University of Maryland University College *Asia*

UMUC

UNDERGRADUATE **CATALOG 2009-2010**

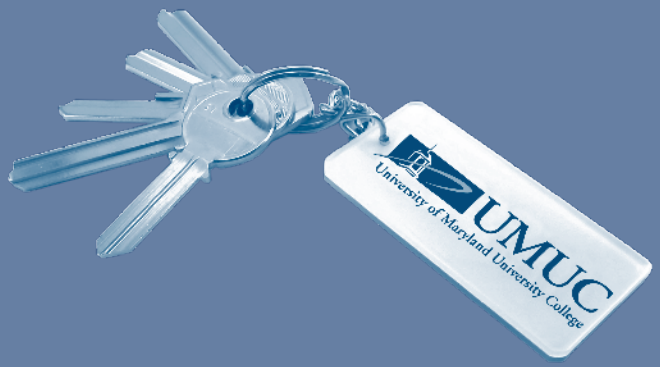
2009-2010

UMUC ASIA UNDERGRADUATE CATALOG

www.asia.umuc.edu

UMUC AROUND THE WORLD

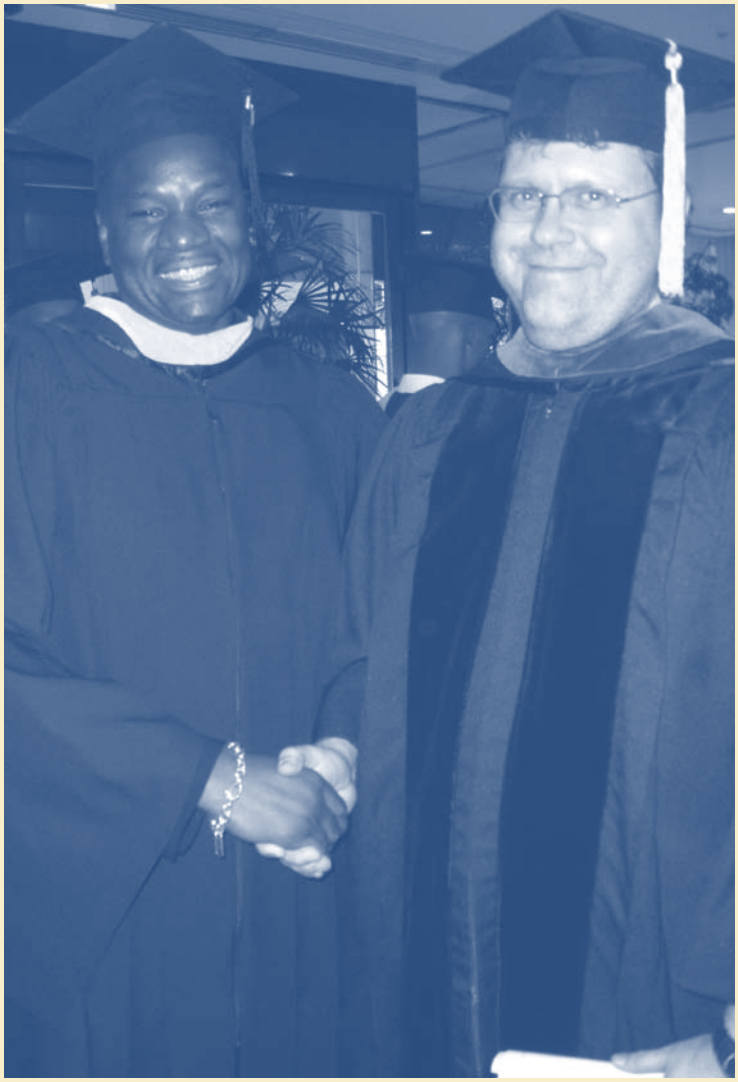
KEYS TO SUCCESS IN COLLEGE



1. If you have been out of school for a while, consider taking English and mathematics as your first courses to help you get back into the learning environment.
2. Take English Composition (EDCP 103 or WRTG 101) now if you haven't had it yet. UMUC'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 18 UMUC credits.
3. Be sure you have all the other basics. Take a mathematics course (MATH 001, MATH 009, MATH 012 or MATH 107, depending on how much math background you have). UMUC'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. See a UMUC Academic Advisor early in your college career. They are helpful and knowledgeable people. Ask your Field Repre sentative how you can make an appointment with an Advisor or request an appointment online at *www.asia.umuc.edu/advisors/*.

WELCOME TO UMUC

Welcome! University of Maryland University College (UMUC) is now in its 54th year of offering classes to students in Asia and the Pacific. By taking classes with UMUC, you join millions of others who have entered our classrooms over the last five decades — students seeking personal development, career advancement, new skills, and the added quality of life that comes from a college education.



At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC is dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is the largest provider of education to the U.S. military worldwide and serves 36,000 active-duty military servicemembers. With more than 150 worldwide locations and 110 undergraduate and graduate degree and certificate programs offered entirely online, UMUC makes it possible to earn a widely respected degree from just about anywhere in the world.

UMUC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for students to register for courses, pay tuition, and order textbooks and other supplies when it's convenient for them. Students can also access academic and career advising, financial aid counseling, library services, and much more online via the University's Web site or by phone or e-mail. All over the world, UMUC gives its students what they need to succeed, putting goals within their reach.

This Catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after August 1, 2009.

Students should keep their Catalog available for easy reference throughout their degree program.

CONTACT US

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

DSN: (315) 225-3680

Commercial: 042-552-2510 Ext. 5-3680

International: +81-42-552-2510 Ext. 5-3680

Fax: (315) 225-8485

E-mail: sservices@asia.umuc.edu

Web: www.asia.umuc.edu

CONTENTS

4 INTRODUCTION

Mission of UMUC in Asia
School of Undergraduate Studies
Military Partnerships
GoArmyEd
The Student and this Catalog
Resources

9 ADMISSION

Eligibility
Admission Requirements

13 REGISTRATION

Registration Process
Certificate of Enrollment
Withdrawal

16 FEES

List of Fees
Withdrawal and Refunds

19 FINANCIAL AID

General Eligibility Requirements
Financial Aid Programs
UMUC Financial Aid Standards for Satisfactory Academic Progress
Federal Return of Funds Policy
For Further Information
Other Sources of Financial Aid
Veterans Affairs

24 ACADEMIC ADVISING

Academic Advising
Initial Estimate of Transfer Credit
Review of International Records
Official Evaluation/Degree Progress Report
Evaluation of Service School Training

26 MyUMUC TERMINOLOGY

27 WAYS OF EARNING CREDIT

Classroom, Online, and Individualized Learning
Learning Gained through Experience
Prior Learning
Cooperative Education
Transfer Credit
Summary of Credit Sources
Educational Experiences in the Armed Services
Credit by Examination

35 STUDENT RECORDS AND GRADES

Transcripts
Change of Address or Name
Transfer of UMUC Credit
AFELA/Degree Completion Program
OTS
Promotion
Family Educational Rights and Privacy Act (FERPA)
Scholastic and Administrative Standards
Grades
Changes in Grade
Grade Point Average
Academic Warning and Dismissal
Recognition of Scholastic Achievement
Honor Societies

42 DIPLOMAS AND GRADUATION

Application for Certificates and Degrees
Graduation Review
Noncompletion of Certificate and Degree Requirements
Conference Courses
Commencement and Recognition Ceremonies

44 RIGHTS AND RESPONSIBILITIES OF THE STUDENT

Attendance and Participation
Internet Access
Academic Integrity
Appealing a Grade
Code of Civility
Code of Student Conduct
Examinations
Nondiscrimination
Student Grievance Procedures
Transfer of Credits within UMUC
Transfer of UMUC Credits to Another Institution
Writing Standards

47 SPECIAL SERVICES

Automated Services
Academic Advising
Initial Estimate of Transfer Credit
Review of International Records
Degree Progress Report
Alumni Association
Career Services
Disabled-Student Services
Computer Labs and Services
Information and Library Services
Student Advisory Council
Writing Resources and Writing Tutoring

50 PROGRAMS OF STUDY

Overview
Certificate Programs
Undergraduate Degree Programs
Summary of Programs of Study
Bowie State Education Program on Okinawa
Requirements
Certificate Programs
Associate of Arts Degrees
Bachelor's Degrees
Accounting

Asian Studies
Business Administration
Communication Studies
Computer and Information Science
Computer Studies
Computing
Criminal Justice
English
General Studies
History
Humanities
Human Resource Management
Information Assurance
Information Systems Management
Management Studies
Political Science
Psychology
Sociology

105 COURSE OFFERINGS

Overview
Prerequisites
Course Numbers
Distance Education
Course Descriptions
Accounting
Anthropology
Art
Art History
Asian Studies
Astronomy
Behavioral and Social Sciences
Biology
Business and Management
Chemistry
Computer and Information Science
Computer Studies
Criminology/Criminal Justice
Economics

Education
Educational Principles
English
Finance
Geography
Geology
Government and Politics
History
Homeland Security
Human Resource Management
Humanities
Information Systems Management
Japanese
Korean
Library Skills and Information Literacy
Management Studies
Marketing
Mathematics
Music
Natural Science
Nutrition
Philosophy
Physics
Psychology
Sociology
Spanish
Speech Communication
Statistics and Probability
Theatre
Writing

143 DIRECTORY

UMUC Asia
UMUC Stateside
University System of Maryland
UMUC Europe

151 FACULTY

159 APPENDICES

A: Responsibilities of the Student and Responsibilities of UMUC
B: Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland
C: Statement on Transferring Undergraduate College-Level Credits to UMUC
D: Policy on Nondiscrimination
E: Policy on Religious Observances
F: Financial Aid — Satisfactory Academic Progress Standard for Undergraduate Students
G: Disclosure of Student Records
H: Policy on Shared Governance

175 INDEX

BACK COVER
ACADEMIC CALENDAR 2009-2010

Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities, in accordance with UMUC Policy 40.30 Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment (www.umuc.edu/policy/admin04030.shtml). UMUC does not discriminate against or harass any person because of race, religion, family status, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam-Era veterans), or genetic information. All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations should be directed to the director of Diversity Initiatives, Office of the President, UMUC, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone 800-888-UMUC, ext. 7940).

University of Maryland University College is a constituent institution of the University System of Maryland.

INTRODUCTION

MISSION OF UMUC IN ASIA

The mission of University of Maryland University College (UMUC) in Asia is to offer academic programs to United States military communities throughout Asia and the Pacific. While serving overseas, students can take a single course or many courses leading to a certificate, an associate of arts degree, a bachelor of arts degree, or a bachelor of science degree. 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. Students may also continue their studies with UMUC online. Additional information is at *www.umuc.edu*.

Although the educational setting is overseas, UMUC's programs in Asia are in all respects comparable to those offered at public institutions of higher learning in the United States. Courses are taught by faculty whose credentials meet standards set by appropriate University of Maryland University College academic departments in Adelphi, Maryland. All UMUC courses taught in Asia carry University of Maryland University College resident credit. UMUC is committed to maintaining standards of academic excellence. The past 50-plus years demonstrate that those standards can be maintained in overseas settings.

Vision and History of UMUC

UMUC is a visionary institution, on the forefront of education for the 21st-century workforce. It is an entrepreneurial and creative institution, committed to the exploration of knowledge, the construction of partnerships, and innovative academic delivery. It is a large and diverse institution, with nearly 150 sites worldwide. It is a substantive institution, committed to lifelong learning and education of adults in the workforce.

UMUC has fulfilled its principal mission of providing higher education opportunities to nontraditional students for over 60 years. Founded in 1947 as the College of Special and Continuation Studies, UMUC has grown to become one of the largest institutions in the University System of Maryland—both in terms of enrollments and its global scope—while earning accolades for the quality of its programs and its innovative use of technology.

UMUC 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, in military communities around the world, and increasingly via Distance Education. 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 pro-

grams 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.

UMUC worldwide offers degree programs from the Associate of Arts through the Doctor of Management, undergraduate and graduate certificates, a graduate program that provides an accelerated route to teacher certification in the state of Maryland, and noncredit leadership development programs that respond to the needs of the lifelong learner.

Throughout all the University's many programs, certain features stand out: UMUC's commitment to serving nontraditional students, its academic quality, its active presence throughout the state of Maryland, its international scope as a global university, and its long partnership with the U.S. military.

Background

The University of Maryland began its overseas program in 1949 with classes held 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 UMUC courses in Asia, and thousands have earned certificates or degrees.

Continuing 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, faculty members (who were sometimes driven to class in armored vehicles) shouted over mortar fire, and textbooks were occasionally air-dropped.

UMUC Asia enters its sixth decade ready and able to provide lifelong learning opportunities to members of the military community serving their country abroad.

A Unique Institution

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

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

Carrying Out the Mission

Students First

At UMUC, student success is of paramount importance. The University seeks not only to help students fulfill their current education goals but also to create an educational partnership that will last throughout their lives.

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

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

Convenience and flexibility are not the only concern, however. UMUC seeks to create a learning environment that students will find respectful of their diverse backgrounds, inclusive, responsive, and relevant.

Recognizing that financial concerns are often the biggest obstacle to higher education, UMUC also strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military or community college students.

Excellence

An accredited university, UMUC is dedicated to providing the highest quality programs and services to its students and ensuring excellence in its online and on-site courses. In providing these programs, UMUC relies on a renowned faculty of scholar-practitioners—teachers who bring real-world experience to courses—and the use of the latest technologies. UMUC also is able to provide a wealth of resources to its students because of its place within the University System of Maryland.

Innovation

UMUC has always looked for new and better ways to serve students. Long before the online revolution, UMUC was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, students access both courses and services online, using WebTycho, UMUC's proprietary course-delivery system,

and MyUMUC, the University's online gateway to services and information. UMUC's faculty also strive to find new ways to best use these technologies to assist their students' learning.

Academic Quality

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

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

UMUC also continues to improve its library services, especially through the availability of online resources.

SCHOOL OF UNDERGRADUATE STUDIES

The mission of the School of Undergraduate Studies at University of Maryland University College is to provide open access to quality undergraduate educational opportunities to women and men around the world, including residents of the state of Maryland, members of the U.S. Armed Services, and national and international students pursuing a university education on-site and online. It seeks to produce graduates who are well prepared to be responsible citizens in a global society, as well as effective participants in the complex, fast-changing world of work.

The School of Undergraduate Studies is committed to meeting undergraduate students' needs for lifelong learning by providing innovative delivery of high-quality educational programs, ensuring substantive and relevant curricula, and recognizing the value of experiential learning. At the undergraduate level, UMUC offers the Associate of Arts, the Bachelor of Arts, the Bachelor of Science, and the Bachelor of Technical and Professional Studies degrees, as well as a wide range of undergraduate certificates.

Preparing Citizens for the 21st Century

UMUC prepares graduates to be effective professionals and citizens in their organizations, communities, and families. The University values the contributions of both a broad-based education and specific disciplines to the undergraduate experience and thus incorporates cross-curricular context and analytical approaches in all programs to complement practice.

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

For their core studies, students may choose one of 32 majors from a wide variety of academic fields, including business, computing, humanities, communications, biotechnology, social sciences, legal studies, environmental management, gerontology, and fire science. (A chart of available programs is on page 51.) Academic minors are available in 38 different areas. The majors and minors provide focused courses of study that are developed and kept current through consultation with faculty, employers, professional and educational organizations, and other experts in the field. These academic programs prepare students for the modern workplace and also help working students put their current knowledge into a broader context. Recognizing the importance of lifelong learning, UMUC also offers 48 undergraduate certificates covering specific content areas in business and management, communications, computing and technology, gerontology, paralegal studies, and science and security. Certificates are especially valuable for students who wish to refresh their skills and knowledge, advance to a higher level or different specialty in the workplace, or earn a credential for career advancement while progressing toward the bachelor's degree. (Full descriptions of certificates begin on page 51.) Courses toward these certificates may also be applied toward the bachelor's degree.

Commitment to Nontraditional Students

UMUC recognizes that nontraditional students have many demands on their time and often must balance studies with

work and family responsibilities. To help them accomplish their education goals, UMUC provides a number of convenient and flexible options for both coursework and student services. Classroom-based courses are offered at times convenient for working adults at locations near where they live and work, while online courses may be accessed from anywhere at any time.

Already a pioneer in offering quality on-site and online courses, UMUC continues to lead by combining these two formats in new ways that can better meet the changing needs of today's military students. One such innovation, the "Flex" option, enhances a traditional course by permitting individual students, who may miss class because of duty, the option of keeping up with required coursework online. Another format is the "Hybrid" course, which, by blending on-site and online coursework, offers the time flexibility of an online course along with the advantage of a number of scheduled physical classroom meetings during the session. For those students who lack regular or predictable access to either a traditional or online classroom, UMUC Asia also offers self-paced computer-aided telecourses (CAT courses).

Serving Adult Students

UMUC welcomes all students and helps them achieve their educational goals but has a special focus on the needs of adult students in the workforce. In 2007, 82 percent of UMUC undergraduates worked full-time, and more than half had at least one child. Currently, the median age for UMUC Asia undergraduate students is 27 years old.

