

**COHEN, MICHAEL F.**  
Biology/Microbiology  
BA, California State University, Northridge  
PhD, University of California, Davis

**COLEMAN, DIANE M.**  
Asian Studies  
BA, University of Maryland University College  
BA, MA, Dominican College of San Rafael

**COLLETT, WALTER**  
English  
BA, MA, MFA, PhD, University of Iowa

**COLLINS, GERARD J.**  
English/Government and Politics  
BA, University of Massachusetts  
MA, University of Washington  
MA, Syracuse University

**CONCILUS, FRANK**  
Anthropology/Asian Studies/Sociology  
BA, Colgate University  
MS, Harvard University

**CONWAY, JACK**  
Business and Management/History/Government  
and Politics  
BA, MA, MA, State University of New York,  
Albany  
MS, George Washington University

**COOK, ROBERT M.**  
English  
BA, University of California, San Diego  
MA, University of California, Davis

# Faculty

## COOPER, TIMOTHY G.

Business and Management  
BA, Albion College  
MBA, University of Detroit  
JD, Emory University

## CRONIN, JEFFERSON

English/Speech Communication  
BS, Davis and Elkins College  
MFA, Ohio State University

## CROTTY, TESS

Economics/Business and Management  
BA, University of Maryland University College  
BS, Gannon University  
MPhil, George Washington University

## CUMMINGS, JAMES C.

Biology  
BS, DVM, Louisiana State University

## CUMMINGS, LYLE

Mathematics  
BA, Northwest Nazarene College  
MST, Rutgers University

## DANCER, DIANE

English  
BJ, MA, University of Texas, Austin

## DAVIS, BETH

Psychology  
BA, Ohio State University  
MA, PhD, California School of Professional  
Psychology

## DAVIS, CAROL E.

Criminal Justice/Sociology  
BA, MA, Texas Christian University  
PhD, University of Illinois

## DEBONIS, STEVEN

English/Linguistics  
BA, University of Connecticut  
MED, Philippine Normal College

## DE LA CRUZ, AMBROSIO

Psychology/Business and Management  
BS, MA, PhD, University of the Philippines

## DE LA ROSA, EDMOND

Mathematics  
BA, MA, CPhil, University of California, Berkeley

## DITTO, CHESTER

Business and Management/Mathematics  
BS, U.S. Naval Academy  
JD, University of Maryland  
MS, MBA, University of Kansas

## DOBBIN, JAY D.

Anthropology/Sociology  
AB, St. Edward's College  
MDiv, St. Thomas Seminary  
STL, Anselmianum  
STD, Angelicum, Rome  
MA, PhD, Ohio State University

## DOHERTY, KATHLEEN

Psychology  
BA, Louisiana State University  
MS, PhD, University of New Orleans

## DONAHUE, CHARLES D.

History/Philosophy  
BS, Georgetown University  
MA, PhD, Union Theological Seminary

## DOOLIN, DENNIS

Asian Studies/Government and Politics  
BA, University of San Francisco  
MA, PhD, Stanford University

## DOWLING, RICHARD

English/History/Government and Politics  
BA, Wheeling University  
MA, Duquesne University

## DROZYNSKI, CYNTHIA A.

Chemistry  
BS, University of Connecticut  
MS, Northeastern University

## DUNN, CONNIE

Mathematics  
BA, Northwest Nazarene College  
MA, California State University, Fresno

## DUSSICH, JOHN

Criminology/Criminal Justice/Sociology  
BS, MS, PhD, Florida State University

## EAKIN, DAVID B.

English  
BA, MA, PhD, Arizona State University

## FARRELL, CHAD

Sociology  
BA, University of Wisconsin  
MA, Pennsylvania State University

## FLORES, ARTURO

Spanish Language  
BS, Texas A & I University

## FOLEY, DANIEL

Business and Management/Economics  
BS, The Citadel  
MA, University of Oklahoma  
MS, Naval Postgraduate School

## FORDE, DAVED

English  
BBA, Kent State University  
MA, San Diego State University

## FORREST, BURKE

Sociology/Anthropology  
BA, MA, PhD, University of California, San  
Diego

## FRANCK, TED

English/Philosophy  
BA, St. Mary's University  
STL, Gregorian University  
MA, University of Richmond  
PhD, Sogang University

## FRANK, JESSICA

English  
BA, MA, University of Iowa

## FRANKLIN, APRIL I.

Speech Communication/English  
BA, Loyola Marymount University  
MA, Purdue University  
PhD, University of Oklahoma

## FRANKLIN, DOUGLAS A.

Government and Politics/History  
BA, MA, PhD, University of Kentucky

## FUKUYAMA, ASAO

Japanese Language  
BA, University of the Ryukyus

## FURUGEN, AKIRA

Mathematics  
BA, University of California  
MS, West Texas State University

## GAINES, DOUGLAS R.

Business and Management  
BS, University of Maryland University College  
MS, Troy State University

## GALLUP, SHELLEY P.

Computer Studies/Business and Management  
BA, University of Kansas  
MS, Naval Postgraduate School  
MA, Naval War College  
MA, Salve Regina College  
PhD, Old Dominion University

## GAMBLIN, JACKIE L.

Business and Management  
BS, University of Maryland  
MA, Webster University

## GARRETSON, DAVID P.

Economics/Government and Politics  
BA, McGill University  
MA, MALD, Fletcher School of Law and  
Diplomacy