In recognition of the diverse educational goals and aspirations of its students, the University uses a variety of strategies to ensure access and facilitate degree completion. Knowing that adult students bring experience as well as a willingness to learn, UMUC acknowledges the value of that experience by incorporating the assessment of nontraditional learning in the evaluation of students. Since adult students may have gained college-level learning from multiple sources, UMUC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options (described on pp. 28–30) include Cooperative Education, which offers credit for new learning in the workplace, and Prior Learning, which offers credit for college-level learning acquired through previous work or life experience. UMUC also accepts credit from community college coursework and a variety of other sources, including military service credit and credit by examination (described on pp. 30–32).

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

MILITARY PARTNERSHIPS

For over 60 years, UMUC has proudly served the U.S. military through its educational partnership in Europe, Stateside, and Asia. More than a million servicemembers have taken UMUC courses. This long relationship has made UMUC particularly sensitive to the needs of military students and prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools. In 2002, UMUC was awarded a contract to continue offering programs at its military sites across Europe and the Middle East. In 2009, the U.S. Department of Defense announced that it had extended UMUC's privilege to serve the members of the U.S. military community in Asia for another six years.

By proving that traditional standards of academic excellence can be maintained in nontraditional settings, UMUC has won the respect of the military community and established itself as an integral part of military life. Today, UMUC provides courses at more than 120 military installations throughout Europe, the Middle East, Central Asia, and Asia.

GoArmyEd

GoArmyEd is a comprehensive, student-centered, online system developed to help Army students move forward academically. Its centerpiece is the online GoArmyEd Portal. Army students (including active-duty Army, enlisted soldiers of the Army National Guard, and Army Reserve on active duty) are able to accomplish many tasks in the GoArmyEd Portal such as: apply to a university (by completing a Common Application), enroll in courses, handle tuition assistance (TA) issues, and monitor their progress toward a degree.

UMUC Asia presents information about GoArmyEd on its Web site.* Army students may also visit the GoArmyEd Portal directly, at *www.GoArmyEd.com*, or contact their Education Services Officer (ESO) or Counselor to learn more about GoArmyEd.

* For information about GoArmyEd and the GoArmyEd Portal, Army students can visit the UMUC Asia Web site (*www.asia.umuc.edu/studentservices/goarmyed.cfm*). Additionally, Army students can access the GoArmyEd Portal directly (*www.GoArmyEd.com*) or contact their Education Services Officer (ESO) or Counselor.

INTRODUCTION

THE STUDENT AND THIS CATALOG

Responsibilities

This Catalog includes policies and procedures that govern study at UMUC Asia. 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 from UMUC, 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 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 UMUC administrator. The addresses and telephone numbers for these people and offices are in the directory section near the end of this Catalog. You may also consult the UMUC Asia Web site at *www.asia.umuc.edu*.

RESOURCES

Library Facilities

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

A huge collection of online library resources is provided by University of Maryland University College on the Web at *www.umuc.edu/library*. All UMUC students and faculty in Asia are encouraged to make use of these databases.

ELIGIBILITY

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

Questions about eligibility should be addressed to the Director, Student Affairs, UMUC Asia, in Yokota.

ADMISSION REQUIREMENTS

The admission procedures of UMUC were designed to meet the needs of adult, part-time students. Most applicants who have a high school diploma or the equivalent are admissible.

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

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

Students enrolling with UMUC Asia for the first time must complete an Application for Admission and pay the nonrefundable fee. Applications for admission may be submitted online through MyUMUC (*my.umuc.edu*). Deadlines for admission and registration are listed in the current undergraduate Schedule of Classes.

Active duty Army students must instead complete and submit the Common Application in the GoArmyEd Portal.*

Student Status

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

Regular

A qualified applicant who wants to receive credit for courses (whether he or she intends to receive a degree or not) is admitted as a regular student. For financial aid purposes, a regular student must be seeking a degree or certificate at UMUC Asia.

* GoArmyEd For information about GoArmyEd and the GoArmyEd Portal, Army students can visit the UMUC Asia Web site (*www.asia.umuc.edu/studentservices/goarmyed.cfm*). Additionally, Army students can access the GoArmyEd Portal directly (*www.GoArmyEd.com*) or contact their Education Services Officer (ESO) or Counselor.

Admission as a regular student is granted to applicants who submit a completed, signed application and fulfill the following academic requirements that apply to their educational level:

- Graduation from a regionally accredited or state-approved high school in the United States

  or

- Successful completion of the General Education Development (GED) examination with a total score of 225 and no individual test score below 40 (for tests completed before January 2002) or a total score of 2250 and no individual test score below 410 (for tests completed after January 2002).

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

Students are not required to submit official transcripts at the time of admission. However, students must have all official documents of their educational background on file by the end of the first term of attendance. A missing high school transcript may delay processing of official transcripts.

Students who present at least 24 credits of transferable college coursework are not required to submit official high school transcripts or GED scores.

Provisional

Two categories of students may be admitted in provisional status:

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

All provisional students may enroll for a maximum of 7 credits per term (fall: August-December; spring: January-May; summer: June-July). During their first term of enrollment at UMUC, provisional students in the first category must submit transcripts from all colleges and universities they have attended. If the student's term grade point average at UMUC is less than 2.0, the student is placed on probation. If, while on probation, the student's term grade point average is 2.0 or better, she or he returns to provisional status. If, while on probation, the student's term and cumulative grade point averages are less than 2.0, he or she is dismissed and must follow the standard procedures that apply to all dismissed students. The student's status is automatically changed to regular after the student has successfully completed 7 credits of graded coursework with a cumulative grade point average of 2.0 or higher, and all admission requirements have been fulfilled.

Students educated abroad must submit official transcripts verifying completion of the equivalent of a U.S. secondary education. They are eligible for regular admission status once UMUC Asia has verified that they have completed the equivalent of a U.S. high school education. More details on the admission of noncitizens and foreign-educated students are in the following sections of this chapter.

Consortium

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

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

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

Special Admission Situations

Reenrollment

Students who have not attended UMUC Asia for two years must file a new application with Undergraduate Admissions before they will be allowed to register. However, they do not need to pay another application fee. Students should note on the application form which campus they previously attended.

Transfer between UMUC Asia, UMUC Europe, and UMUC Stateside

Transferring from one part of UMUC to another is simple and free. A student who wishes to transfer from one UMUC campus to another need only complete the Divisional Transfer request in MyUMUC (*my.umuc.edu*) by clicking on *MyAcademics > Academic Records > Divisional Transfer*, and completing the short relocation form. The student's records will then be automatically forwarded to the selected UMUC campus.

Forwarding of Overseas Students' Records

Records of students formerly enrolled in UMUC Europe or UMUC Stateside are retained in the Office of Student Affairs of that location. If such a student later enrolls in UMUC Asia, the student's records are then requested by the Student Affairs Office in Asia. (Note: Records of students who attended UMUC at its former campus in Schwäbisch Gmünd, Germany, are now retained at UMUC headquarters in Adelphi, Maryland.)

Admission of College Graduates

A student who has received a bachelor's degree from a regionally accredited U.S. institution is automatically admissible to UMUC as a regular (undergraduate) student upon submission of the admission application and fee. A former graduate student in the University System of Maryland whose time limit in a program has expired may also be admitted as a regular (undergraduate) student. Students who have been admitted to UMUC as graduate students may take undergraduate courses at the undergraduate rate of tuition. Courses taken while in regular (undergraduate) status, however, cannot ordinarily be applied to a graduate degree program. Students may be admitted as either undergraduate or graduate, but no one may be admitted as both at the same time. UMUC graduates who wish to earn a second degree must reapply but will not be charged the application fee.

Noncitizens and Foreign-Educated Students

Prospective students who are not U.S. citizens or who were educated abroad will need to complete the following steps:

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

   or

   - Graduation from a U.S. high school or university.
2. If the applicant has earned fewer than 24 credits at a U.S. college or university, completion of the equivalent of a U.S. secondary education must be verified by
   - An evaluation from an approved international credit evaluation agency. (Details are available online at *www.asia.umuc.edu/studentservices/intlcredeval.cfm*.)

   or

   - Official transcripts showing successful completion of the U.S. GED exam with a total score of at least 225 and no individual test score below 40 (for tests completed before January 2002) or a total score of at least 2250 and no individual test score below 410 (for tests completed after January 2002).

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

   Please send all official transcripts (including high school transcripts if you have fewer than 24 units of college credit) directly to the following address:

   Registrar's Office – Transcripts
   University of Maryland University College
   3501 University Boulevard East
   Adelphi, MD 20783-8075 USA

Applicants Previously Suspended or Dismissed

An academic probation or dismissal from another institution that took place at least two years before the date when a student applies for admission has no bearing on the student's admission status. However, all students previously dismissed from UMUC Asia must apply for reinstatement.

Applicants academically suspended or dismissed from other institutions within the previous two years, regardless of their cumulative grade point average, may be admitted as provisional

students. They must fulfill the requirements for provisional status.

An applicant who has received a disciplinary suspension or dismissal from another institution within the last three years may not be considered for admission to UMUC Asia until officials have thoroughly reviewed the case. Such an applicant must make certain that the institution where the action was taken sends all records explaining the circumstances directly to the Director of Student Affairs. The length of time necessary for the documents to be sent and reviewed may preclude the student's registering during the term of initial application.

Concurrent Secondary Enrollment - High School Students

With the written recommendation of a high school guidance counselor, an academically gifted high school senior may enroll in a maximum of one three-credit freshman-level course per term (fall: August-December; spring: January-May; summer: June-July) while finishing work toward a high school diploma. Such a student is required to demonstrate a cumulative grade point average of at least 3.5 (B+) in high school academic subjects.

At least a month before a session begins, UMUC must receive the student's application for admission, the application fee, official high school transcripts, and written permission from the appropriate officials at the high school.

The Director, Student Affairs, may give permission for a high school student to enroll after the Director has received the required documentation and has talked with the student. The student may continue to register as a "concurrent secondary" student until graduation from high school. For purposes of categorization, the student is treated as having provisional status. For additional information, students should contact the Director, Student Affairs, in Yokota.

University of Maryland University College Asia conducts three terms in an academic year, consisting of five eight-week sessions, and five ten-week online Distance Education sessions. The dates for each session are shown on the back cover of this Catalog. There may be variations in the 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 PROCESS

Registration for all sessions within a term begins at least one month before the start of that term (fall, spring, or summer). Registration for a given course continues until the start of the session in which the course is to be held. Active-duty personnel shall have priority when enrolling for all courses. Students should check the current undergraduate Schedule of Classes for the deadlines for regular and late registration. Detailed information and instructions are available each term online at the MyUMUC Student Portal.

The Waiting List

If a class is already full at the time of registration, the student has the option of placing his or her name on a waiting list for that class.

Waiting List Policies

Regardless of how the student registers, the following policies apply:

- Students may put their name on the waiting list for only six courses or sections.
- Students may not attend a class for which they are on the waiting list.
- Faculty members and Academic Advisors are not authorized to add students to a closed class.
- If a space becomes available, the first student on the waiting list will automatically be registered for it, and the charge will appear on his or her account. An e-mail will be sent to notify the student of the enrollment. If that student is ineligible for enrollment (because he or she has not met prerequisites or is enrolled in another class that conflicts in time), the space will go to the next person on the waiting list.

Students who no longer want a class should remove their name from the waiting list to prevent the possibility of automatic enrollment.

Withdrawals or Dropped Courses

Stopping payment on checks for registration fees, or not paying at registration, does not constitute an official withdrawal or

relieve the student of his or her financial obligation to UMUC. Never attending or ceasing to attend class(es) does not constitute a withdrawal.

Students who officially withdraw from a course receive a grade of W (described on pages 15 and 38).

Schedule Adjustment

Students may make certain adjustments to their schedule until the start date of class. The schedule-adjustment options available include changing a section, dropping a class, or adding a class. Students may drop or add a course only within the same academic term or session. Students may drop a class or change a grading option without charge prior to the start date. Information on schedule adjustment is available online.

GoArmyEd Students

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

- Access the online GoArmyEd Portal (*www.goarmyed.com*)*.
- Complete the Common Application in the GoArmyEd Portal.
- Complete the SOU (Statement of Understanding).
- Register for UMUC Asia courses in the GoArmyEd Portal.
- Follow instructions, in the GoArmyEd Portal, to receive tuition assistance.
- Pay all fees in full prior to the first class meeting.

Students who change their degree plan in the GoArmyEd Portal will automatically have their SOCAD student agreement removed. GoArmyEd requires a new SOCAD agreement for every change of degree plan.

Note: GoArmyEd students now register, for both on-site and online courses, through the GoArmyEd Portal*.

All other students

- Complete an eApplication and register online at MyUMUC (*my.umuc.edu*) and pay the nonrefundable application fee when registering for the first time
- Register online through MyUMUC or register through their UMUC Asia Field Representative
- Complete and process the appropriate forms if receiving government tuition assistance (TA) or Veterans Affairs (VA) education benefits
- Pay all fees in full prior to the first class meeting

Course Load

An adult student who is employed full time should normally enroll in one three-credit course or the equivalent during an eight-week session. Such a course involves 48 classroom hours of instruction and approximately two hours of outside preparation for each hour of class, with a comparable amount of time required for Distance Education (DE) courses. Most students should be enrolled in no more than two DE courses at one time. An experienced student may enroll for a heavier course load if he or she is able to attend class and participate regularly and complete the necessary outside study. For a student who is not receiving federal financial aid, full-time enrollment is considered to be six credits per session.

No student may register for courses whose scheduled meeting times overlap to any extent. Decisions on the number of courses a student can successfully complete in any one session are normally left to the student's discretion. It should be noted, however, that the majority of UMUC students register for between 3 and 9 credits, and students are strongly advised not to exceed this limit. Students should carefully and realistically assess other commitments before registering for more than 9 credits per session.

In no case may a student register for more than 18 credits in a 17-week period without written permission from an advisor. Permission to register for more than 18 credits is based on demonstrated academic excellence at UMUC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC are required.

CERTIFICATE OF ENROLLMENT

Letters certifying official enrollment are available upon request from the Office of the Registrar in Yokota or may be generated from the MyUMUC Student Portal. Enrollment can be certified only for the current term and for previous terms.

* For information about GoArmyEd and the GoArmyEd Portal, Army students can visit the UMUC Asia Web site (*www.asia.umuc.edu/studentservices/goarmyed.cfm*). Additionally, Army students can access the GoArmyEd Portal directly (*www.GoArmyEd.com*) or contact their Education Services Officer (ESO) or Counselor.

WITHDRAWAL

Students who must withdraw from (drop) a course are responsible for completing the withdrawal (drop) through MyUMUC or the GoArmyEd Portal. The date a student withdraws will determine the withdrawal date for refunds. Stopping payment on checks for registration fees or not paying at the time of registration does not constitute an official withdrawal or relieve the student of his or her financial obligation to UMUC. Never attending or ceasing to attend class does not constitute an official withdrawal. UMUC cannot accept withdrawals verbally. Students who do not formally withdraw may receive a failing grade and forfeit any refund.

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

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

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

- Students who register for on-site classes or weekend seminars must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday of the week before the course ends (9 days before the end-of-class date). Exact withdrawal deadline dates can be found on the Asia DE Web site, under *Student Links* > *Session Calendar*. The deadline table above applies to all CAT course students as well.

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

Additional information for students receiving Veterans Affairs (VA) education benefits and financial aid can be found in the VA and Financial Aid sections of this Catalog.

Additional information regarding withdrawal and refunds can be found in the Fees section of this Catalog.

FEES

Fees charged to UMUC students in Asia fall into several categories, as outlined in this section.

All fees are payable in full, in U.S. Dollars, at the times specified. No cash may be accepted. Checks, e-checks, money orders, or postal notes must be made payable to UMUC Asia and must be drawn on a U.S. bank or post office. Payment for tuition, books, transcripts, and other fees may also be made by credit card (American Express, Discover, MasterCard, and Visa).

Application Fee

A fee of $30.00 is payable at the time of first registration with UMUC. This non-refundable 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. GoArmyEd students who wish to pursue a certificate or degree through UMUC Asia should select UMUC Asia as their "home campus" in the GoArmyEd Portal and submit a Common Application, and may pay the $30 application fee upon receipt of a bill or by submitting payment in the MyUMUC portal.

Colleges and universities serving the military in Asia have agreed that students seeking a certificate or degree with one of the other institutions are accorded consortium status and may enroll in a limited number of courses with another of the institutions without having to pay a second application fee. UMUC Asia extends consortium status to Community College of the Air Force (CCAF) students and to students with a Servicemembers Opportunity Colleges (SOC) Student Agreement from a SOC college or university.

Tuition

Tuition and fees are to be paid no later than the tenth calendar day of the session. If you have a question regarding your account, please contact the Business Office.

A member of the Armed Forces may be entitled to tuition assistance from the United States government. The student must submit a completed tuition assistance form at the time of registration. GoArmyEd students secure tuition assistance through the GoArmyEd system and do not need to submit a tuition assistance form. If for any reason the government does not provide funding for the course, the student becomes responsible for payment.

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

Examination to Establish Credit

The current tuition rate per credit is charged for each credit that the student seeks to establish through UMUC's course-challenge examinations and UMUC Asia's foreign language examinations. This fee should accompany the application for examination.

Certificate or Diploma Fee

A non-refundable fee of $50.00 is payable when a student applies for a certificate or degree and must be paid for any subsequent application.

Cap and Gown

Each graduate who plans to attend Commencement is responsible for the purchase of a cap and gown.

Returned Check Charge

A charge of $30.00 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

Each student's first requested transcript is free. A fee of $10.00 is charged for each additional transcript issued. Transcripts sent via express mail are available for $30.00 each. This includes the $10.00 transcript fee and $20.00 for expedited service by express mail. Payment must accompany each request for a transcript. Express service is not available within the Military Postal System (MPS).

Fee for Expedited Service by Fax

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 UMUC Asia during a particular session must clear them in order to register for the next session. Payment can be made by check, e-check, money order, or credit card. Requests for services, including transcripts, evaluations, and diplomas, will be put on hold 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 State of Maryland Central Collections Unit and other national credit bureaus. All such debts incur an additional 17 percent processing charge by the State of Maryland.

* GoArmyEd For information about GoArmyEd and the GoArmyEd Portal, Army students can visit the UMUC Asia Web site (*www.asia.umuc.edu/studentservices/goarmyed.cfm*). Additionally, Army students can access the GoArmyEd Portal directly (*www.GoArmyEd.com*) or contact their Education Services Officer (ESO) or Counselor.

WITHDRAWAL AND REFUNDS

The refund policy applies to tuition only. Other fees are not refundable. A student who withdraws from a course before the first class date will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal.

All withdrawals will be initiated through the MyUMUC Student Portal of the GoArmyEd Portal. Students may visit their education center for assistance from the UMUC Field Representative.

Students using tuition assistance must contact their education counselor prior to submitting the withdrawal through MyUMUC or initiating their withdrawal with a UMUC Field Representative.

Withdrawals or Dropped Courses

Stopping payment on checks for registration fees, or not paying at registration, does not constitute an official withdrawal or relieve the student of his or her financial obligation to UMUC Asia. Never attending, or ceasing to attend class(es), does not constitute a withdrawal. Students who officially withdraw from a course after the schedule adjustment period receive a grade of W.

- Undergraduate students who register for classroom courses must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday of the week before the course ends (9 days before the end-of-class date). Exact withdrawal deadline dates can be found on the Asia DE Web site, under *Student Links* > *Session Calendar*. The deadline table above applies to all CAT course students as well.

The withdrawal refund is based on class meetings for the classroom courses and on class days for Distance Education courses. The refund percentage is the same for classroom and Distance Education courses; however, it is based on session length which differs by format. The number of class meetings held is not a relevant criterion for Distance Education courses because such courses are designed to substitute independent work for class attendance. Thus, the amount of the refund is based on the time that has elapsed since the beginning of the course.

For Standard Three-Credit Classroom and Distance Education Courses:

Action	Percent Refundable
Withdrawal before the first class or class date	100%
Withdrawal if not more than ⅛ of the total class meetings or total class days have occurred	75%
Withdrawal if more than ⅛ but not more than ¼ of the total class meetings or total class days have occurred	50%
Withdrawal after more than ¼ of the total class meetings or total class days have occurred	0%

Dropping a class (classroom or Distance Education) before the first class date will result in a 100% refund. Note that one-eighth of an eight-week classroom course is one week and one-fourth is two weeks. Also, one-eighth of a ten-week Distance Education course is 9 calendar days and one-fourth is eighteen calendar days.

Date and time (in Eastern Standard/Daylight Time) of withdrawals are determined by the registration portal: MyUMUC portal or GoArmyEd* portal. All refunds will be computed from the date the withdrawal is formally initiated, not from the date of the last class attended.

No offer of financial aid is considered an active, final award until the refund period has ended. Students who withdraw before the end of that period are liable for all costs incurred and are billed accordingly. Financial aid recipients should review the return of funds policy in the Financial Aid section before withdrawing from a course.

Each campus has its own withdrawal policy. Students who take one or more courses at another UMUC campus are responsible to determine the appropriate withdrawal deadlines and refunds.

* For information about GoArmyEd and the GoArmyEd Portal, Army students can visit the UMUC Asia Web site (*www.asia.umuc.edu/studentservices/goarmyed.cfm*). Additionally, Army students can access the GoArmyEd Portal directly (*www.GoArmyEd.com*) or contact their Education Services Officer (ESO) or Counselor.

FINANCIAL AID

UMUC's Financial Aid Department administers a variety of financial assistance programs—including grants, scholarships, federal work-study, and loans—to help students meet the costs of their university education. All financial aid is administered and awarded in accordance with the federal rules and regulations that govern Title IV Student Financial Assistance Programs. Regardless of income level, all students are encouraged to apply for assistance; many financing alternatives are available.

GENERAL ELIGIBILITY REQUIREMENTS

An eligible applicant for UMUC assistance must

- Be admitted to UMUC as a regular degree-seeking or eligible certificate-seeking student.
- Be a U.S. citizen or classified as an eligible noncitizen.
- Be enrolled for three or more credits for most federal and institutional aid programs. Federal loan programs require enrollment of at least half time per term. Audited courses, some repeated courses, credit by examination, and EXCEL portfolio credits cannot be counted.
- Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.
- Have a high school diploma or GED.
- Possess a valid Social Security number.
- Register with Selective Service, if required to do so.
- Not be in default on any federal student loans, nor have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs.
- Not be ineligible based on a drug conviction.

FINANCIAL AID PROGRAMS

Most aid programs are available to both full- and part-time students. Amounts and eligibility for financial aid vary from year to year. Following is a brief description of amounts likely to be available for the upcoming award year.

Grants and Scholarships

Financial assistance, for which no repayment is required, is offered by the federal government in the form of Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Academic Competitiveness Grant (ACG), and Na-

tional Science and Mathematics Access to Retain Talent Grant (National SMART Grant).

The Federal Pell Grant program is a federal need-based grant program for high-need, first-time undergraduates. Awards will range from $976 to $5,350 per academic year and will vary based upon the Expected Family Contribution (EFC) and enrollment status.

The Federal Supplemental Educational Opportunity Grant (SEOG) program provides up to $300 per term to eligible students with the greatest financial need. Students must be eligible for and already have been awarded a Federal Pell Grant. Eligibility for the FSEOG is determined by the Financial Aid Office in compliance with strict Federal requirements. Since funds are limited, students are encouraged to apply early.

The Academic Competitiveness Grant (ACG) Program allows half-time enrolled students who completed a rigorous high school program of study and are eligible for a Pell Grant to receive up to $750 for the first year of undergraduate study and up to $1,300 for the second year of undergraduate study. Students self-certify when they complete the FAFSA.

The National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Program enables half-time enrolled students who major in specific courses in the fields of physical, life, or computer sciences, mathematics, technology, engineering, or critical foreign languages and are eligible for a Pell Grant to receive up to $4,000 for each of the third and fourth years of undergraduate study. UMUC monitors the eligibility of financial aid students throughout the year.

The **UMUC President's Grant** program offers grants to students who demonstrate financial need. Typical awards will range from $100 to $600 per term, based on need.

UMUC scholarship programs, which include the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. A separate scholarship application must be completed for consideration. Requirements vary according to the individual scholarship programs, but typical awards are $1000 per academic year. Most scholarships require a minimum GPA for consideration. Students may refer to the UMUC Asia scholarship Web page at *www.asia.umuc.edu/finaid/scholarships.cfm* for further information.

Loans

Loan programs are available to students enrolled at least half-time per term. Students who accept loans to pay for college expenses must repay the principal and interest in accordance with the terms of the promissory note.

The **Federal Perkins Loan** program offers need-based, low-interest federal loans. UMUC is the lender. Award amounts are typically $1000 per academic year. The current interest rate is 5 percent. Repayment is made to UMUC and begins nine months after the borrower leaves school or attendance drops below half time.

The **William D. Ford Federal Direct Loan** program offers low-interest federal loans to students. Loan amounts vary based on grade level and dependency status. Repayment begins six months after the student leaves school or when the student's attendance drops below half time. For annual award amounts and general repayment terms, please visit *dlenote.ed.gov/empn/index.jsp*.

The Federal Direct PLUS Loan program enables parents with good credit histories to borrow for a dependent student enrolled at least half-time per semester. It is a non-need-based federal loan program available to parents of undergraduate dependent students. Parents are eligible to borrow up to the cost of education less other financial aid received by the student. Repayment begins within 60 days after the loan is fully disbursed (there is no grace period).

Alternative Student Loan programs are also an option for UMUC Asia students. Students whose financial aid awards do not meet their financial need may be able to borrow up to their cost of attendance from private student loan programs offered by banks and other lenders. These education loans are not federal loans; students borrow directly from and make payments to the lender. Alternative student loans typically require a credit check, and often a cosigner. Students are generally required to be enrolled at least half time. A student with an alternative loan must pay all tuition charges when registering for classes. Registration will not be put on hold pending payment, since alternative loan checks are mailed directly to the borrower. There are many lenders who offer alternative student loans. A student who is interested in applying for an alternative student loan should contact a bank or other lender.

Employment

UMUC recognizes the importance of flexible, part-time employment for students who are in transition or who have financial need.

The Federal Work-Study program is a need-based program that provides jobs to assist students in meeting college costs. The amount of award varies according to financial need and availability of funds. Funds are paid monthly, based on hours worked. Students must apply and be hired for employment at UMUC.

UMUC FINANCIAL AID STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS

Federal regulations require students receiving financial aid to maintain satisfactory academic progress toward their degree or certificate. Students who fail to meet the minimum academic standard are placed on financial aid probation for one standard term, during which they may receive financial aid. If a student fails to meet the minimum requirements during probation, the student is denied aid the following term and financial aid is not disbursed. Students should refer to the appendices for details of the appeal process and the complete Satisfactory Academic Progress policy for financial aid students.

The Financial Aid Application Process

Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of financial aid at UMUC. The FAFSA must also be completed for a student to be considered for need-based Maryland state scholarships. To be given high priority for their financial aid applications and a determination of eligibility early enough for funds to be reserved by registration, students should complete their FAFSA by the priority deadlines listed below. Students meeting these dates will have the opportunity to be considered for the various grant and scholarship programs with limited funds. Those who do not meet these deadlines may not receive their financial aid in time for registration. Students who apply late may still receive aid, depending on their eligibility and the availability of funds. Eligibility for both loans and grants can be authorized even after the term has begun.

Program or Period Being Applied For	Priority Deadline for Filing Financial Aid Forms
Maryland State Scholarships	March 1
Fall Term Spring Term Summer Term	June 1 November 1 April 1

FEDERAL RETURN OF FUNDS POLICY

Students receiving federal financial aid have the responsibility to follow the institution's withdrawal procedures, which are outlined on the UMUC Asia Web site (*www.asia.umuc.edu/finaid/returnoffunds.cfm*). The Department of Education requires the University to calculate a return of Title IV funds for all federal financial aid students who withdraw from all classes. Students who stop attending all classes without officially withdrawing are also subject to a return of funds calculation at the end of the term/period of enrollment based on the last documented date of attendance as determined by the teachers.

FOR FURTHER INFORMATION

Information and application materials are available on the UMUC Asia Web site at *www.asia.umuc.edu/finaid/*. Students who have additional questions should contact the Financial Aid Office directly at DSN 225-3680 or e-mail at *ofinaid@asia.umuc.edu*.

Additional information on Financial Aid may be found in Appendix F of this Catalog.

OTHER SOURCES OF FINANCIAL AID

Community Scholarships

Scholarships are sometimes available through Officers' and Noncommissioned Officers' Spouses 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 UMUC Asia Field Representative about the possible availability of these scholarships.

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 credits 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, MD 21401

VETERANS AFFAIRS

Making use of VA benefits is a good way to help finance your education. 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 Services Officer, Counselor, or Navy College official for assistance in applying for VA benefits.

Certification Process

UMUC acts as a certifying agent for the Department of Veterans Affairs (DVA) and certifies students' enrollments to the Department of Veterans Affairs Regional Office in Buffalo, NY. Enrollment Certifications (VA Form 22-1999) are generally sent electronically via "VA-Once" (a Web-based program and certifying tool that ensures easy tracking and confidence regarding the transference of enrollment data from a university to DVA officials). The primary responsibility of the University is to verify active enrollment of VA students and not to make decisions on individual claims.

Active duty military members and veterans who use VA educational benefits for the first time must complete an application form (VA Form 22-1990, Application for Educational Benefits). 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 (VA Form 22-0557). If one is received, the student should submit a copy of the certificate to the Office of Student Affairs, ATTN: VA.

VA payments are made by the DVA directly to the students and are calculated by the DVA in accordance with federal regulations. Educational benefits are paid according to how the DVA views both the nature of the courses and the course load a student is taking. Because of the way the DVA views special-format courses, such as Distance Education and one-credit courses, students are cautioned to check with UMUC's VA Certification Specialist at Yokota regarding how DVA benefits are paid for these courses. VA students who withdraw are subject to having the amount of their award recalculated by the DVA and may be required to repay any unauthorized amounts received.

Because the DVA's initial processing of first-time VA students' application for benefits takes time, VA students should be prepared to meet their educational expenses for their first two sessions with UMUC in Asia.

VA Students Must Have an Evaluation

VA regulations require that all VA students declare a major field of study and have an Official Evaluation of all prior academic coursework and military training. VA students must have the Official Evaluation within two terms of their first VA enrollment with UMUC Asia.

Enrolling for Courses as a VA Student

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 UMUC 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.

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 with UMUC. In addition, such students should indicate their "visiting" status at admission. 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.

Students who change their addresses are required to submit a "Request for Change of Address" (VA Form 572) to the DVA, and also to notify UMUC. Change of address can be done via the MyUMUC Student Portal.

Questions About Claims

The Department of Veterans Affairs does not have an educational representative stationed in the Asia-Pacific region to answer questions about educational benefits. Questions regarding individual claims and general matters should be addressed directly to:

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

Web: *www.GIBill.va.gov*
(click "Questions and Answers" in the left-hand menu bar)

A student who has 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 Department of Veterans Affairs requires all universities to report any changes in the academic status of any student who is receiving VA educational assistance. Further, when a student receives the grade of W in a course, UMUC must notify the VA of that fact.

Student inquiries about certifying procedures should be addressed to:

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

E-mail: *ova@asia.umuc.edu*

Student Responsibilities

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

- Each student is expected to make satisfactory progress toward a degree or certificate, and must comply with the academic standards of UMUC Asia.
- Each student must report all changes in enrollment —including adds, withdrawals, changes to audit, and changes in degree objective.
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- Payment of benefits will be disallowed for W, I, and FN, as well as for audited courses.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been rated or for which a passing grade of A, B, C, D, or P (or S) was assigned.
- Payment of benefits will be disallowed for any course that is not a requirement in a student's degree or certificate program.

UMUC's agreement with the military services requires military students to see an Academic Advisor and to develop a degree plan after completion of six credit hours with UMUC. Students who are enrolled in the Community College of the Air Force (CCAF) or who have SOCAD, SOCMAR, SOCNAV, or SOCCOAST agreements already have degree plans and are exempt from this requirement.

ACADEMIC ADVISING

Planning a college curriculum is a challenging process. University of Maryland University College employs a number of professional Academic Advisors to provide guidance for students. Academic Advisors maintain offices in Guam, Japan, Korea, and Okinawa. They travel frequently to visit most education centers to assist students. This assistance can include a review of potential transfer credit, help with clarification of education goals, aid in selecting appropriate courses, and the preparation of tentative evaluations of students' progress toward UMUC certificates, associate's degrees, and bachelor's degrees.

Students should meet with an Academic Advisor as early in their college careers as possible to ensure that the courses they select meet the requirements for a degree or certificate with UMUC. If students cannot speak with an Advisor in person, they can contact one by telephone or email. Students can access an Advisor's contact information through MyUMUC.

INITIAL ESTIMATE OF TRANSFER CREDIT

Prospective or newly admitted students can have a review of their potential transfer credit done by an Academic Advisor. This review is an estimate of the academic credit UMUC might accept toward a particular degree, and of the requirements that would remain to be fulfilled. (Sources of credit are described in the Ways of Earning Credit section of this Catalog and online at *www.asia.umuc.edu/studentservices/credit.cfm#summary*.) This review is not binding on either the student or UMUC and is subject to change.

REVIEW OF INTERNATIONAL RECORDS

Students who are seeking a review of potential transfer credit from international postsecondary educational institutions need to

- Be admitted and be seeking an undergraduate degree at UMUC.
- Mail their official international transcripts to the international credit evaluation services selected by UMUC. (More information can be found online at *www.asia.umuc.edu/studentservices/intlcredeval.cfm*.)
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to UMUC.

OFFICIAL EVALUATION/DEGREE PROGRESS REPORT

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

As they enroll in their first course(s), students should prepare for their official evaluation/degree progress report by requesting official transcripts and gathering other necessary documents. An official evaluation/degree progress report cannot be initiated until an official transcript has been received from each institution attended, including other institutions of the University System of Maryland, even when credit from one institution is posted on the transcript of another institution. Students must also submit an Official Evaluation Application; this form is available at all education centers and on the UMUC Asia Web site at *www.asia.umuc.edu/publications/forms/umr-232_eval.pdf*.