## GARRIGUES, STEPHEN L.

Anthropology/Sociology  
BA, Sophia University  
MS, Colorado State University  
PhD, Lucknow University

## GEIB, ALETA

Sociology  
BS, MA, Ohio State University  
PhD, University of Akron

## GERALD, THOMAS J.

Philosophy  
BA, Assumption College  
MA, PhD, University of Notre Dame

## GLASHEEN, J. STEPHEN

Biology  
BS, University of Southwestern Louisiana  
PhD, University of Colorado

## Faculty

GLEASON, B. J.  
Computer Studies  
BS, MS, New Jersey Institute of Technology  
MS, Troy State University

GODSEY, LAURA  
Japanese Language  
BA, Gustavus Adolphus College  
MAT, University of Iowa

GREER, MARK M.  
Government and Politics/  
Geography/Geology  
BA, University of Michigan  
MA, Wayne State University  
MA, University of Wyoming

GRIMMER, CASEY  
BA, Western Illinois University  
MS, Illinois State University  
MLS, University of Illinois

GRISHIN, ANATOLE P.  
Physics/Mathematics  
BS, PhD, North Carolina State University

GRUBB, HENRY J.  
Psychology  
BS, Eastern Michigan University  
MS, PhD, Virginia Polytechnic Institute and  
State University

GUALTIERI, FRANK J.  
Physics/Mathematics  
BS, Massachusetts Institute of Technology  
MS, MS, PhD, Brown University  
MS, University of Rhode Island

HAHM, JACK P.  
Business and Management/  
Government and Politics  
BS, California Baptist College  
MPA, San Diego State University  
PhD, Claremont Graduate School

HAIRSTON, ROBERT B.  
Film/Speech Communication  
BS, MS, PhD, Florida State University

HALLORAN, ALICE S.  
English  
BE, San Jose State University  
MA, University of Santa Clara

HALLORAN, THOMAS O.  
Business and Management/Psychology  
BA, MA, San Jose State University  
PhD, University of Oregon

HARRISON, CHRISTEN  
Biology  
BS, MS, Brigham Young University  
PhD, University of Minnesota

HARVEY, DEREK J.  
Government and Politics  
BS, Arizona State University  
MA, PhD, University of Utah

HASEGAWA, YUMI  
Japanese Language  
BA, University of Arizona  
MA, San Francisco State University

HASSAN, ANTHONY  
Psychology/Sociology  
BSW, University of Alaska, Anchorage  
MSW, Florida International University

HEISEL, ERIC  
Business Law  
BA, University of California  
JD, Willamette University

HEWITT, ROBERT  
Business and Management/Mathematics  
BS, University of Maryland  
MA, University of Oklahoma

HEYBURN, MICHAEL  
Business and Management  
BS, United States Air Force Academy  
MBA, City University, Washington

HILL, ELIZABETH  
Psychology  
BA, University of South Carolina  
MA, Eastern New Mexico University

HINAHARA, TAKAKO  
Japanese Culture/Japanese Language  
BA, Hiroshima Jogakuin College  
MA, Scarritt College

HIPOLITO, ELISEO P.  
Business and Management  
BA, National University  
MBA, Webster University

HIRATA, SUSAN  
Education/Psychology  
BS, University of Maryland  
University College  
MSEd, University of Southern California  
PhD, Cornell University

HITCHCOCK, KATHLEEN  
Psychology  
BA, University of Colorado  
MS, University of Maryland

HOERNIG, JOHN  
English/Speech Communication  
BS, MS, Buffalo State College

HOFFMAN, BETTY  
Fine Arts  
BA, University of Washington

HOLLAND, BRENT  
Business and Management  
BS, MS, University of North Texas

HOLOWENZAK, STEPHEN P.  
Computer Studies/Psychology/Mathematics  
BA, Mount St. Paul College  
MA, PhD, Catholic University of America

HOSOKI, YUKIKO  
Japanese Language  
BA, Hiroshima Shudo University  
MA, EdS, University of Mississippi

HUER, JON H.  
Sociology  
BA, California State University, Los Angeles  
MA, PhD, University of California, Los Angeles

HUIE, PAUL E.  
Psychology  
BS, University of Maryland, College Park  
MA, PhD, Baylor University

HULLET, DEBORAH E.  
Government and Politics/History  
BA, University of Maryland University College  
MA, Boston University  
MS, Defense Intelligence College

HUNT, GARY T.  
Speech Communication/Business and Manage-  
ment  
BA, MA, California State University, Fullerton  
PhD, Purdue University

HUTSON, PETER  
Computer Studies  
BS, U.S. Naval Academy  
MS, Naval Postgraduate School

ISHIKAWA, HIROMITSU  
Japanese Language  
BA, Okinawa University  
MA, New York University

ISHIMINE, EIICHI  
Business and Management  
BA, Waseda University  
MS, Troy State University

JACKETTI, GARY A.  
Art History  
BS, Temple University  
MEd, Kutztown University

JAKACKY, GARY J.  
Economics/Mathematics/Statistics  
BA, MS, University of Massachusetts

JAMES, JOHN C.  
Economics/History  
BA, Pennsylvania State University  
PhD, Johns Hopkins University

JOHNSON, ELDEN L.  
Asian Studies/Government and Politics  
BS, University of Baltimore  
BA, MA, Sophia University

JOHNSON, JAMES H.  
Business and Management/Computer Studies  
BA, University of Warwick  
MBA, University of Alabama  
MS, University of South Carolina