The documents required for an official evaluation/degree progress report include: USAFI, DSST, Excelsior College, and CLEP test results; AARTS and SMART transcripts for Army, Navy, and Marine Corps students; CCAF transcripts for Air Force students, and official transcripts from all other colleges and universities a student has attended. All transcripts and military documents become the property of UMUC Asia and cannot be returned to, copied for, or forwarded to a third party for the student. It is the responsibility of the student to ensure that all appropriate documents have been received by UMUC. If students arrange for the submission of appropriate documents, but do not subsequently submit an Official Evaluation Application, the documents are discarded after one year.

Students requesting an official evaluation/degree progress report should have all records and transcripts of their previous education sent directly from the issuing institutions to:

Attn: Transcripts
University of Maryland University College
3501 University Blvd East
Adelphi, MD 20783

An Official Evaluation/Degree Progress Report:

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

An official evaluation/degree progress report is based on the curriculum in effect when the student first registered with UMUC or any Maryland public two- or four-year institution of higher learning provided there has been no break in enrollment exceeding two years. When there has been a break of two sequential years or more, the curriculum applicable to the official evaluation/degree progress report will be based on the UMUC curriculum in effect at the time the student resumes study with UMUC.

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

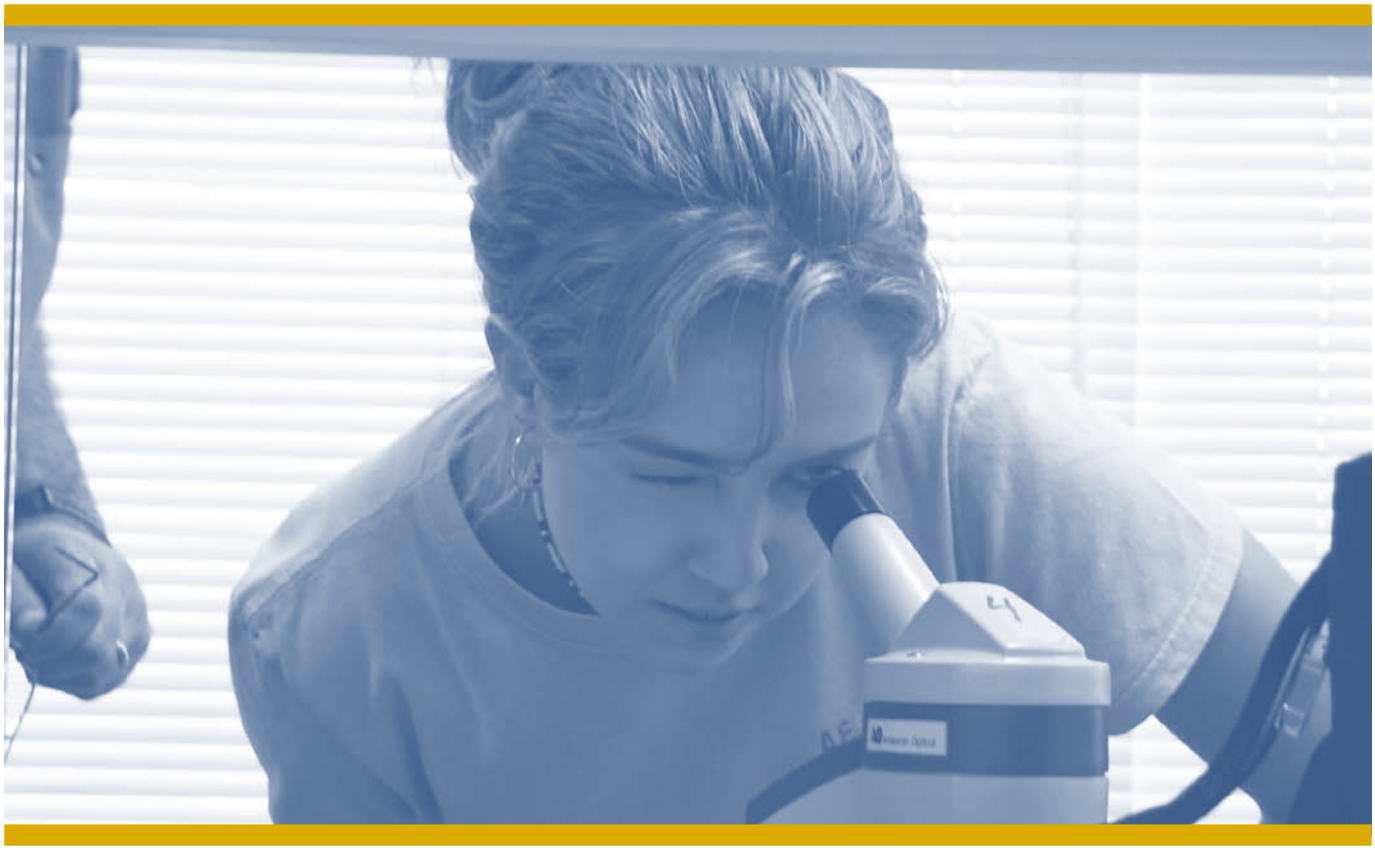
EVALUATION OF SERVICE SCHOOL TRAINING

UMUC follows the recommendations of the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services (all editions) in the evaluation of service school credit. For more information, see the "Ways of Earning Credit" section of this Catalog.

MyUMUC TERMINOLOGY

With the introduction of the MyUMUC Portal, some UMUC terminology has changed. The following will be useful both for students who have previously studied with UMUC and for new students to keep track of the new expressions.

Expression	Definition
Activation	The automated process of verifying a student's record for enrollment eligibility each term based on certain criteria. This process enables a student to register for courses.
Admission	The process of being admitted to the University, which includes completing an application and paying the tuition and fees required for entrance.
Apply Online	The act of applying to the University via the Web using the "Apply Online" link located on MyUMUC.
Campus	The UMUC division where you are located. UMUC has three major campuses—UMUC Stateside, UMUC Europe, and UMUC Asia. Within those campuses there are additional locations where classes are held or staff and Academic Advisors may be reached.
Career	Graduate or undergraduate level of study.
Class Number	The unique, five-digit number assigned to each class at UMUC.
Degree Audit/Degree Plan (or Evaluation)	A review of the academic progress that you have made within your UMUC program.
Drop	To withdraw from a course.
eApp	An abbreviation for electronic application; it is an application that is filled out and submitted online.
EmplID (or Student ID)	A system-generated identification number for student use. Be sure to record your EmplID in a safe, secure place, as you will need it to access the various services available to you. GoArmyEd Students: Please note that your UMUC EmplID will be different from your GoArmyEd EmplID.
Enrollment Activity	The process of adding or dropping a class.
Evaluation (or Degree Audit/Degree Plan)	A review of the academic progress that you have made within your UMUC program.
Intensive Session (or "Mid-Session")	A shorter class period held between the standard eight-week sessions. Formerly known as a *mini-term*.
Interactive Voice Response (IVR)	The type of phone system that interacts with you via voice prompts. IVR "hears" your voice responses and, as a result, you are taken through a series of questions and answers to process your request via the telephone.
Lower-Level (LL) Courses	Courses that are numbered 100-299.
Mid-Session (or "Intensive Session")	A shorter class period held between the standard eight-week sessions. Formerly known as a *mini-term*.
Portal	A Web site that integrates online applications, such as e-mail, databases, references to other Web sites, and proprietary applications, under one unique URL, often allowing secure access with one unique login and password.
Real-Time	This means that transactions are implemented at the moment a user makes them, regardless of time zone. There is no time delay; all information is current up to the moment users access it.
Register	To enroll in a course.
Semester	Also known as a *term* (usually a five-month period divided into two sessions).
Session	A five-week, eight-week, or ten-week period within a *term*, during which classes are offered.
Student ID (or EmplID)	A system-generated identification number used for students. Also known as EmplID. Be sure to record your Student ID in a safe, secure place, as you will need it to access the various services available to you. GoArmyEd Students: Please note that your UMUC EmplID will be different than your GoArmyEd EmplID.
Subject and Catalog Number	The four-letter abbreviation and three-digit number for UMUC classes. For example, in COMM 300, "COMM" stands for Communications and "300" is the catalog number.
Term	A full *semester*, which may be subdivided into *sessions*. Student Finance and Financial Aid use this time period for instructional accounting.
Third-Party Payment	A payment made by a third party, such as Tuition Assistance (TA), Army Emergency Relief (AER), and scholarships. (Note: Loans and federal grants are not third-party payments.)
Units	Credit value the University assigns a course.
Upper-Level (UL) Courses	Courses that are numbered 300-499.
UserID	Your user name for logging into MyUMUC. You will need both your UserID and password to log in.



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

CLASSROOM, ONLINE, AND INDIVIDUALIZED LEARNING

Students take UMUC courses in classrooms at over 40 sites in Asia. Students can also "attend class" worldwide in UMUC's online courses or in self-paced multimedia learning Computer Aided Telecourses (CAT).

Students may choose to complete their academic studies through one, two, or all three of these formats to suit their schedules and preferences. UMUC courses meet the same standards of quality regardless of delivery format. Any given course has the same objectives and requirements, awards the identical amount of academic credit, and may be applied toward the same undergraduate degrees whether it is delivered in a classroom, via the Internet, or on a CD.

Both classroom and online programs are also supported by a full range of student services and academic resources—from extensive online library databases to admission, advising, and registration—that can be accessed on-site, online, and by phone (contact information available on the MyUMUC Student Portal).

What is a Credit?

The unit of credit defines the amount of university-level semester hours to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of either of two sets of criteria, as follows:

- At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration and study days, holidays, and final examinations);
- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration and study days, holidays, and final examinations).

Resident Credit

Study in the overseas divisions establishes resident credit with University of Maryland University College. Since both faculty

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

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

LEARNING GAINED THROUGH EXPERIENCE

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

PRIOR LEARNING

Students may earn credit for college-level learning acquired outside the classroom through two avenues: course-challenge examinations and EXCEL Through Experiential Learning. As many as 30 credits may be earned through a combination of course-challenge examinations and EXCEL and applied toward the bachelor's degree. However, no more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (EXCEL and course-challenge examinations) and credit by examination.

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

Course-Challenge Examinations

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

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

Credit earned by course-challenge examination earns a letter grade, based on the exam score, that is computed in the grade point average. However, this credit may not be applied to the requirement for graded coursework in the student's major. Students may not receive credit for introductory courses in their native language.

An exam may only be canceled before the student receives the exam. Refunds are given only if a suitable exam cannot be prepared.

More information on course-challenge examinations is available by contacting the UMUC Asia Office of Student Affairs.

EXCEL Through Experiential Learning

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

To be eligible for EXCEL students must

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

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

they are enrolled in EXCL 301. After receiving credit once for EXCL 301, students may not enroll in the class again.

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

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

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

Students should carefully review the requirements, rules, and procedures for EXCEL. More information may be obtained by contacting an Academic Advisor.

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 credits of UMUC coursework 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 in which instruction was in a language other than English can establish credit in that language only for certain courses, and will be required to submit translated transcripts and a summary of educational experiences. Requests for foreign language credit by exam should be sent to

UMUC Asia
Office of Student Affairs
Unit 5060 Box 0100
APO AP 96328-0100
oregistrar@asia.umuc.edu

If credit by examination is approved, the student will be contacted by the Registrar.

COOPERATIVE EDUCATION

Cooperative Education (Co-op) extends education beyond the traditional classroom experience by bringing theory into practice in the workplace. Co-op offers an opportunity for students to gain experience and develop new knowledge and skill in their chosen discipline while earning upper-level college credit, thus enabling them to accelerate completion of both their academic and career goals.

To be eligible for Co-op, students must

- Be seeking a degree or a certificate that includes a Co-op option from UMUC.
- Have completed 30 credits, including transfer credit, toward a degree (if seeking a degree).
- Have completed at least 9 credits in the discipline in which they plan to do their Co-op project.
- Have a GPA of 2.5 or better at UMUC.
- Be working in a position that offers an opportunity to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. (Position may be paid or unpaid, part- or full-time.)

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

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

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

(for a total of 300 hours during the Co-op term) and complete five to eight project tasks identified in the learning contract.

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

Students may apply up to 15 Co-op credits to their bachelor's degree (nine credits for a second bachelor's degree). Certificates that include a Co-op option typically accept no more than three credits of Co-op coursework. Co-op courses may not be used to satisfy general education requirements or required academic coursework in the major. However, Co-op credits may be applied to electives as well as to upper-level supplemental courses in the major or minor. A standard letter grade is awarded for successful completion of Co-op courses. It is strongly recommended that students consult with a UMUC Advisor to determine how Co-op credits may help them fulfill degree requirements.

For more information, students should review the information, policies, and procedures detailed online at *www.umuc.edu/coop* or contact their Advisor.

TRANSFER CREDIT

(Further details and regulations are given in Appendix B and Appendix C.)

UMUC will not award credit for courses that repeat work done elsewhere. Students who have earned credit at other colleges or universities are responsible for determining whether courses they plan to take at UMUC would duplicate any previously earned credit. Students who are in doubt should consult an Academic Advisor before registering.

Credit toward a UMUC degree may be assigned for work completed through the kinds of institutions described in the following sections. As many as 45 credits of transferable college coursework may be counted toward the associate's degree; as many as 90 credits may be counted toward a bachelor's degree. UMUC does not accept credits for remedial, pre-college, or sectarian religious courses in transfer. A student who wants to transfer credit from other institutions to UMUC should request a review of previous credit from an Academic Advisor to determine the applicability of those credits to a degree from UMUC. No transfer credit is accepted without official transcripts. UMUC will not confer an undergraduate degree if a student is applying the same UMUC credits twice towards a dual major or with another regionally accredited institution concurrently.

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

SUMMARY OF CREDIT SOURCES

UMUC accepts up to 90 credits from all sources combined toward the bachelor's degree, and up to 45 credits toward the associate's degree when such credit is applicable to the student's degree program. This is subject to maximum allowances for each type of credit, including but not limited to:

Credit Sources	Associate	Baccalaureate
A. Regionally accredited four-year institutions	45 cr.	90 cr.
B. Regionally accredited two-year institutions	45 cr.	70 cr.
C. American Council on Education (ACE)-approved innovative learning, including learning evaluated by approved standardized examinations (e.g. CLEP, DSST), and professional training programs	30 cr.	60 cr.
D. Study completed in military service schools and professional credit, on the basis of American Council on Education (ACE) recommendations on credit	30 cr.	60 cr.
E. Study completed in Military Occupational Specialties (e.g. MOS, NER), portfolio assessment (e.g. EXCEL), course-challenge exams, and/or UMUC Asia foreign language exams combined (maximum of 15 credits from portfolio assessment from a community college)	15 cr.	30 cr.
F. Coherently related vocational and technical coursework, applicable as elective credit only	12 cr.	21 cr.
Any combination of the above sources not to exceed	45 cr.	90 cr.

Credit from Other Colleges and Universities

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

Credit from Junior Colleges or Community Colleges

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

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

Credit through Correspondence Study

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

Vocational and Technical Credit

Vocational and technical credit from regionally accredited institutions or American Council on Education (ACE)-approved organizations, when applicable, may be accepted as elective credit only. This credit may be applied toward a degree at UMUC, up to the following limits:

- 18-credit certificate: a maximum of 3 credits
- Associate's degree: a maximum of 12 credits
- Bachelor's degree: a maximum of 21 credits of coherently related work

Noncollegiate Courses

UMUC will accept for credit professional (not technical) noncollegiate courses applicable to the student's curriculum that have been evaluated by either (1) ACE (if the courses are listed in the *National Guide to Educational Credit for Training Programs*) or (2) the University of the State of New York National

Program on Non-Collegiate Sponsored Instruction (if listed in its *College Credit Recommendations*).

Transfer to Other Institutions

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

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

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

Servicemembers Opportunity College

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

Army, Navy, and Marine Training

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

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

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

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

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

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

Army

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

Navy

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

Marine Corps

DD Form 214
Marine Corps Institute Transcript
(submit request at *www.mci.usmc.mil/newmci/default.asp*)

Coast Guard

DD Form 214
Coast Guard Institute Transcript
Web: *www.uscg.mil/hq/cgi/military_experience.html*

Community College of the Air Force (CCAF)

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

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

CREDIT BY EXAMINATION

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

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

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

Advanced Placement

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

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

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

INSTITUTIONAL EXAM CODES FOR UMUC

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

AP	5804
CLEP	5804
DANTES	9357
Excelsior College (ECEP)	N00001

College-Level Examination Program (CLEP)

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

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

Application of Credit by Examination

CLEP General Examination	Credit	ACE Recommended Score	Duplication of UMUC Courses	GER Application
English				
Composition with essay	6	50*	None	Second Writing course
Composition without essay	6	50*	None	Communications
Social Sciences and History				
Social Science	3	50*	None	Social Sciences
History	3	50*	None	Humanities
Natural Science	6	50*	NCSI 100 BIOL 101	Science
Mathematics	6	50*	MATH 106	Mathematics**
Humanities	6	50*		
Fine Arts			ARTH 100	Arts and Humanities
Literature			None	Arts and Humanities

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

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

NOTE: For further information on transferring examination credit, please contact a UMUC Asia Academic Advisor.

DSST Examinations

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

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

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

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 UMUC curriculum.