# Faculty

## JOSEPHSON, BRUCE

Anthropology  
BS, Brigham Young University  
MA, University of Chicago  
PhD, University of Virginia

## JUNG, WECHOOL

Computer Studies  
BE, Pusan National University  
MS, State University of New York, Albany

## KAKUTA, YASUSHI

Japanese Language  
BS, National University of Utsunomiya

## KALISS, ANTHONY M.

Computer Studies/Economics/History  
BA, MA, University of Maine

## KALISS, GAIL D.

English  
BA, University of Chicago  
MA, Montclair State College

## KANAI, AKIKO

Japanese Language  
BA, Kyoritsu Women's University

## KATCHER, HAROLD L.

Biology  
BS, City University of New York, City College  
PhD, City University of New York

## KEARNEY, REGINALD

History  
BA, Morgan State College  
MA, University of Hawaii  
PhD, Kent State University

## KEEGAN, JAMES W.

Economics/Government and Politics  
BA, Kansas State University  
MA, George Mason University

## KHAN, NAFEE U.

Business and Management  
BS, University of Engineering and Technology,  
Pakistan  
MS, Stanford University

## KIM, DONG-JIN

Mathematics  
BS, MS, PhD, State University of New York,  
Stony Brook

## KIM, HAK SUN

Korean Language  
BA, MEd, Ewha Women's University

## KIM, HENRY

Sociology  
BA, MA, University of Hawaii

## KIM, JAI YOUNG

Mathematics  
BS, Seoul National University  
MS, PhD, University of Michigan

## KIM, HYUN SOOK

Mathematics  
BS, MS, Simon Fraser University

## KIM, KYUNG-JA

Korean Language  
BA, Ewha Women's University

## KIM, PHOENIX E.

Business and Management/Economics  
BSBA, University of North Dakota  
MBA, Mississippi State University

## KIM, PILKYU

Government and Politics/Asian Studies/  
History  
BA, Hankuk University  
MA, East Carolina University  
PhD, University of Arizona

## KIM, PONG SU

Korean Language  
BA, Dankook University  
MA, Youngnam University

## KIM, SOON JIN

American Studies/English  
BA, Korea University of Foreign Studies  
MA, University of Missouri  
PhD, University of Maryland, College Park  
Licenciado, San Carlos University, Guatemala

## KIM, YUN-SIK

Government and Politics/Asian Studies  
BA, Kukmin University  
MA, Seoul National University

## KING, AMY

Psychology  
BA, MA, University of Minnesota

## KMETZ, YOKO

Japanese Language  
BA, Meiji Gakuin University

## KNARR, JOHN

Computer Studies  
BA, Ohio State University  
BS, University of Maryland University College  
MBA, University of the Americas  
DEA, University of Lille  
PhD, Kent State University

## KOEHN, GLEN

Philosophy  
BA, MA, University of Alberta  
PhD, University of Waterloo

## KOH, YON-HEE

Korean Language and Culture  
BA, MA, PhD, Ewha Women's University

## KOP, TIM M.

Psychology  
BA, University of Hawaii  
MA, Michigan State University  
MS, PhD, Columbia Pacific University

## KRISHNA, ANAND

Psychology  
BA, University of California, Berkeley  
MA, PhD, Duke University

## KUNTZ, LAURIE

English  
BA, Baruch College  
MFA, Vermont College

## KUPIEC, DAVID E.

Business and Management/Economics  
BS, California State University  
MA, University of Southern California

## KWAK, BYUNG-SUB

Business and Management  
BA, Yeungnam University  
MBA, Seoul National University  
PhD, City University of New York

## LATASA, PILAR M.

Spanish Language  
BA, Avila College

## LATTIMORE, PAUL T.

Biology/Botany/Zoology  
BSEd, MS, Slippery Rock University  
PhD, Miami University

## LATTIMORE, RUTH

Mathematics/Statistics  
BA, Slippery Rock University  
MS, Miami University

## LAUGEL, GARY R.

Psychology  
BA, Kent State University  
MS, PhD, Washington State University

## LEE, CHANG SOO

Spanish Language  
BA, Hankuk University  
MA, Autonomous University of Mexico  
PhD, University of California, Los Angeles

## LEE, CHAUNG-JA

Korean Language  
BA, Sangmyung Women's University  
MEd, Sang Ji University

## LEE, HYUNG-DAE

History  
BA, MA, Dankook University  
PhD, Ohio University

## LEE, IN SUP

Business and Management  
BS, Sung Kyun Kwan University  
MBA, University of Tulsa  
PhD, University of Houston

## LEE, SONYONG K.

Mathematics  
BA, Korea University  
MA, University of Hawaii

## Faculty

- LEE, SOON-JA  
Korean Language  
BA, Dankuk University  
MEd, Yonsei University
- LEE, SUK-HYUN  
Japanese Language  
BA, Christchurch Polytechnic University  
MA, University of Sydney
- LEVI, DEAN  
Business and Management  
BS, Florida State University  
JD, Thomas M. Cooley Law School
- LEVITT, KENNETH  
Psychology/Business and Management  
BA, State University of New York, Oneonta  
MA, Fairleigh Dickinson University  
PhD, Stevens Institute of Technology
- LI, EUGENE  
Economics  
BA, MA, South West University  
MA, PhD, University of California
- LOGAN, FREDERICK J.  
English  
BA, Elmhurst College  
MA, University of Windsor  
PhD, University of Alberta
- LOGUE, BART  
Criminal Justice  
BS, Wayland Baptist University  
MFS, National University
- LUSTIG, LARRY  
Philosophy/English  
BA, Stetson University  
PhD, Florida State University
- LYONS, HOLLY M.  
Business and Management  
BSED, University of Missouri  
MIM, University of Maryland
- MAHON, JEFFREY  
Biology  
BS, U.S. Naval Academy  
PhD, University of Hawaii
- MAIN, LIESL CYRUS  
History  
BA, Wesleyan University  
MA, Brown University
- MALKANI, KISHIN H.  
Accounting/Business and Management  
BS, University of North Alabama  
MBA, MPA, Mississippi State University
- MARTIN, PAMELA  
English  
BS, Troy State University  
MEd, Alabama State University
- MARTINEZ, CHARLENE A.  
Computer Studies  
BS, MS, Southwest Texas State University
- MATAYOSHI, MASA HARU  
Asian Studies  
BE, Shizuoka University  
DMS, University of Tokyo
- MATSUMOTO, NAOE  
Japanese Language  
BA, Seisen Women's College
- MATSUOKA, KAZUE  
BE, University of the Ryukyus  
MEd, University of Maryland
- McCALL, GROVER  
Computer Studies  
BS, Embry-Riddle Aeronautical University  
MS, University of Southern California
- McCRILLIS, LEON N.  
History  
BA, Laverne College  
MA, PhD, University of California, Riverside
- McCULLOCH, CAROL  
Speech Communication  
BS, Anderson University  
MEd, Carthage College
- McDANIEL, JULIA  
Computer Studies  
BS, Michigan State University  
MS, Northern Illinois University
- McDANIEL, EDWIN B.  
Computer Studies  
BS, University of Illinois  
MS, Northern Illinois University  
PhD, Ohio State University
- McDONALD, KEIKO  
Japanese Culture  
BA, Osaka University of Foreign Studies  
MA, State University of California  
DA, PhD, University of Oregon
- McDOWELL, JEANNE  
Biology/Zoology  
BS, MS, Old Dominion University
- McGEEVER, CHARLES  
English/Speech Communication  
BA, St. Vincent College  
MS, Kansas State University  
PhD, University of Michigan
- McGLYNN, KEVIN  
Biology  
BS, DMD, University of Pittsburgh
- McMILLAN, JOHN H.  
Computer Studies  
BS, University of Texas, Austin  
MS, Naval Postgraduate School
- MEDEIROS, MELVIN  
Computer Studies/Government and Politics  
BA, Sophia University  
MA, University of Hawaii
- MESKILL, WILLIAM  
Computer Studies  
BA, University of Texas, Austin  
MS, University of Texas, San Antonio
- MEZO, RICHARD  
English/Education  
BA, MA, San Diego State University  
MEd, Western Washington University  
PhD, University of North Dakota
- MILLER, RONNEY  
History  
BA, Texas Tech University  
MA, Fort Hays State University
- MIYAGI, KUNIKO  
Japanese Language  
BA, University of the Ryukyus  
MLS, University of California  
MSW, University of Washington
- MIYAGI, MOMOE  
Japanese Language  
BS, University of the Ryukyus
- MODE, KEVIN S.  
Mathematics  
BSE, Purdue University  
MSE, Naval Postgraduate School
- MONAHAN, MARK  
Asian Studies  
MA, University of Arizona  
BSFS, PhD, Georgetown University
- MORAN, TIMOTHY  
Business Law  
BA, University of Montana  
JD, Capital University Law School
- MOYER, GUY L.  
English  
BA, MAT, MA, PhD, University of Illinois
- MRAZ, JAMES  
Business and Management  
BS, University of Maryland  
MSBA, Boston University
- MULL, KATHRYN P.  
Asian Studies/Government and Politics  
BA, University of California, Berkeley  
MA, University of Oklahoma
- NAKAJIMA, HISAE  
Japanese Language  
BA, Kochi Women's University  
MA, Tamagawa University
- NAKAMURA, HOSHIN  
Japanese Language  
BA, University of Hawaii  
MA, Seton Hall University
- NEAL, TIMOTHY  
Computer Studies  
BGS, Indiana University  
MS, Indiana Wesleyan University

# Faculty

NEWBERN, JEFFREY D.  
Psychology  
BA, Emory University  
MS, University of Georgia

NISHIKAWA, HIROYUKI  
Japanese Language  
BS, Waseda University

NORRIS, DAVID W.  
English  
BS, University of Richmond  
BA, MA, Virginia Commonwealth University

NOVAK, WARREN  
Mathematics  
BS, Finlay Engineering College  
MA, Colorado State College

OHTA, TARA B.  
English  
BA, MA, San Francisco State University

OLMO, RICHARD  
Anthropology/Geology  
BS, City University of New York, York  
College  
MA, University of New Mexico  
MA, City University of New York, Brooklyn  
College

OWEN, DAVID  
Business and Management  
BS, University of Maryland  
MS, Troy State University

PAK, SANG JOON  
Chemistry  
BS, Virginia Commonwealth University  
PhD, Virginia Polytechnic Institute

PANGANIBAN, BIEN  
Music  
BS, University of Santo Tomas  
MM, Peabody Institute, Johns Hopkins  
University

PARITZKY, RICHARD S.  
Counseling/Psychology  
BA, University of Maryland, College Park  
MA, George Washington University  
PhD, University of Maryland, College Park

PARK, CHAN-MO  
Computer Studies  
BS, Seoul National University  
MS, PhD, University of Maryland