TRANSCRIPTS

A transcript is an official record of a student's work. All academic records are confidential. Therefore, UMUC Asia must have a request signed by the student before transcripts are released. Forms for requesting transcripts are available at the MyUMUC portal, education centers, and as a PDF file on the UMUC Asia Web site at *www.asia.umuc.edu/studentservices/transcripts.cfm*. (For students who submit requests at MyUMUC, the student and personal identification numbers are considered an official signature.) The transcript fee must accompany each request. Requests for transcripts should be sent to the last University of Maryland University College campus 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. UMUC Asia 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. UMUC Asia will send transcripts by fax or express mail upon a student's written request, and payment of an additional fee.

When students graduate, they receive a complimentary copy of their UMUC transcript with their diploma. Also, each student's first requested transcript is free. The fee for all other transcripts is $10.00 each. Transcripts sent via express mail are available for $30.00 each. Express service is not available within the Military Postal System (MPS). Requests for transcripts can be posted in MyUMUC or sent to:

UMUC Asia
Transcript Office
Unit 5060 Box 0100
APO AP 96328-0100

Requests should include the student's full name, social security number, date of birth, and the first and last dates the student attended UMUC in Asia.

No transcript will be released until all outstanding debts have been paid in full.

CHANGE OF ADDRESS OR NAME

Students who move during the term should not only leave a forwarding address with the postal authorities but should change their address through the MyUMUC Student Portal. Requests for a name change on official records of UMUC must be accompanied by one of the following documents:

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

The request can be made through the MyUMUC student portal. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been forwarded and processed.

TRANSFER OF UMUC CREDIT

Since courses carry full resident credit, credits earned with UMUC in Asia are normally transferable to other regionally accredited colleges and universities.

Students planning to transfer credits earned with 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 Europe to Asia) requires no advance application. However, if a student has had a break of two years or more with 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 stateside programs, the student should contact his or her Academic Advisor.

UMUC Asia students who will be returning to the United States can use the Divisional Transfer form available on the MyUMUC Portal to update their records and facilitate their continuing as a UMUC student.

Students returning to the United States who wish to continue earning resident credit with UMUC may enroll in Distance Education courses provided by UMUC's headquarters offices in Adelphi, Maryland.

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.

AFELA/DEGREE COMPLETION PROGRAM

Eligible servicemembers 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 credits, 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 Asia and complete their degrees using the Air Force Extended Leave of Absence (AFELA) program. 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 AFELA application procedures. One of the first steps is to request, in the format required by their branch of service, the Office of Student Affairs to initiate the application for admission to the program. The Office of Student Affairs will prepare an AFELA 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 an AFELA letter should be submitted to the Yokota office at least six months before the student wishes to begin the AFELA program.

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 Affairs should be requested 120 days before the commissioning board deadline of the particular organization.

PROMOTION

Degree status certification that a student needs to apply for promotion should be requested from the Office of Student Affairs 30 days before the deadline of the particular organization. All transcripts that are part of the student's record must have been received by that time to enable UMUC to provide this service.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and seek correction to their educational records. Requests for such inspection and correction of student records may be made to:

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

In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves. The only student information which may be released without prior consent is directory information: the student's name, major field of study, dates of attendance, degrees/awards received, the previous educational institution most recently attended, and birth date. This information is disclosed even in the absence of consent unless the student files written notice within three weeks of the first enrollment of each school year. To prevent automatic disclosure of directory information, this notice must be filed annually with the registrar within the time allotted above. Students may select which information they wish to release with consent through the MyUMUC Student Portal.

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

See Appendix G of this Catalog for additional information about access to and disclosure of student records.

SCHOLASTIC AND ADMINISTRATIVE STANDARDS

UMUC students in Asia earn their grades. They should expect to work hard, both in and out of the classroom. UMUC 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 faculty member, and that grades (high or low) will not be assigned to them based on their reputation or performance in courses taken previously.

Institutional Credit

A course that may not be applied toward graduation may be assigned a credit value for purposes of course load per session and tuition. This institutional credit is included in the grade

point average (GPA) and in determining eligibility for financial aid and veterans educational benefits. However, students required to take these courses do so in addition to the 120 units of graduation credit required for the degree.

Grading Methods

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

Grade Interpretation Quality Points

A	Outstanding	4
B	Superior	3
C	Good	2
D	Substandard	1
F	Failure	0
FN	Failure for nonattendance	0
G	Grade under review	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
I	Incomplete	0
AU	Audit	0
W	Withdrawal	0

Standard

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

Pass/Fail

Degree-seeking students who have earned 30 credits (including at least 15 credits at UMUC) and who have a cumulative grade point average of 2.0 may take one course of up to 6 credits each standard session (fall, spring, or summer) on a pass/fail basis, up to a maximum of 18 credits. Students must elect pass/fail grading at the time of registration.

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

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

Although a grade of P earns credit toward graduation, it is not included in calculating a grade point average. A failing grade carries no credit, and the failing grade is included in the computation of grade point averages.

Satisfactory/D/Fail

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

Audit

Students who do not wish to receive credit may register for courses as auditors after being admitted. Students must indicate this intention when they register.

Auditing students do not have to complete course assignments, but may request to do so in order to receive faculty feedback on their work. Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned.

Change of Grading Basis

Students may request a change of grading basis; the deadline for changing the grading basis is determined by the length of the session. For classes of length eight weeks or less, the grading basis can be changed up to one week after the start date, and for classes of length more than eight weeks, the grading basis can be changed up to two weeks after the start date.

GRADES

Passing: The Grade of P

The grade of P is conferred after a teacher has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D). Then Student Affairs converts that standard grade into the grade of P. A passing grade is recorded on the permanent record and confers credit toward graduation. However, courses graded P are not included in calculating grade point averages.

Satisfactory: The Grade of S

The grade of S is equivalent to a grade of C or higher. This grade is used to denote satisfactory progress in an experiential setting or practicum, such as EXCL 301. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining grade point averages.

Failure: The Grade of F

The grade of F means a failure to satisfy the minimum requirements of a course. Although it carries no credit, it is included in calculating the grade point average. A student assigned the grade of F must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade in order to receive credit for that course.

Failure for Nonattendance: The Grade of FN

The grade of FN means a failure in the course because the student has not attended or participated in course assignments and activities. It is assigned when the student ceases to attend class or fulfill requirements but has not officially withdrawn.

Grade Under Review: The Grade of G

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

Incomplete: The Grade of I

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

- The student must have completed at least 60 percent of the work in the course with a grade of C or better.
- The grade of I must be requested before the end of the course.

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

- The student must ask the teacher for a grade of I. (Teachers cannot award a grade of I on their own initiative.)
- The teacher decides whether to grant the request.
- The teacher sets a date (no more than four months after submitting the original grade) for completion of the remaining requirements of the course.
- The teacher and the student together agree on the remaining requirements of the course and the deadline for submitting the work.
- The student is responsible for completing the work.
- After the work is completed, the teacher submits a grade change to replace the grade of I on the student's record with a grade.

If the grade of I is not made up within four months or by the agreed-upon deadline, the I is changed to an F. Students should be aware that a grade of I in their final semester may delay graduation.

The grade of I cannot be removed by means of credit by examination, nor can it be replaced by a grade of W (defined below). Students who elect to repeat an incomplete course must register again for the course, pay all applicable fees, and repeat the course. For purposes of academic retention, the course grade is counted as an F. The grade of I is not used in determining grade point averages.

Withdrawal: The Grade of W

Students may receive the grade of W by officially withdrawing from a course. Ceasing to attend class does not constitute an official withdrawal. Procedures for withdrawing are detailed on the UMUC Web site at *www.umuc.edu/students*.

For most courses, this grade appears on the permanent record unless withdrawal is completed before the end of the schedule adjustment period. For purposes of academic retention, the grade of W is counted as attempted hours. It is not used in determining grade point averages.

Students who officially withdraw from a course after the course start date receive a grade of W.

- Undergraduate students who register for classroom courses must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday of the week before the course ends (9 days before the end-of-class date). Exact withdrawal deadline dates can be found on the Asia DE Web site, under *Student Links > Session Calendar*. The deadline table above applies to all CAT course students as well.

CHANGES IN GRADE

Teachers may change a grade previously assigned through MyUMUC, the University's online academic and administrative services portal. Any change must be made no later than four months after the original grade was awarded.

Grading Repeated Courses

When a course is repeated, only the higher grade earned in the two attempts is included in the calculation of the GPA. For

purposes of academic retention, both attempts are counted. Both grades are entered on the permanent record, with a notation indicating that the course was repeated. Students cannot increase the total hours earned toward a degree by repeating a course for which a passing grade was conferred previously. To establish credit in a course previously failed or withdrawn from, students must register, pay the full tuition and fees, and repeat the entire course successfully.

Repeated Registration for a Course

No student may register more than twice for the same course. Registering more than twice for the same course (including courses previously attempted at other institutions in the University System of Maryland) is generally forbidden. It may be allowed only under special circumstances, with prior approval of an advisor.

GRADE POINT AVERAGE

For each student, a grade point average is calculated for all courses taken with University of Maryland University College (Asia, Europe, and Stateside). 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 credits attempted. To determine quality points, each letter grade is converted to a numerical 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 credits the course carries. Thus, a grade of B in a three-credit course earns 3.0 x 3 = 9 quality points.

In counting the number of credits 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 a GPA calculation example, a student with 48 total quality points and 15 credits attempted has a grade point average of 48 divided by 15 = 3.20, which is somewhat above a B average.

ACADEMIC WARNING AND DISMISSAL

At the end of every term (fall, spring, or summer), the cumulative grade point average of each student who has attempted at least 15 credits at UMUC is computed based on all UMUC graded coursework. Undergraduate Student Affairs then takes action, required by UMUC policy, according to the student's level of progress as described below.

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

Levels of Progress

SATISFACTORY

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

WARNING

A student whose cumulative GPA is less than 2.0 will be placed on academic warning. The student will remain on academic warning as long as the cumulative GPA is less than 2.0 and the GPA for the term is 2.0 or better.

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

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

A student on academic warning is limited to a maximum enrollment of 7 credits per term or to a maximum of 4 credits per session 1 or session 2.

PROBATION

A student on academic warning or admitted on provisional status whose GPA for the session is less than 2.0 will be put on probation.

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

A student on academic probation is limited to a maximum enrollment of 7 credits per term or to a maximum of 4 credits per session 1 or session 2.

DISMISSAL

A student on probation whose GPA for the term is less than 2.0 will be dismissed. Regardless of cumulative GPA, a student who has maintained an average of at least 2.0 during a particular term will not be dismissed at the end of that period. A student

who is dismissed is ineligible to register again for UMUC courses until he or she is reinstated.

Reinstatement After Dismissal

A student seeking reinstatement is required to

- Have all official transcripts from previously attended colleges and universities sent to UMUC, preferably before meeting with an Academic Advisor.
- Meet with an advisor before petitioning for reinstatement.
- Wait at least one term before petitioning for reinstatement. Such an appeal should be made in writing to the Office of the Registrar.

Deadlines for requesting reinstatement are as follows:

Fall enrollment	July 15
Spring enrollment	November 15
Summer enrollment	April 15

The petition must contain an explanation of how the student will be able to improve academic performance. The student may reenroll only after the request for reinstatement is approved and one term has elapsed since the dismissal.

The student may petition for reinstatement by writing to:

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

After the student's record, the Academic Advisor's recommendation, and the student's petition have been reviewed, the student will receive a written response. Reinstated students will be placed on warning immediately or will retain provisional status, as appropriate. Credits earned at other institutions during a period of dismissal from UMUC will not be accepted in transfer.

RECOGNITION OF SCHOLASTIC ACHIEVEMENT

Dean's List

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

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

Academic Honors

Academic honors for excellence in scholarship are determined by the students' cumulative GPA at UMUC. The distinction of summa cum laude is conferred on those students with a cumulative GPA of 4.000; magna cum laude honors are conferred on those students with a cumulative GPA of 3.901 to 3.999; cum laude honors are conferred on those students with a cumulative GPA of 3.800 to 3.900. To be eligible for any of these categories of recognition, a student must have earned at least 45 credits at UMUC in courses for which a letter grade and quality points were assigned. For honors to be conferred with a second bachelor's degree, the student is required to have a total of 45 new UMUC credits and the requisite GPA. (Information on attaining a second bachelor's degree may be found on page 71.)

HONOR SOCIETIES

Inquiries concerning honor societies should be addressed to:

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

Alpha Sigma Lambda

UMUC students are eligible for membership in Alpha Sigma Lambda, the National Honor Society for Students in Continuing Higher Education. To qualify for membership, a student must be pursuing a first bachelor's degree, have completed at least 30 credits at UMUC in courses graded A, B, C, D, or F, and maintained a cumulative grade point average of 3.7 or higher for all UMUC courses. At least 15 credits, from UMUC or transferred, must be in courses outside the major.

Phi Alpha Theta

UMUC students may qualify for membership in Phi Alpha Theta, the International Honor Society in History. To qualify for membership, students must attain a grade point average 3.5 or higher in at least 12 credits of UMUC history courses and have an overall UMUC grade point average of 3.4.

Phi Kappa Phi

The honor society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in Phi Kappa

Phi, candidates must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been in UMUC courses carrying letter grades of A, B, C, D, or F. The candidate's grade point average in UMUC courses must be in the top 10 percent of the previous UMUC graduating class.

Pi Gamma Mu

Pi Gamma Mu is the International Honor Society for the Social Sciences and recognizes outstanding scholarship in the Social Sciences at UMUC. Students interested in anthropology, criminal justice, economics, gerontology, history, political science, social psychology, sociology, and women's studies may qualify for membership.

Membership is open to students in their last 60 hours of undergraduate work with at least 20 hours of social science credit. Invited students will have a grade point average in the upper 35% of their class.

Psi Chi

Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. Qualified students must be invited to join. To qualify for membership, students must have declared a major or minor in psychology and earned at least 45 credits toward a bachelor's degree, including at least 9 credits in psychology at one of UMUC's stateside regional locations. Additionally, qualified students must be in the top 35 percent of their class, based on rankings within sophomore, junior, and senior classes; have an overall GPA of at least 3.0; and have a psychology GPA of at least 3.0.

Sigma Tau Delta

Membership in Sigma Tau Delta, the International English Honor Society, is open to qualified UMUC students with a major in English. To be eligible, students must have earned at least 45 credits toward the bachelor's degree with an overall GPA of 3.5 or higher. At least 30 credits must have been earned through UMUC and must include 12 credits of English, not including WRTG 101, and 6 upper-level credits. Students must also have earned a GPA of 3.6 in English coursework at UMUC.

APPLICATION FOR CERTIFICATES AND DEGREES

Students who expect to complete the requirements for a degree are responsible for making sure they have completed a degree progress report, filing an application for a diploma (available online at the MyUMUC Student Portal) with Student Affairs, and paying the appropriate fee (currently $50).

Students pursuing certificates must apply for certificates by the same deadlines as for degrees. The application form is available online at *my.umuc.edu*.

Deadlines for Applying for Certificates and Degrees

The completed application must be received by the Office of Student Affairs in accordance with the following schedule:

Application Deadline	Expected Graduation
1 October	30 December
15 February	30 May
15 June	30 August

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

Note: The three graduation dates when degrees are awarded are not the same as the dates Commencement ceremonies are held in Asia. Check UMUC Asia's Web site for commencement information.

GRADUATION REVIEW

Certificate, associate, and bachelor's degree applicants will receive a graduation review to confirm any 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 Affairs prior to the requested graduation date.

NONCOMPLETION OF CERTIFICATE AND DEGREE REQUIREMENTS

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

CONFERENCE COURSES

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

A conference course is a directed-study course available to UMUC seniors who need specific course credits in order to graduate.

A UMUC faculty member conducts a conference course and provides the student with a course plan and assignments. The student and the faculty member may meet occasionally; the student completes most of the coursework by studying independently.

Permission to take a conference course is granted by the Director of Student Affairs 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 credits 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 Certificate/Degree for a specific graduation date does not constitute sufficient reason for a conference course to be approved.

Permission from the Director, Student Affairs, for conference courses must be requested in writing. Note: Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require extensive interaction with a faculty member, either in the classroom or online, and are not offered as conference courses.

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 AA, BA, or BS degree during the current academic year (i.e., August, December and May graduations) and the following August 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.

Information regarding Commencement ceremonies is mailed to graduates and prospective graduates in the early spring.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

ATTENDANCE AND PARTICIPATION

The student is responsible for attending all classes and any related activities regularly and punctually. Students taking classes in accelerated format are responsible for attending all class meetings for the duration of the course. In some courses, teachers may base part of the final grade on class participation.

Depending on session length and format, students should expect to spend three to six hours per week in class discussion and activities (online or on-site) and two to three times that number of hours outside the class in study, assigned reading, and preparation of assignments. Students are expected to achieve the same learning objectives and do the same amount of work in an online course as they would in an on-site course. Active participation is required in all online courses, and students should expect to log in to their online courses several times a week.

Absence from class does not excuse a student from missed coursework. The student is responsible for obtaining detailed information about missed class sessions, including their content, activities covered, and any announcements or assignments. Failure to complete any required coursework may adversely affect the student's grade. Teachers are not expected to repeat material that a student has missed because of the student's absence from class.

INTERNET ACCESS

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

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

The most current technical requirements are available online at *tychousa.umuc.edu/tech/min_tech.html*.

ACADEMIC INTEGRITY

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity as

expressed in the University System of Maryland policy "Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity." Details are available from the Office of the Dean, School of Undergraduate Studies.

At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

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

Students are responsible for understanding and avoiding academic dishonesty and plagiarism, whether intentional or unintentional. The definitions of academic dishonesty and plagiarism and the procedures for pursuing complaints of academic dishonesty are described in UMUC Policy 150.25 Academic Dishonesty and Plagiarism, which can be found at *www.umuc.edu/policy* or is available from the Office of the Dean, School of Undergraduate Studies.

APPEALING A GRADE

College and university students inevitably encounter faculty members who vary widely in teaching philosophy and demeanor and who use different teaching styles. Not only is teaching influenced by course content, there are also many ways of conveying the same material. It is only natural that students will like the style and personality of some faculty members more than others. Disagreement with a faculty member over demeanor and teaching style, however, is not grounds for a grade appeal. Students have the opportunity to express their opinions on these matters through the course evaluation forms they complete for every UMUC Asia course.

Regardless of teaching style, it may happen that a student believes a faculty member's determination of a final course grade has been arbitrary and capricious. The phrase "arbitrary and capricious grading" is defined in UMUC Policy 130.80 (in Appendix A) as:

- A final course grade assigned on some basis other than performance in the course; or
- A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
- A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.

A student who believes his or her final grade to be the result of arbitrary and capricious grading should first confer promptly with the faculty member of the course. There is a time limit on appealing a grade; students who want to appeal a grade must initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the faculty member after a reasonable effort, or if the student and faculty member cannot, after consultation, reach a satisfactory resolution, the student may file a written request with the appeal administrator (the associate dean, UMUC Asia) asking how the final grade was calculated. If the course was offered via Distance Education, the student may also ask the Director, Distance Education for information.

Procedures for appealing a grade are detailed in UMUC Policy 130.80, "Procedures for Review of Alleged Arbitrary and Capricious Grading." This can be found in Appendix A of this Catalog.

CODE OF CIVILITY

The Code of Civility, designed to promote a positive, collegial atmosphere among students, faculty, and staff, is explained in Appendix A.

CODE OF STUDENT CONDUCT

Students are subject to the UMUC Policy 151.00, "Code of Student Conduct." Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. The UMUC Code of Student Conduct can be found at *www.umuc.edu/policy/student/stud15100.shtml*.

EXAMINATIONS

Students are responsible for obtaining information about quizzes and examination schedules and policies. Final examinations are usually given during the last scheduled class meeting for classes meeting on-site. For online classes, the final examination is usually given during the last week of the DE term. All DE students are required to take a proctored exam for each 10-week course in which they are enrolled. Visit the Asia DE Web site (*http://de.asia.umuc.edu*) for specific information about UMUC Asia Distance Education proctored exams. Failure to take the mandatory proctored exam for a course will result in an FN grade being issued for that course.

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

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

UMUC Policy 51.00, "Religious Observances," may be found at *www.umuc.edu/policy/academic/aa05100.shtml* and in Appendix E of this Catalog.

NONDISCRIMINATION

UMUC subscribes to a policy of equal educational and employment opportunity and does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, veteran status, mental or physical disability, or sexual orientation. All inquiries regarding UMUC Asia's compliance with statutes and regulations should be addressed to the Equal Opportunity Officer via e-mail at *diversity@asia.umuc.edu*. Additional information may be found in Appendix D of this Catalog.

STUDENT GRIEVANCE PROCEDURES

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

TRANSFER OF CREDITS WITHIN UMUC

Transferring from one part of UMUC to another is simple and free. A student who wishes to transfer from one UMUC campus to another need only complete the Divisional Transfer request in MyUMUC (*my.umuc.edu*) by clicking on *MyAcademics > Academic Records > Division Transfer*, and completing the short relocation form. The student's records will then be automatically forwarded to the selected UMUC campus.

TRANSFER OF UMUC CREDITS TO ANOTHER INSTITUTION

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

WRITING STANDARDS

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

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

AUTOMATED SERVICES

A number of automated services are available online to current students.

Through MyUMUC (at *my.umuc.edu*), students have access to many of their personal UMUC records. The system enables them to register and pay for courses, change personal information (such as home address or phone numbers), view and print reports (such as their class schedule, grade report, statement of account, unofficial transcript, and degree progress report), find out the name of their assigned Academic Advisor, and check on the status of their financial aid application.

To access services, students must enter their user ID and personal password.

ACADEMIC ADVISING

Academic Advisors provide enrolled students the information needed to plan an academic program. This assistance can include a review of potential transfer credit, help with clarification of education and career goals, and aid in selecting appropriate courses. Advising services are available at times and places convenient to students. Many students, however, choose to communicate with their Advisor by phone, fax, or e-mail. Students can access their Advisor's contact information through MyUMUC.

INITIAL ESTIMATE OF TRANSFER CREDIT

Prospective or newly admitted students can have a review of their potential transfer credit done on site by an Academic Advisor. This review is an estimate of the academic credit UMUC might accept toward a particular degree and of the requirements that would remain to be fulfilled. (Sources of credit are described on page 27 and online at *www.umuc.edu/students/ugp_ss/transfer.html*.) This review is not binding on either the student or UMUC and is subject to change.

REVIEW OF INTERNATIONAL RECORDS

Students who are seeking a review of potential transfer credit from international postsecondary educational institutions need to

- Be admitted and be seeking an undergraduate degree at UMUC.
- Mail their official international transcripts to the international credit evaluation services selected by UMUC. (Forms are available online at *www.umuc.edu/students/credeval.html*.)
- Pay fees associated with the international evaluation.
- Have all official transcripts from any U.S. institution previously attended sent to UMUC.

DEGREE PROGRESS REPORT

To access information about degree progress, students need to submit official transcripts from all colleges and universities previously attended, including other institutions of the University System of Maryland, whether or not transfer credit is requested or granted. UMUC may deny transfer credit from any institution not listed on the application for admission. Sources of transfer credit not listed at the time of admission or approved by an Advisor after admission cannot be applied toward the UMUC degree.

A degree progress report

- Includes all transfer credits applicable to the UMUC degree.
- Lists all courses completed at UMUC.
- Incorporates other types of academic credit.
- Remains in effect only while the student remains continuously enrolled.

In the degree progress report, a student's most recent courses are first applied to the appropriate requirements. Courses that could apply to multiple requirements are assigned to the first relevant category in the following order: general education requirements, then requirements for the selected academic major and minor, and finally electives.

Verification of other degree-wide requirements (such as the minimum number of upper-level credits) follows and may affect the remaining credits needed for the degree. Students are responsible for submitting all pertinent academic documents (such as academic transcripts, confirmation of credit conferred by examination, or records of credit from military service schools) during their first term at UMUC. To be considered official, documents must be sent directly from the issuer to the following address:

Registrar's Office – Transcripts
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8075 USA

ALUMNI ASSOCIATION

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

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

Benefit programs and resources include career services, affinity partner discounts, special alumni events, on-site library access, and chapter activities. Membership in the UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMUC currently has more than 125,000 graduates in 47 states and 24 countries. UMUC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

More information on the Alumni Association is available at *www.umucalumni.org*. Click "Online Community" to activate membership and update contact information.

CAREER SERVICES

Career Services provides personalized assistance with clarifying skills, interests, and work-related values; making career- or life-related decisions; researching career options; planning for graduate school; and searching for employment. Online, students can access a variety of career and job fairs; employability skills workshops such as résumé writing; tutorials; and access to CareerQuest, UMUC's online job and internship database. Complete information on the services of the Career Center can be found online at *www.umuc.edu/careercenter*.

DISABLED-STUDENT SERVICES

Reasonable accommodations are available for students who have disabilities and are enrolled in any program offered at UMUC.

To allow for adequate planning, students who need accommodations should contact the Director, Student Affairs at least four to six weeks before the beginning of the session.

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

For more information, students should contact the Director, Student Affairs or e-mail the Office of Student Affairs at *sservices@asia.umuc.edu*.

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

COMPUTER LABS AND SERVICES

Computer labs are available at many UMUC Asia sites. These labs are available primarily for the use of students completing coursework but are also open to faculty members, staff, and alumni on a first-come, first-served basis on presentation of a valid UMUC ID. Students must bring media to save data or documents. Lab assistants are available during scheduled hours to help users with resident software programs but cannot provide tutoring.

Students who are considering enrolling in online courses offered via WebTycho, the University's proprietary course delivery system, should review the technical requirements at *tychousa.umuc.edu/tech/min_tech.html* for the most current detailed information.

Technical support for students taking online courses is available 24 hours a day, seven days a week, at *webtychosupport@umuc.edu* or 800-807-4862.

INFORMATION AND LIBRARY SERVICES

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

Library Resources

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

UMUC's online library book collection is available in the netLibrary database. See Using netLibrary for more information at *www.umuc.edu/library/database/netlibrary.shtml*.

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

Library and Research Assistance

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

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

STUDENT ADVISORY COUNCIL

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

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

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

WRITING RESOURCES AND TUTORING

UMUC's Effective Writing Center provides a variety of services and resources for students, including individual tutors, self-study modules, and reference tools. The Writing Center may be accessed on the Web at *www.umuc.edu/ewc*.

OVERVIEW

University of Maryland University College offers a variety of academic programs 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 Arts degree, or a Bachelor of Science degree.

CERTIFICATE PROGRAMS

Certificate programs are directed toward developing knowledge in a specific subject area. Programs are available in Accounting, Computer Studies, Japanese Studies, Korean Studies, and Management. Additional certificate programs are available online; a complete list of certificate programs is included at the end of this section. Eighteen credits of coursework 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; Behavioral and Social Sciences; Biological and Physical Sciences; Mathematics; and Library Research.

Associate of Arts Degree

The Associate of Arts degree requires 60 credits. Of these, 32 credits must be in general education requirements. Students may then follow one of several tracks to the AA 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 120 credits. Of these, 41 credits comprise general education requirements. Students develop majors and minors, choosing from a variety of academic subjects, such as accounting, Asian studies, business administration, communication, computer and information science, computer studies, criminal justice, English, general studies, history, human resource management, information assurance, information systems management, management studies, political science, psychology, and sociology.

SUMMARY OF PROGRAMS OF STUDY

Programs	Credits Required	Areas of Study	
Certificate Programs	18 cr.	Accounting	Korean Studies
		Computer Studies	Management
		Japanese Studies	
Associate's Degree	60 cr.	Accounting	Japanese Studies
		Business and Management	Korean Studies
		Computer Studies	Management Studies
		General Curriculum	Mathematics
Bachelor of Arts or Bachelor of Science Degree	120 cr.	Accounting	History
		Asian Studies	Human Resource Management
		Business Administration	Information Assurance
		Communication Studies	Information Systems Management
		Computer and Information Science	Management Studies
		Computer Studies	Political Science
		Criminal Justice	Psychology
		English	Social Science
		General Studies	
Many more programs available online; see *www.umuc.edu/online_ed.shtml*.			

BOWIE STATE EDUCATION PROGRAM ON OKINAWA

UMUC Asia offers Bowie State education courses leading to a bachelor of science degree in elementary education or a bachelor of science degree in secondary education. This Bowie State program is currently available only on Okinawa. Individuals interested in learning more about this undergraduate program should contact their local Academic Advisor or visit UMUC Asia's Bowie State Web site at *www.asia.umuc.edu/degrees/education.cfm*.

REQUIREMENTS

The requirements for each certificate and undergraduate degree 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 their coursework. Professional UMUC Academic Advisors are available to help students plan their college curricula. Advisors visit most education centers regularly. Students seeking more information or assistance can contact their Academic Advisor. Please refer to the MyUMUC Student Portal for contact information.

Certificate Programs

UMUC offers a wide variety of entry-level and advanced certificates for students aiming to meet educational, job-related, and career goals. Earning a certificate is a practical first step for students who will later seek associate's and bachelor's degrees, as credits satisfying certificate requirements may also be applied to the more advanced degrees.

There are five entry-level programs in Asia which permit beginning students or students wanting an initial focus on a specific subject area to earn certificates. These areas are accounting, computer studies, Japanese studies, Korean studies, and management.

UMUC also offers a wide range of certificate programs comprising primarily upper-level courses, which are geared toward helping members of the workforce stay competitive in today's demanding job market. Students frequently need to combine online courses with classroom courses to complete the course requirements.

These certificate programs have the following common features:

1. Each requires completion of a total of 18 credits, including at least nine credits with UMUC Asia, UMUC Europe, or UMUC Stateside;
2. The student must earn a C or above in each course.

ENTRY-LEVEL CERTIFICATES

Accounting Foundations

Accounting Core Courses **(9 credits)**

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT	Additional ACCT course or course related to accounting (3)

Courses Related to Accounting **(9 credits)**

Choose from the following courses:

BMGT 110	Introduction to Business and Management (3)
ACCT	Any upper-level course in accounting (3)
BMGT 380	Business Law I (3)
BMGT 381	Business Law II (3)
CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
or CMIS 102A	Fundamentals of Programming I (3)
CMST 340	Computer Applications in Management (3)
ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
FINC	Any upper-level course in Finance (3)
STAT 200	Introduction to Statistics (3)
or STAT 230	Business Statistics (3)
IFSM 300	Information Systems in Organizations (3)

Total credits for a Certificate in Accounting Foundations **18**

Computer Studies

Computer Core Courses **(6 credits)**

CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
or CMIS 102A	Fundamentals of Programming I (3)
IFSM 201	Introduction to Computer-Based Systems (3)
or CMST 303	Advanced Application Software (3)

Courses Related to Computer Studies **(12 credits)**

CMIS 140	Introductory Programming (3)
or CMIS 141A	Fundamentals of Programming (3)
CMIS 160	Discrete Mathematics for Computing
CMIS 240	Data Structures and Abstraction (3)
or CMIS 241	Data Structures and Abstraction (3)
CMIS	Any upper-level course (3)
or CMST	Any upper-level course (3)
or IFSM	Any upper-level course (3)

Total credits for a Certificate in Computer Studies **18**

Japanese Studies

Core courses **(12 credits)**

JAPN 111	Elementary Japanese I (3)
JAPN 112	Elementary Japanese II (3)
JAPN 114	Elementary Japanese III (3)
or Any course related to Japanese Studies	
JAPN 115	Elementary Japanese IV (3)
or Any course related to Japanese Studies	

Courses related to Japanese studies **(6 credits)**

Choose from related courses in Japanese culture, history, language, literature, or government and politics. Some examples follow:

ANTH 417	People and Cultures of East Asia (3)
ASTD 135	Introduction to Japanese Language and Culture (3)
ASTD 150	Introduction to Asian Studies I (3)
ASTD 160	Introduction to Asian Studies II (3)
ASTD 301	The Japanese: Adapting the Past, Building the Future (3)
ASTD 333	Japanese Life and Culture I (3)
ASTD 334	Japanese Life and Culture II (3)
ASTD 438	Japanese Literature in Translation (3)
ASTD	Other courses related to Japanese Studies (3)
GVPT 453	Recent East Asian Politics (3)
HIST 284	East Asian Civilization I (3)
HIST 285	East Asian Civilization II (3)
HIST 482	History of Japan to 1800 (3)
HIST 483	History of Japan since 1800 (3)
JAPN	Any other Japanese language course (3)

Total credits for a Certificate in Japanese Studies **18**

Korean Studies

Core courses **(12 credits)**

KORN 111	Elementary Korean I (3)
KORN 112	Elementary Korean II (3)
KORN 114	Elementary Korean III (3)
or Any course related to Korean Studies	
KORN 115	Elementary Korean IV (3)
or Any course related to Korean Studies	

Courses related to Korean studies **(6 credits)**

Choose from related courses in Japanese culture, history, language, literature, or government and politics. Some examples follow:

ANTH 417	People and Cultures of East Asia (3)
ASTD 150	Introduction to Asian Studies I (3)
ASTD 155	Introduction to Korean Language and Culture (3)
ASTD 160	Introduction to Asian Studies II (3)
ASTD 302	The Two Koreas: Problems and Prospects (3)
ASTD 353	Korean Life and Culture (3)
ASTD	Other courses related to Korean Studies (3)
GVPT 453	Recent East Asian Politics (3)
HIST 284	East Asian Civilization I (3)
HIST 285	East Asian Civilization II (3)

HIST 382	The Korean War (3)
HIST 383	Korean History (3)
HIST 480	History of Traditional China (3)
HIST 481	History of Modern China (3)
KORN	Any other Korean language course (3)

Total credits for a Certificate in Korean Studies **18**

Management

Choose six courses related to Management **(18 credits)**

ACCT	Any Accounting course (3)
BMGT	Any Business and Management course (3)
CMIS	Any Computer and Information Science course (3)
CMST	Any Computer Studies course (3)
ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
GVPT 210	Introduction to Public Administration and Policy (3)
IFSM	Any Information Systems Management course (3)
MGST	Any Management Studies course (3)
PSYC 321	Social Psychology (3)
PSYC 361	Survey of Industrial and Organizational Psychology (3)
STAT 200	Introduction to Statistics (3)