PARK, IN-SUB  
Computer Studies  
BS, MS, Korea University  
MS, London School of Economics

PARK, SAHNG-ERN  
Psychology  
BA, California State University, Sacramento  
MA, PhD, University of California, Davis

PATE, SANDRA K.  
Business and Management  
BS, Kearney State College  
MBA, University of Nebraska, Kearney  
PhD, University of North Texas

PAUL, DAVID L.  
English/Philosophy/Mathematics  
BA, MA, University of Maryland, College Park  
PhD, University of Southern California

PAULEY, LESLIE  
Psychology  
BS, Brigham Young University  
MA, West Virginia College of Graduate  
Studies  
PhD, California School of Professional  
Psychology

PAXMAN, DALE E.  
English/French  
BA, University of the Pacific  
MA, University of Paris  
MA, University of California, Santa Cruz

PEDERSON, CARL  
Computer Studies  
BA, Whitman College  
MS, US Naval Postgraduate School

PEFFERS, ROBERT  
Business and Management/English/Speech  
Communication  
BS, Manchester College  
MA, Miami University  
PhD, University of London

PHENIS, PATRICK H.  
Mathematics/Economics/Physics  
BA, University of Pennsylvania  
MA, Temple University  
MA, University of Maryland, College Park  
PhD, Louisiana State University

PIERCE, BARBARA LEE  
Biology/Zoology  
BA, MS, PhD, University of Rochester  
BA, University of Maryland  
University College

PLUCER-ROSARIO, GYONGI  
Biology  
BA, Antioch College  
MS, University of Guam

POLLOCK, BARRY  
English/Speech Communication  
BA, University of Chicago  
MA, Cleveland State University  
PhD, Kent State University

PRILLAMAN, JULIA L.  
Psychology  
BS, College of William and Mary  
MSW, University of Houston

PROCTOR, NEAL W.  
Business and Management  
BS, University of Mary Hardin-Baylor  
MA, University of Northern Iowa

PRUITT, JAMES  
History  
BA, King College  
MA, University of Kentucky

QUACKENBUSH, HIROKO  
Japanese Language  
BA, MA, PhD, University of Michigan

QUIE, MARISA V.  
Government and Politics  
BA, MA, McGill University  
PhD, Cambridge University

RASTOGI, HARISH  
Mathematics  
BS, Meerut College, India  
MPW, MSCE, University of Pittsburgh

REDMAN, KATHLEEN A.  
Business and Management  
BA, California State University, Los Angeles  
MBA, California Lutheran University

REID, DUSTY C.  
Business and Management/Computer Studies  
BS, MBA, California State University,  
Bakersfield

RICE, JOSEPH C.  
English/Speech Communication  
BA, Evergreen State College  
MA, University of Houston  
PhD, University of Texas, Austin

ROBERTS, RICHARD M.  
Psychology  
BA, University of Maryland  
MA, Connecticut College  
PhD, Memphis State University

RODRIGUEZ, DONNA L.  
Business and Management  
BS, University of Texas at Dallas  
JD, University of Oklahoma

RODRIGUEZ, ROSA  
Spanish Language  
BA, MPA, University of Puerto Rico

ROGERS, GEORGE E.  
Computer Studies  
BA, Indiana University Southeast  
MA, Ball State University  
PhD, University of Louisville

ROMAN, RONALD  
English  
BA, University of New Haven  
MS, University of Bridgeport  
MA, Wesleyan University

ROSE, LIISA  
Theatre  
BS, Northern Arizona University  
MA, University of Arizona

## Faculty

- ROTHMAN, NORMAN C.**  
History/Education/Geography  
BA, Dickinson College  
MA, Norwich University  
MA, PhD, Northwestern University  
PhD, Georgia State University
- RUSSELL, MARK C.**  
Psychology  
BA, MA, Chapman College  
MS, PhD, Pacific Graduate School of  
Psychology
- SAENGKAEW, VINAI**  
Mathematics  
BS, National Institute of Development  
Administration  
MS, University of Madras
- SAIKI, EDWYN M.**  
Business and Management  
BEd, University of Hawaii  
MA, Central Michigan University
- SAMUEL, JACOB R.**  
Economics  
BA, MA, University of Auckland
- SANDERS, PHILLIP E.**  
Mathematics  
BS, Arizona State University  
MS, Air Force Institute of Technology
- SCHLENKER, RICHARD**  
Biology  
BSEd, MS, DScEd, University of Maine
- SCHRADE, WILLIAM R.**  
Business and Management/Economics  
BA, MS, JD, Arizona State University  
MA, University of California, Irvine
- SEEKINS, DONALD**  
Asian Studies/History  
BA, Cornell University  
MA, PhD, University of Chicago
- SESTA, JOHN A.**  
Biology  
BS, St. Peter's College  
MD, Georgetown University
- SHAH, DENNIS V.**  
Computer Studies  
BE, University of Baroda  
MS, University of Saskatchewan  
MS, New York Institute of Technology
- SHANK, CARLA D.**  
Education  
BS, Oklahoma Baptist University  
MFA, University of Northern Colorado
- SHIN, YEON-JU**  
Korean Language  
BS, Duksung Women's University  
MA, Ewha Women's University
- SHOABI-KATCHER, FATEMAH**  
Computer Studies  
BA, Tehran College  
BS, City University of New York, Manhattan  
College  
MS, Troy State University
- SIGNER, WILLIAM J., JR.**  
Government and Politics  
BS, University of Maryland University College  
MPA, MAHR, University of Oklahoma
- SILVER, ROGER H.**  
English  
BA, University of Rochester  
MA, State University of New York,  
Binghamton  
PhD, Walden University
- SIMPSON, PETER**  
English  
BA, University of Surrey  
PGCE, University of Wales  
MA, University of London
- SIMSON, JO ANNE**  
Biology/Zoology  
BA, Kalamazoo College  
MS, University of Michigan  
PhD, State University of New York
- SINKULA, BRUCE**  
Meteorology  
BS, MS, University of Wisconsin
- SKOOG, KIM**  
Philosophy  
BA, University of Minnesota  
MA, University of Washington  
PhD, University of Hawaii
- SMITH, CARDALE O.**  
Government and Politics/History  
BS, MA, Eastern New Mexico University
- SMITH, KENNETH W.**  
Economics/Business and Management  
BS, University of Alabama  
MBA, Jacksonville State University  
DA, Middle Tennessee State University
- SMITH, MARILYNN J.**  
English  
BA, Central Michigan University  
MA, University of South Carolina  
MLS, PhD, University of Illinois
- SMITH, RICHARD**  
Sociology  
BA, Central Michigan University  
MA, University of South Carolina  
PhD, University of Illinois
- SNODGRASS, JAMES E.**  
Business and Management/Computer Studies  
BA, Arkansas State University  
MS, North Carolina Central University  
PhD, University of Idaho
- STONE, JOHN D.**  
English/Speech Communication  
BS, Northern State University  
MA, University of Nebraska  
PhD, Pennsylvania State University
- SUZUKI, LORRAINE R.**  
Business and Management  
BA, MSW, Wayne State University  
MS, Stanford University  
PhD, University of Chicago
- SWAN, WILLIAM**  
Asian Studies  
BA, Albion College  
MA, University of Hawaii  
PhD, Australian National University
- SWANSON, RICHARD M.**  
Criminal Justice/Psychology  
BA, University of Texas, El Paso  
MA, PhD, University of Colorado  
JD, University of Denver
- TALLEY, AUTRY L.**  
Business and Management  
BA, Bellevue College  
MBA, St. Mary's University
- TANABE, NORIKO**  
Japanese Language  
BA, University of the Sacred Heart
- TAYLOR, DAVID**  
Computer Studies  
BSME, North Carolina State University
- TAYLOR, JOHN A.**  
Mathematics  
BS, Davidson College  
MS, PhD, University of Massachusetts
- TAYLOR, LEVI**  
Psychology  
BA, Portland State University  
MS, PhD, Tulane University
- TEDESCO, ELEANOR H.**  
Business and Management/Computer Studies  
BS, Cedar Crest College  
EdM, Boston University  
EdD, Michigan State University
- THERIANOS, SPYRIDON E.**  
Mathematics  
BA, University of California, Berkeley  
MA, PhD, University of California, Santa Barbara
- THOMAS, RICHARD E.**  
Business and Management  
BA, MBA, Chapman University
- THOMPSON, RAY E.**  
Biology  
BA, MEd, University of South Florida

# Faculty

## THOMPSON, THOMAS

Asian Studies/Government and Politics  
BA, Trinity University  
MA, University of Washington

## TILBURY, LEON E.

English/Speech Communication  
BA, Western State College of Colorado  
MA, Kansas State University  
PhD, Pacific Western University

## TIMMERMAN, ALAN

English/Anthropology  
BA, MA, PhD, University of California, San Diego

## TISHER, MICHAEL

Mathematics  
BS, MS, McNeese State University  
MS, Louisiana State University

## TOMA, MIEKO

Japanese Language  
BA, University of Maryland

## TOMASCHOW, JENNIFER S.

Business and Management  
BS, MS, University of Nevada, Las Vegas

## TOMISAKA, CHIEKO

Japanese Language  
BS, Nihon University

## TOPMILLER, ROBERT J.

Asian Studies/History  
BA, MA, Central Washington University  
PhD, University of Kentucky

## TRAFTON, JOYCE

Anthropology/English  
BA, MA, Olivet Nazarene University  
EdD, Northern Illinois University

## TRAFTON, TERRY

Education/Speech Communication/Theater  
BA, University of Evansville  
MA, University of Illinois  
EdD, Northern Illinois University

## TROSPER, EMORY T.

Government and Politics/History  
BA, University of Northern Colorado  
MA, Ohio University

## TURNER, JANICE

Anthropology/Asian Studies  
BA, MA, San Francisco State University  
PhD, University of Paris-Sorbonne

## TUTTLE, MARK D.

Computer Studies/Mathematics  
BS, Wright State University  
MS, University of New Mexico

## VANBEUGE, DOUGLAS

Computer Studies  
BS, MBA, Embry-Riddle  
Aeronautical University

## VASQUEZ, JOSE

Business and Management/Geography  
BA, University of Puerto Rico  
MHROD, University of San Francisco  
MS, Central Michigan University

## VON BON, RITA

English/Education  
BA, Louisiana Tech University  
MA, Louisiana State University

## VORHEES, DUANE L.

English/History  
BS, MA, PhD, Bowling Green State University

## WAGONER, TIMOTHY

BA, Seattle Pacific University  
MA, Chapman College  
MDiv, Southern Seminary  
PhD, Baylor University

## WAHL, THOMAS

English, Speech Communication  
BA, BS, Seattle University  
MA, University of Nevada, Las Vegas