Total credits for a Certificate in Management **18**

ADVANCED CERTIFICATES

Advanced Accounting

The Advanced Accounting Certificate is designed to meet the needs of accounting professionals who want to enhance their accounting skills. In addition to course prerequisites, students are encouraged to take courses in economics, basic mathematics, and statistics before starting the certificate program. This certificate may be completed while pursuing the Bachelor of Science in accounting; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Four required courses **(12 credits)**

ACCT 310	Intermediate Accounting I (3)
ACCT 311	Intermediate Accounting II (3)
ACCT 417	Taxation of Corporations and Other Entities (3)
ACCT 422	Auditing Theory and Practice (3)

Two supporting electives chosen from the following **(6 credits)**

ACCT 321	Cost Accounting (3)
ACCT 323	Taxation of Individuals (3)
ACCT 326	Accounting Information Systems (3)
ACCT 410	Accounting for Government and Not-for-Profit Organizations (3)
ACCT 411	Ethics and Professionalism in Accounting (3)
ACCT 424	Advanced Accounting (3)
ACCT 425	International Accounting (3)
ACCT 426	Advanced Cost Accounting (3)
ACCT 427	Advanced Auditing (3)
ACCT 436	Internal Auditing (3)
FINC 330	Business Finance (3)

Total credits for Certificate in Accounting **18**

Clinical Mental Health Care

The Clinical Mental Health Care certificate is designed to meet the needs of individuals who currently work or desire to work in mental health care settings. The program focuses on mental health disorders, diagnostic procedures, and treatment protocols. It is designed to better prepare students to work in clinical settings (such as hospitals, outpatient clinics, and nonprofit outreach programs) under the supervision of a licensed psychologist or medical doctor. This certificate may be completed while pursuing the Bachelor of Science in psychology; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Five required courses **(15 credits)**

PSYC 100	Introduction to Psychology (3)
PSYC 353	Abnormal Psychology (3)
PSYC 435	Personality Theories (3)
PSYC 436	Introduction to Clinical Psychology (3)
PSYC 451	Principles of Psychological Assessment (3)

A supporting elective chosen from the following **(3 credits)**

PSYC 301	Biological Basis of Behavior (3)
PSYC 307X	Substance Abuse: An Introduction (3)
PSYC 309C	Psychology of Eating Disorders (3)
PSYC 309X	Ethics in Mental Health and Psychological Treatment (3)
PSYC 310	Sensation and Perception (3)
PSYC 405	Principles of Behavior Modification (3)

Total credits for Certificate in Clinical Mental Health Care **18**

Database Design and Implementation

The Certificate in Database Design and Implementation is appropriate for technical professionals who want to work as advanced users or database designers or administrators. Students are taught Structured Query Language (SQL) and learn about issues in database design and implementation. This certificate may be completed while pursuing the Bachelor of Science in Computer Studies; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Four required courses **(12 credits)**

CMIS 160	Discrete Mathematics for Computing (3)
CMIS 320	Relational Databases (3)
CMIS 420	Advanced Relational Databases (3)
CMIS 485	Web Database Development (3)

Two supporting electives chosen from the following **(6 credits)**

CMIS 355	Database Forms (3)
CMIS 375	Programming in Perl (3)
CMST 385	Internet and Web Design (3)

Total credits for Certificate in Database Design and Implementation **18**

Database Management

The Database Management Certificate offers an introduction to the design and management of database systems in a business environment. In-depth practice in the use of Structured Query Language (SQL) is provided in the context of business case studies. The program covers advanced database concepts, including database administration, database technology, and selection and acquisition of database management systems. Supporting elective courses include database mining and the systems analysis required to begin developing the information technology (IT) infrastructure in a business environment. This certificate may be completed while pursuing the Bachelor of Science in Computer Studies; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

An introductory computing course chosen from the following **(3 credits)**

CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
CMIS 102A	Fundamentals of Programming I (3)
CMST 306	Introduction to Visual Basic Programming (3)
	or previous workplace experience with C, C++, Visual Basic, Ada, COBOL, or another high-level language plus an additional supporting elective from the list below

Three required courses **(9 credits)**

IFSM 410	Database Concepts (3)
IFSM 411	SQL (3)
IFSM 420	Advanced Database Concepts (3)

Two supporting electives chosen from the following **(6 credits)**

CMIS 485	Web Database Development (3)
CMIT 361	Developing PL/SQL Applications (3)
IFSM 304	Ethics in the Information Age (3)
IFSM 461	Systems Analysis and Design (3)

Total credits for Certificate in Database Management **18**

Financial Management

The financial management certificate is designed to meet the needs of new financial managers, other managers who feel they require greater knowledge of finance to advance in their professions, individuals interested in pursuing new careers in financial management, and financial management professionals who want to upgrade their skills. This certificate may be completed while pursuing the Bachelor of Science in Finance; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

A finance course chosen from the following **(3 credits)**

FINC 330	Business Finance (3)
FINC 331	Finance for the Nonfinancial Manager (3)

Four required courses: **(12 credits)**

FINC 340	Investments (3)
FINC 351	Risk Management (3)
FINC 430	Financial Management (3)
FINC 460	International Finance (3)

A supporting elective chosen from the following **(3 credits)**

ACCT 301	Accounting for Nonaccounting Managers
FINC 321	Fundamentals of Building Wealth
FINC 350	Property and Liability Insurance
FINC 352	Life Insurance
FINC 440	Security Analysis and Valuation
FINC 441	Futures Contracts and Options
FINC 450	Commercial Bank Management

Total credits for Certificate in Financial Management **18**

Human Development

The Human Development Certificate is designed to meet the needs of individuals who work in health care settings that require a thorough knowledge of human development from birth to an advanced age. The program trains students to understand and recognize developmental milestones across the human life span and examines age-specific related topics. The program is particularly useful for individuals either working or seeking to work in childcare, boys' and girls' clubs, adult care, and other community settings. This certificate may be completed while pursuing the Bachelor of Science in Psychology; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Five required courses **(15 credits)**

PSYC 100	Introduction to Psychology (3)
PSYC 351	Lifespan Development Psychology (3)
PSYC 355	Child Psychology (3)
PSYC 356	Psychology of Adolescence (3)

PSYC 357	Psychology of Adulthood and Aging (3)

A supporting elective chosen from the following (3 credits)

PSYC 332	Psychology of Human Sexuality (3)
PSYC 334	Psychology of Interpersonal Relationships (3)
PSYC 338	Psychology of Gender (3)

Total credits for Certificate in Human Development 18

Human Resource Management

The Human Resource Management Certificate prepares students for supervisory and midlevel management positions in human resource management and enables employees in public- and private-sector organizations to upgrade their skills to meet the requirements necessary to advance to a higher level. The certificate prepares the student for the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) certification examinations. This certificate may be completed while pursuing the Bachelor of Science in Human Resource Management; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Three required courses (9 credits)

BMGT 364	Management and Organization Theory (3)
HRMN 300	Human Resource Management (3)
HRMN 400	Human Resource Management: Analysis and Problems (3)

A labor management course chosen from the following (3 credits)

HRMN 362	Labor Relations (3)
HRMN 365	Conflict Management in Organizations (3)

Two supporting electives chosen from the following (6 credits)

BMGT 391	Motivation, Performance, and Productivity (3)
BMGT 464	Organizational Behavior (3)
BMGT 465	Organization Development and Change (3)
BMGT 484	Managing Teams in Organizations(3)
HRMN 367	Organizational Culture (3)
HRMN 395	The Total Rewards Approach to Compensation Management (3)
HRMN 406	Employee Training and Development (3)
HRMN 463	Public-Sector Labor Relations (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)

Total credits for Certificate in Human Resource Management 18

Information Assurance

The information assurance certificate supports those who wish to acquire or improve information security knowledge in response to the national imperative for maintaining the security of the technology and information infrastructure of government and industry. Students gain specific skills and are instructed in areas of policy formation, needs assessment, security applications, and disaster prevention and recovery. Laboratories employing both state-of-the-art and industry-standard tools are used. This certificate may be completed while pursuing the Bachelor of Science in Information Systems Management; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Two required courses:

IFSM 430	Information Systems and Security (3)
IFSM 450	Telecommunication Systems in Management (3)

Four supporting elective chosen from the following (3 credits)

CMIT 320	Network Security
IFSM 431	Policy Planning for Security Architects
IFSM 432	Disaster Recovery Planning
IFSM 433	Information Security Needs Assessment and Planning
IFSM 454	Information System Security Mechanisms
IFSM 457	Cyberterrorism
IFSM 459	Security Issues and Emerging Technologies

Total credits for Certificate in Information Assurance 18

Information Management

The Information Management Certificate offers an overview of information systems, their role in organizations, and the relation of information systems to the objectives and structure of an organization. An introduction to the design and management of database systems in a business environment is provided. A study of the methods used in analyzing information needs and specifying application system requirements is complemented with a study of the concepts and techniques used in specifying the physical design of the targeted system. This certificate may be completed while pursuing the Bachelor of Science in Information Systems Management; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

An introductory computing course chosen from the following (3 credits)

CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
CMIS 102A	Fundamentals of Programming I (3)

CMST 306	Introduction to Visual Basic Programming (3) *(or previous workplace experience with C, C++, Visual Basic, Ada, COBOL, or another high-level language plus an additional supporting elective from the lists below)*

Three required courses (9 credits)

IFSM 300	Information Systems in Organizations (3)
IFSM 410	Database Concepts (3)
IFSM 461	Systems Analysis and Design (3)

A 300-level supporting elective course chosen from the following (3 credits)

IFSM 302	Workplace Productivity (3)
IFSM 303	Human Factors in Information Systems (3)
IFSM 304	Ethics in the Information Age (3)

A 400-level supporting elective course chosen from the following (3 credits)

IFSM 411	SQL (3)
IFSM 430	Information Systems and Security (3)
IFSM 438	Project Management (3)

Total credits for Certificate in Information Management 18

Management Foundations

The Management Foundations Certificate prepares students for supervisory and midlevel management positions and enables employees in public- and private-sector organizations to upgrade their skills to meet the requirements necessary to advance to a higher level. This certificate may be completed while pursuing the Bachelor of Science in Business Administration; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Four required courses (12 credits)

IFSM 300	Information Systems in Organizations (3)
BMGT 364	Management and Organization Theory (3)
MRKT 310	Marketing Principles (3)
HRMN 300	Human Resource Management (3)

A finance course chosen from the following (3 credits)

FINC 330	Business Finance (3)
FINC 331	Finance for the Nonfinancial Manager (3)

A supporting elective chosen from the following (3 credits)

BMGT 365	Organizational Leadership (3)
BMGT 380	Business Law I (3)
BMGT 464	Organizational Behavior (3)
BMGT 496	Business Ethics (3)

Total credits for Certificate in Management Foundations 18

Project Management for IT Professionals

The Certificate in Project Management for IT professionals offers an overview of information systems, their role in organizations, and the relationship of information systems to the objectives and structure of an organization. The planning, scheduling, and controlling of a system project during its life cycle is explored. A survey of techniques for improving the productivity of workplace practices and procedures is also addressed. This certificate may be completed while pursuing the Bachelor of Science in Information Systems Management; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both Certificate and Bachelor of Science requirements.

Four required courses (12 credits)

IFSM 201	Introduction to Computer-Based Systems (3)
or CMST 303	Advanced Application Software (3)
IFSM 300	Information Systems in Organizations (3)
IFSM 438	Project Management (3)
IFSM 461	Systems Analysis and Design (3)

Two supporting electives chosen from the following (6 credits)

IFSM 302	Workplace Productivity (3)
IFSM 303	Human Factors In Information Systems (3)
IFSM 304	Ethics in the Information Age (3)
IFSM 430	Information Systems and Security (3)
IFSM 450	Telecommunication Systems in Management (3)

Total credits for Certificate in Project Management for IT Professionals 18

Women in Business

The Women in Business Certificate prepares students (female and male) for supervisory midlevel and senior management positions in a variety of organizational settings. The certificate focuses on business and management issues related to gender in organizations. Students with less than two years of business experience are encouraged to take BMGT 110 Introduction to Business and Management in addition to the courses listed below.

Four required courses (12 credits)

BMGT 364	Management and Organization Theory (3)
BMGT 312	Women in Business (3)
BMGT 313	Women as Entrepreneurs (3)
BMGT 314	Women as Leaders (3)

Two supporting electives chosen from the following (6 credits)

BMGT 365	Organizational Leadership (3)
BMGT 464	Organizational Behavior (3)

BMGT 484	Managing Teams in Organizations (3)
FINC 310	Entrepreneurship and New Venture Planning (3)
HRMN 367	Organizational Culture (3)
HRMN 406	Employee Training and Development (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)
SPCH 324	Communication and Gender (3)
Total credits for Certificate in Women in Business	**18**

Workplace Communications

The workplace communications certificate is designed to prepare students in the basics of communication vehicles and modes in the modern workplace. It introduces them to the vocabulary of the field and to the tools and techniques used to create workplace documents.This certificate may be completed while pursuing the Bachelor of Arts in Communication Studies; work with an Academic Advisor to ensure that you enroll in courses that will satisfy both certificate and Bachelor of Arts requirements.

Four required courses	**(12 credits)**
WRTG 101	Introduction to Writing (3)
IFSM 201	Introduction to Computer-Based Systems (3)
CMST 310	Electronic Publishing (3)
COMM 495	Seminar in Workplace Communication (3)
A writing course chosen from the following	**(3 credits)**
WRTG 393	Advanced Technical Writing (3)
WRTG 394	Advanced Business Writing (3)
An editing course chosen from the following	**(3 credits)**
WRTG 289	Introduction to Principles of Text Editing (3)
WRTG 489	Advanced Technical Editing (3)
Total credits for Certificate in Workplace Communications	**18**

Additional Certificates

The complete list of these primarily online, upper-level, specialized undergraduate certificate programs includes:

For additional information, go to *www.umuc.edu*.

- Accounting—Introductory
- Accounting—Advanced
- Applied Behavioral and Social Sciences
- Biosecurity
- Business Project Management
- Clinical Mental Health Care
- Computer Applications
- Computer Graphics and Design
- Computer Networking
- Correctional Administration
- Criminal Justice Intelligence
- Database Design and Implementation
- Database Management
- Desktop Publishing
- Diversity Awareness
- E-Commerce in Small Business
- E-Commerce Management
- Environmental and Occupational Health and Safety Management
- Financial Management
- Game Development
- Health Issues for Aging Adults
- Human Development
- Human Resource Management
- Information Assurance
- Information Management
- Internet Technologies
- Laboratory Management
- Management Foundations
- Marketing Communications
- Marketing Management
- Negotiation and Conflict Management
- Object-Oriented Design and Programming
- Object-Oriented Programming Using Java
- Paralegal Studies
- Project Management for IT Professionals
- Public Fire-Protection Management and Administration
- Security Management
- Software Engineering
- Systems Approach to Fire Safety
- Technology and Management
- Terrorism and Institutions: Prevention and Response
- UNIX System Administration
- Visual Basic Programming
- Web Design
- Web Programming
- Women in Business
- Workplace Communications
- Workplace Spanish

Undergraduate Degree Programs

University of Maryland University College offers Associate's and Bachelor's degree programs. The programs and the specific requirements for 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. Students should contact an Academic Advisor to chart their degree plan to ensure that they meet the necessary requirements.

Associate of Arts Degree

REQUIREMENTS

The Associate of Arts degree (AA) requires the completion of a minimum of 60 credits, at least 15 of which must be taken through UMUC. Of these 60 credits, 32 credits must be earned in courses that fulfill the general education requirements listed below.

ASSOCIATE-LEVEL GENERAL EDUCATION REQUIREMENTS (32 CR.)

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

Credits

A. Communications — 9

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

Another writing course (3 credits)

A third course in writing or a course in speech communication (3 credits)

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

B. Arts and Humanities — 6

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

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

The two courses must be in different disciplines.

C. Behavioral and Social Sciences — 6

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

D. Biological and Physical Sciences — 7

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

Any other science course (3 credits).

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

E. Mathematics — 3

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

Note: MATH 107 is required for some programs. Students should refer to the specific program.

F. Library Research — 1

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

Note: All associate's degree curricula, except for the computer studies curriculum, require students to complete IFSM 201 or CMST 303 (which will be applied to the general education requirement in interdisciplinary and emerging issues/computing for students who continue to the bachelor's degree).

Total General Education Requirements — 32

The remaining 28 credits must satisfy the requirements of the curriculum the student has selected.

A grade point average of 2.0 or higher in all courses taken through UMUC is required. A student should complete one associate's degree before applying for another.

Students may choose a general curriculum (described below) or a specialized curriculum (concentration) with its own particular requirements. Students who anticipate seeking a bachelor's degree should select courses that can be applied to the bachelor's.

ASSOCIATE OF ARTS, GENERAL CURRICULUM

The Associate of Arts General Curriculum is for adult students who wish to pursue their own educational goals. They may do this by combining related courses from several disciplines, exploring several interests at once, or choosing a variety of courses from throughout UMUC's offerings. Students in this program accept responsibility for developing a curriculum that meets their specific objectives. Students are encouraged to seek assistance from an Academic Advisor in arranging their curriculum so that it is in line with their personal interests and professional and educational goals.