## WALKER, KATHLEEN R.

Mathematics  
BS, University of Maryland, Baltimore County

## WALKER, MARY

Biology  
BS, University of Central Arkansas  
DVM, Louisiana State University

## WALSH, JOHN

English  
BA, MA, Fordham University  
PhD, Indiana University of Pennsylvania

## WALLENSTEIN, AARON

Biology/Zoology  
BS, City University of New York, Brooklyn  
College  
PhD, University of Rhode Island

## WARNELL, JIMMIE D.

Business and Management  
BS, University of Maryland  
MS, University of Southern California

## WARNER, GORDON

Education/History/Speech Communication  
BA, MA, University of Southern California  
EdD, University of California

## WEDDLE, DAISY

Education  
BA, BS, Old Dominion University  
MA, Norfolk State University  
EdS, Georgia State University

## WEGNER, TERRY M.

Business and Management  
BS, Central Michigan University  
MBA, Michigan State University

## WEGRZYN, MICHAEL

Business and Management  
BS, University of Maryland  
MBA, Chapman University  
MA, University of Oklahoma

## WEHR, BEVERLY J.

Business and Management  
BS, Arizona State University  
BA, MBA, Colorado State University

## WESTBROOK, PAMELA J.

Education  
BS, MEd, Memphis State University  
EdD, University of Northern Colorado

## WHEALY, MERVIN B.

History/Government and Politics  
BA, MA, Fresno State College  
MDiv, Southeastern Baptist Seminary  
MA, Wake Forest University  
PhD, University of California, Santa Barbara

## WILEY, JEFFREY JAY

Computer Studies  
BS, Park College  
MS, Bowie State University

## WILLIAMS, ALDRED

Biology  
BA, Howard University  
DDS, University of Maryland, Baltimore

## WILLIAMS, ANITA

Business and Management  
BA, MBA, Southeastern Louisiana University  
PhD, University of Southern Mississippi

## WILLIAMS, KEITH

Business and Management  
BA, Morehouse College  
JD, Rutgers University

## WILLCOX, CRAIG

Anthropology  
BA, University of Calgary  
MA, University of Toronto

## WILLS, DAVID F.

Computer Studies  
BS, University of Massachusetts  
MS, New Mexico State University

## WISSEL, JAMES J.

Business and Management/Computer Studies  
BA, BS, University of Maryland  
MBA, University of Pittsburgh

## WITZKE, KARA

Biology  
BS, Biola University  
MS, California State University, Fullerton  
PhD, Oregon State University



WODARZ, PETER J. English BA, Augsburg College MA, American University	YAMADA, ATSUKO Japanese Language BA, University of Maryland MA, Sophia (Jochi) University	YIM, PYONG SU Korean Language BA, Korea University
WON, ANDREW Mathematics BS, George Washington University MS, MS, Johns Hopkins University	YAMAMOTO, MOTOKO Japanese Language BA, International Christian University	YOGI-JAMES, AYAKO Japanese Language BA, Okinawa Kokusai University BA, University of Maryland University College
WONG-CHIN, KAREN Education BS, State University of New York MA, City University of New York, City College MA, MS, University of Houston PhD, Gallaudet University	YAMASHITA, MIYUKI Japanese Language BA, University of the Ryukyus MA, Ochanomizu University	YOON, YOU-SOOK Korean Language BA, Sungkyunkwan University MA, State University of New York, Albany
WOOD, JAMES G. Computer Studies/Business and Management BS, United States Military Academy MBA, Harvard University PhD, Temple University	YANG, CHAE CHOL Korean Language BA, Hankuk University of Foreign Studies	YOU, PAMELA Business and Management BA, Loyola College MBA, City University, London
WRIGHT, ROBERT K., JR. Philosophy MDiv, Assemblies of God Theological Seminary MEd, Boston University	YATES, LIANN C. Biology BSc, Dalhousie University MSES, Indiana University	YUN, TOK KYUN Korean Language BA, Konkuk University
WYATT, JAMES L. English BA, MA, Northeast Louisiana University PhD, University of Kentucky	YEO, HAK-SOO Korean Language BA, Korea University	ZDANOVICH, MICHAEL S. Government and Politics BA, Beloit College MIA, Columbia University
	YI, SANG-HA Korean Language BA, Chungju University MEd, Korea University	ZEEDYK, DENNIS R. Economics BS, Ohio State University MS, University of Illinois

# INDEX

Academic Advisement .....	16	Evaluation of Service School Training .....	17
Academic Advisors .....	16-17, 29	Examinations .....	20, 21, 27
Academic Dishonesty .....	27	Fees .....	9
Academic Policies and Standards .....	27	Financial Aid .....	11-15
Academic Warning .....	24	Foreign Language Courses .....	51
Administrative Offices .....	62	General Education Requirements .....	29, 31, 34-5, 40
Admission .....	6-7	GNST .....	58
Alcohol and Drug Abuse Policy .....	59	Grade Point Average .....	13, 23-25, 28, 32, 34
Application Fee .....	9	Grading System .....	23-24
Application for Degrees .....	26	Graduate Program .....	28, 64
Application for Withdrawal .....	10	Graduation Review .....	26, 34
Asian Division .....	1, 4-5, 41, 62-64	High School Seniors .....	7
Associate of Arts Degree .....	28, 31	History Courses .....	53
Associate of Arts, Accounting .....	32	Honor Roll .....	25
Associate of Arts, Business and Management .....	32	Honorary Societies .....	25
Associate of Arts, Computer Studies .....	32	International Students .....	7
Associate of Arts, General Curriculum .....	32	Japanese Language .....	52
Associate of Arts, Japanese Studies .....	33	Korean Language .....	52
Associate of Arts, Korean Studies .....	33	Late Registration Fee .....	9
Associate of Arts, Management Studies .....	33	Library Facilities .....	5
Associate of Arts, Mathematics .....	34	Loans .....	11-15
Attendance .....	10, 23, 27	Management Studies Specialization .....	36
Audit .....	7, 13, 23	Mathematics .....	27, 54
Baccalaureate Honors .....	25	Name Change .....	22
Bachelor of Arts Degree .....	19, 28, 34-36, 39-40	Official Evaluation .....	6, 7, 9, 11, 12, 15, 17, 26
Bachelor of Science Degree .....	19, 28, 34-36, 34	Plagiarism .....	27
Bachelor's Degree-at-a-Distance .....	22	Preliminary Evaluation .....	17
Bootstrap .....	7	Prerequisites .....	41
Business and Management .....	29, 31-32, 36-37	Primary Specialization .....	34-36, 40
Cap and Gown Fee .....	9	Probation .....	13, 24
Certificate Fee .....	9	Promotion .....	22
Certificate in Accounting .....	29	Recognition Ceremonies .....	26
Certificate in Computer Studies .....	29	Refund Policy .....	10
Certificate in Japanese Studies .....	30	Registration .....	8
Certificate in Korean Studies .....	30	Religious Observances .....	27
Certificate in Management .....	31	Research Methods .....	49, 58
Certificate Programs .....	21, 28-31	Residency Requirements .....	29, 32, 34
Certificates, Application .....	26	Resident Credit .....	19, 22
Change of Grade .....	24	Scholarships .....	11-14
Chinese Language .....	52	Science Courses .....	56
CLEP .....	20-21	Secondary Specialization .....	28, 34, 40
Commencement .....	26	Semester Hour .....	9, 19
Community College Credit .....	19, 21	Service Schools .....	17-18, 21
Community College of the Air Force (CCAF) .....	17	SOCAD, SOCMAR, SOCNV .....	16-17
Computer Studies .....	28, 29, 32, 37-39, 44	Spanish Language .....	52
Conference Courses .....	26	Stafford Loan .....	11-12
Correspondence Credit .....	21	Student Indebtedness .....	9
Course Load .....	8	Student Records .....	22-23
Credit .....	6, 7, 19-24, 34, 36	Student Responsibilities .....	5
Curriculum Planning Sheet .....	7, 18	Textbooks .....	5
Dean's List .....	24	Transcripts .....	9, 12, 17, 22
Degree Plan .....	16	Transfer Credit .....	19, 21-22
Degrees, Application .....	26	Transfer of Maryland Credit .....	22
Disabled Students .....	27	Tuition .....	9-10
Dismissal .....	24, 27	Undergraduate Degree Programs .....	28, 31
Distance Education .....	10, 48	University College .....	1, 4, 7, 19, 22, 27, 66
Economics Courses .....	48	University System of Maryland .....	4, 7, 22, 66
Education Centers .....	8, 11, 65, 69	Veterans Affairs .....	14-15
Education Courses .....	49	Vocational/Technical Credit .....	19, 20
Eligibility .....	6, 11-14	Withdrawal and Refunds .....	10
Enrollment Process .....	8	Writing Standards .....	28
European Division .....	23, 67-69		



# ACADEMIC CALENDAR

## 2000-2001

AUGUST 2000							SEPTEMBER 2000							OCTOBER 2000							NOVEMBER 2000							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			
DECEMBER 2000							JANUARY 2001							FEBRUARY 2001							MARCH 2001							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6						1	2	3					1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	
31																												
APRIL 2001							MAY 2001							JUNE 2001							JULY 2001							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					

### REGISTRATION DATES

Term	I	August	7	-	18
Term	II	October	10	-	20
Term	III	January	8	-	19
Term	IV	March	19	-	30
Term	V	May	21	-	June 1

### TERM DATES

Term	I	August	21	-	October 14
Term	II	October	23	-	December 16
Term	III	January	22	-	March 17
Term	IV	April	2	-	May 26
Term	V	June	4	-	July 28

## WHERE TO CHECK FOR INFORMATION

Remember that the **Asian Division Field Representative** in your education center can help with many of your questions, and you should usually **check first with the Field Representative**. You may also contact the following people or offices if you have specific questions about:

**Admission to the Asian Division, transfer of credits, evaluations, transcripts or academic advising:** The Academic Advisors at Yokota, or the Advisors based in Korea and Okinawa.

**The schedule of classes for the upcoming term:** The staff at your education center, the Maryland Director for your area, your Field Representative, or the Asian Division's page at <http://www.ad.umuc.edu/gen/schedule.html>.

**A course you may wish to take:** A UMUC Academic Advisor, the Lecturer for the course, or your Area Director.

**Financial Aid:** The Asian Division Financial Services Coordinator at Yokota.

**Tuition Assistance for military members:** The staff at your education center.

**Veterans Affairs (VA):** The staff at your education center, or the UMUC Asian Division headquarters at Yokota.

**Registration, tuition payments, textbooks, locations of classrooms:** Your Asian Division Field Representative.

**General questions about the program at your base:** The staff at your education center, the UMUC Director for your area, or your Field Representative.

**Payments, invoices, financial matters:** The Asian Division Business Office at Yokota.