The following course sequence will satisfy the requirements for the Associate of Arts degree. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements.

Curriculum Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other course to satisfy the first behavioral and social sciences requirement	
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ Curriculum course		3
	(to be selected based on educational and career goals)	
Additional Required Courses (to be taken after first and introductory courses)		
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ART T, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or JOUR 201	Writing for the Mass Media	
	or other course to satisfy the communications/writing or speech requirement	
♦ Curriculum course		
(to be selected based on educational and career goals)		3
♦ Curriculum course		
(to be selected based on educational and career goals)		3
♦ Curriculum course		
(to be selected based on educational and career goals)		3
Elective Courses (to be chosen from any courses to complete the 60 credits for the degree)		
		13
Total credits for AA with General Curriculum		**60**

SPECIALIZED CURRICULA

The Associate of Arts in a specialized curriculum (concentration) are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Each of the specialized curricula has its own requirements (indicated with ♦). Students should take careful note of course prerequisites and recommended course sequences. Curricula may be available in only limited geographical areas.

Accounting Curriculum

Requirements for the Accounting Curriculum

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

- Required core courses (6 credits): ACCT 220 and 221
- Additional core courses (9 credits): Any ACCT, BMGT, FINC, or MGST courses in accounting or finance (except MGST 140)
- Required computing course (3 credits): IFSM 201 or CMST 303
- Courses related to accounting (9 credits): Chosen from ACCT and FINC courses; BMGT 110, 364, 380, 381, and 496; CMIS 102A; CMST 340; ECON 201 and 203; IFSM 300; MRKT 310; and STAT 200 (or 230)
- Elective (1 credit): Any course related to interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts degree. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Accounting Curriculum Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(recommended Accounting Curriculum related course for students with no prior business experience)	
♦ ACCT 220	Principles of Accounting I	3
Introductory Courses (to be taken within the first 30 credits)		
♦ ACCT 221	Principles of Accounting II	3
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
(required for BS in accounting)		
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to satisfy the first behavioral and social sciences requirement	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
	(required computing course for the curriculum)	
Additional Required Courses (to be taken after first and introductory courses)		
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance or literature course to satisfy the arts and humanities requirement	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
♦ A core course for the curriculum		3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
♦ BMGT 380	Business Law I	3
or STAT 230	Business Statistics	
	or other course related to accounting	
♦ BMGT 364	Management and Organization Theory	3
	or other course related to accounting	
♦ A core course for the curriculum		3
♦ A core course for the curriculum		3
Elective Courses (to be chosen from any course to complete the 60 credits for the degree)		
		1
Total credits for AA with Accounting Specialization		**60**

Business and Management Curriculum

Requirements for the Business and Management Curriculum

Coursework for the business and management curriculum includes the following:

- Core courses (15 credits): Chosen from BMGT 110 (required for students with no previous business experience), ACCT 220 and 221, ECON 201 and 203, and STAT 230 (or 200)
- Required computing course (3 credits): IFSM 201 or CMST 303
- Courses related to Management (6 credits): Chosen from any ACCT, BMGT, CMIS, ECON, FINC, IFSM, and MGST courses; any 3-credit CMST courses; GVPT 210; HRMN 300; MRKT 310; PSYC 321 and 361; SOCY 461.
- Electives (4 credits): Any courses related to interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts degree in Business and Management. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Business and Management Curriculum Courses — Credits

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(required core course for students with no prior business experience; also required for BS in Business Administration)	

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

ECON 201	Principles of Macroeconomics	3
	(strongly recommended for AA; required for BS in Business Administration) or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to satisfy the first behavioral and social sciences requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ ACCT 220	Principles of Accounting I	3
	(core course for the curriculum)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance or literature course to satisfy the arts and humanities requirement	

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

♦ STAT 200	Introduction to Statistics	3
or STAT 230	Business Statistics	
	(core course for the curriculum)	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
♦ ACCT 221	Principles of Accounting II	3
	(core course for the curriculum)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
♦ ECON 203	Principles of Microeconomics	3
	(core course for the curriculum)	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
♦ Management-related course for the curriculum		3
	(courses required for BS in Business Administration are recommended)	
♦ Management-related course for the curriculum		3
	(courses required for BS in Business Administration are recommended)	

Elective Courses (to be chosen from any courses to complete the 60 credits for the degree—courses applicable to the BS in Business Administration are recommended)

4

Total credits for AA with Business and Management Specialization 60

Computer Studies Curriculum

Requirements for the Computer Studies Curriculum

Coursework for the computer studies curriculum includes the following:

- Required core courses (6 credits): CMIS 102/102A (or IFSM 201) and CMIS 141/141A (or other appropriate programming language course)
- Additional core courses (6 credits): Chosen from CMIS 241 and 310, IFSM 300, and any CMST courses (up to 3 credits)
- Course related to Computer Studies (3 credits): Any CMIS, CMST, CMIT, CMSC, or IFSM course
- Electives (13 credits): Any courses related to interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts Computer Studies degree. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Computer Studies Curriculum Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
♦ CMIS 102	Introduction to Problem Solving and Algorithm Design	3
or CMIS 102A	Fundamentals of Programming I	
	(first required core course for the AA in Computer Studies curriculum; also required for the BS in Computer Studies)	
♦ CMIS 141	Introductory Programming	3
or CMIS 141A	Fundamentals of Programming II	
	(required core curriculum course)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance or literature course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
♦ CMIS 241	Data Structures and Abstraction	3
	(required for BS in Computer Studies)	
	or other core course for the curriculum	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS courses to satisfy the first behavioral and social sciences requirement	
Additional Required Courses (to be taken after first and introductory courses)		
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
	(required for BS in Computer Studies) or other course related to Computer Studies	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
♦ Additional core course for the curriculum		3
Elective Courses (chosen from any courses to complete 60 credits for the degree—CMIS, CMST, or IFSM courses that may be applied to the BS in Computer Studies are recommended)		13
Total credits for AA with Computer Studies Specialization		**60**

Japanese Studies

Requirements for the Japanese Studies Curriculum

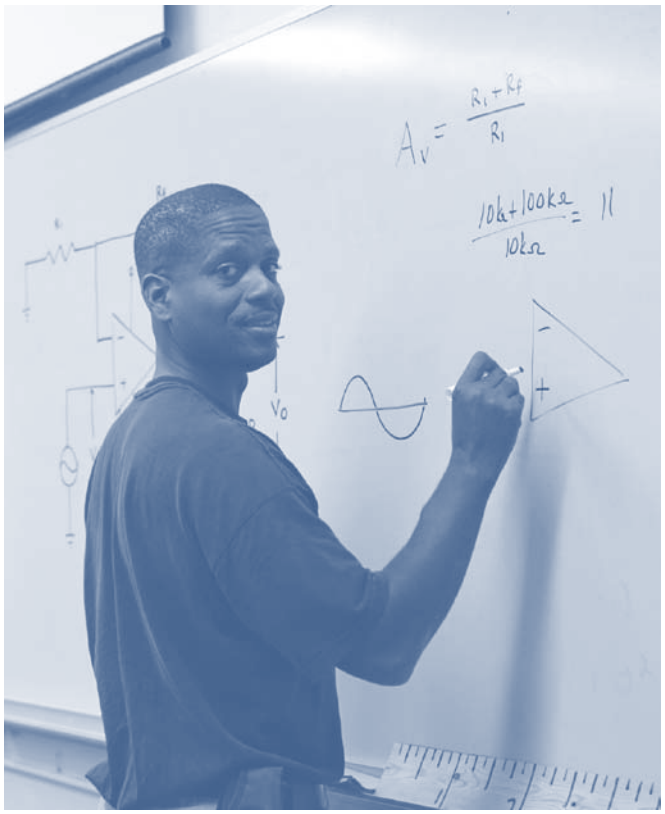
Coursework for the Japanese studies curriculum includes the following:

- Core courses (12 credits): Sequential JAPN courses, numbered 111-112 and 114-115
- Related area studies courses (12 credits): Any courses in the culture, history, language, literature, or government and politics of the area
- Required computing course (3 credits): IFSM 201 or CMST 303
- Elective (1 credit): Any courses related to the student's interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts degree in Japanese Studies. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Japanese Studies Curriculum Courses		Credits
First Courses (within first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ JAPN 111	Elementary Japanese I	3
Introductory Courses (take within first 30 credits)		
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
♦ JAPN 112	Elementary Japanese II	3
♦ JAPN 114	Elementary Japanese III	3
GVPT 200	International Political Relations	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
♦ JAPN 115	Elementary Japanese IV	3
Additional Required Courses for the Associate of Arts Degree (taken after first and introductory courses)		
♦ ASTD 150	Introduction to Asian Studies I	3
or ASTD 160	Introduction to Asian Studies II	
	(or other course related to Japanese Studies)	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
	(required computing course for the curriculum)	
♦ ASTD 333	Japanese Life and Culture I	3
or ASTD 334	Japanese Life and Culture II	
	(or other course related to Japanese Studies)	
♦ ASTD 301	The Japanese: Adapting the Past, Building the Future	3
	(or other course related to Japanese Studies)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the second biological and physical sciences lecture requirement	
ANTH 102	Introduction to Anthropology: Cultural Anthropology	3
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
♦ HIST 284	East Asian Civilization I	3
or HIST 285	East Asian Civilization II	
	(or other course related to Japanese studies)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
	or other course to satisfy the communication/writing or speech requirement	
♦ GVPT 453	Recent East Asian Politics	3
	(or other course related to Japanese Studies)	
Elective courses (Choose any course to complete the 60 credits for the degree)		1
Total credits for AA with Japanese Studies Specialization		**60**



Korean Studies

Requirements for the Korean Studies Curriculum

Coursework for the Korean Studies curriculum includes the following:

- Core courses (12 credits): Sequential KORN courses, numbered 111-112 and 114-115
- Related area studies courses (12 credits): Any courses in the culture, history, language, literature, or government and politics of the area
- Required computing course (3 credits): IFSM 201 or CMST 303
- Elective (1 credit): Any courses related to interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts degree in Korean. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Korean Studies Curriculum Courses		Credits
First Courses (within first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ KORN 111	Elementary Korean I	3
Introductory Courses (take within first 30 credits)		
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
♦ KORN 112	Elementary Korean II	3
♦ KORN 114	Elementary Korean III	3
GVPT 200	International Political Relations	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO or WMST course to satisfy the first behavioral and social sciences requirement	
♦ KORN 115	Elementary Korean IV	3
Additional Required Courses for the Associate of Arts Degree (taken after first and introductory courses)		
♦ ASTD 150	Introduction to Asian Studies I	3
or ASTD 160	Introduction to Asian Studies II	
	(or other course related to Korean Studies)	
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
	(required computing course for the curriculum)	
♦ ASTD 353	Korean Life and Culture I	3
	(or other course related to Korean Studies)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
ANTH 102	Introduction to Anthropology: Cultural Anthropology	3
	or other course to satisfy the behavioral and social sciences requirement (discipline must differ from first)	
♦ HIST 284	East Asian Civilization I	3
or HIST 285	East Asian Civilization II	
	(or other course related to Korean Studies)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		

	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
	or other course to satisfy the communication/writing or speech requirement	
♦ ASTD 302	The Two Koreas: Problems and Prospects	3
	(or other course related to Korean Studies)	

Elective (Choose any course to complete the 60 credits for the degree) 1

Total credits for AA with Korean Studies Specialization **60**

Management Studies Curriculum

Requirements for the Management Studies Curriculum

Coursework for the Management Studies curriculum includes the following:

- Course related to Management (15 credits): Chosen from any ACCT, BMGT, CMIS, CMST, ECON, FINC, IFSM, and MGST courses; WRTG 390; GVPT 210; PSYC 321 and 361; SOCY 461; and STAT 230 (or 200)
- Related computing course (3 credits): IFSM 201 or CMST 303
- Elective (10 credits): Any courses related to the student's interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts in Management Studies degree. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Management Studies Curriculum Courses		**Credits**
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(recommended course related to Management Studies for students with no prior business experience; required for BS in Business Administration)	
Introductory Courses (to be taken within the first 30 credits)		
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
	(required for BS in Management Studies) or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
♦ IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Additional Required Courses (to be taken after first and introductory courses)		
♦ STAT 230	Business Statistics	3
	(recommended core course related to Management Studies; required for BS in Management Studies)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
SPCH 100	Foundations of Speech Communication	3
or WRTG 394	Business Writing	
	or other course to satisfy the communications/writing or speech requirement	
♦ BMGT 364	Management and Organization Theory	3
or MGST 160	Principles of Supervision	
	or other course related to management studies	
♦ Management Studies core course		3
	(courses that may be applied to BS in Management Studies are recommended)	
♦ Management Studies core course		3
	(courses that may be applied to BS in Management Studies are recommended)	

Elective Courses (chosen from any courses to complete 60 credits for the degree — courses that may be applied to BS in Management Studies are recommended) 10

Total credits for AA with Management Studies specialization **60**

Mathematics Curriculum

Requirements for the Mathematics Curriculum

Coursework for the Mathematics curriculum includes the following:

- Required mathematics core courses (18-20 credits): MATH 130, 131, and 132 (or 140 and 141); 240 (or 246); 241; and STAT 230 (or 200)
- Course related to Mathematics (3 credits): Chosen from any ACCT or FINC courses; CHEM 103 and 113; CMIS 102A, 141A, 160 (or 170, or CMSC 150), and 241 (or 242); ECON 201, 203, 430, and 440; and PHYS 111 or higher
- Required computing course (3 credits): IFSM 201 or CMST 303
- Electives (2-4 credits): Any courses related to interests and goals

Recommended Sequence

The following course sequence will satisfy all the requirements for the Associate of Arts degree in Mathematics. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 58.

Mathematics Curriculum Courses **Credits**

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	

Note: Courses applied to general education requirements may not be applied to the major.

MATH 108	Trigonometry and Analytical Geometry	3
	(prerequisite for later courses)	

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

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
♦ One of the following math sequences		
♦ MATH 130	Calculus A	3
♦ MATH 131	Calculus B	3
♦ MATH 132	Calculus C	3
or		
♦ MATH 140	Calculus I	4
♦ MATH 141	Calculus II	4

Additional Required Courses

BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
	or other course to satisfy the communications/writing or speech requirement	
♦ MATH 240	Introduction to Linear Algebra	3–4
or MATH 246	Differential Equations	
	(required core course for the curriculum)	
♦ MATH 241	Calculus III	4
	(required core course for the curriculum)	
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
	(required core course for the curriculum)	
♦ IFSM 201	Introduction to Computer-Based Systems	3

or CMST 303 Advanced Application Software
(required computing course for the curriculum)
♦ A course related to Mathematics for the curriculum 3

Elective Courses (chosen from any courses to complete 60 credits for the degree)
0-2

Total credits for AA with Mathematics Specialization 60

Second Associate's Degree

It is not possible to simultaneously work toward two degrees at the same level—such as two associate's degrees—using the same credit. However, students may pursue a second AA degree after the first AA degree has been awarded.

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

1. Request an Official Evaluation for the second degree after completing the requirements for the first AA degree, but before enrolling in courses to be applied to the second degree. If the first degree was not with UMUC, the student must complete at least 3 credits with UMUC before the Official Evaluation is conducted.
2. Complete at least 15 additional credits with UMUC (including at least 9 credits in the core or core-related area, depending on the degree). The 15 additional credits must be uniquely applicable to the second UMUC AA degree.

If the second degree is in the same field as the first, the second degree must be concentrated in a more specialized subdiscipline of the field. For example, it is permissible to earn a second Associate of Arts degree in Business Management after earning the first Associate of Arts in Management Studies, but not the reverse.

Earning an Associate of Arts Degree after Earning a Bachelor's Degree

In order to earn an associate's degree while working toward a bachelor's degree students must apply for both degrees and meet all the requirements for each degree. However, once the bachelor's degree is conferred, the student will be held to second degree rules for associate's degrees; those rules stipulate that an additional 15 credits must be earned before the associate's degree is awarded.

Bachelor's Degrees

At the undergraduate level, UMUC offers the Bachelor of Arts (BA) and Bachelor of Science (BS) degrees, as well as the Associate of Arts (AA) degree and entry and advanced-level certificates.

Current UMUC degree programs are open to UMUC students anywhere in the world. By combining traditional on-site courses with courses offered through Distance Education, students can satisfy degree requirements in a wide variety of majors. Students should consult advisors and site-specific materials to determine which programs they may normally expect to complete from their geographic location. Requirements for degrees vary according to the major and minor. The requirements that all candidates for the bachelor's degree must meet are summarized in the following section.

EXPECTATIONS

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

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

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

BACCALAUREATE-LEVEL GENERAL EDUCATION REQUIREMENTS (41 CR.)

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

	Credits
A. Communications	**12**

WRTG 101 (3 credits)

Must be completed within the first 18 credits. Placement test required. May not be earned through credit by examination.

Another writing course (3 credits)

All 3-credit WRTG courses (except WRTG 288, 486A, or 486B); ENGL 102, 294, 303, and 485; and JOUR 201 apply.

A third course in writing or a course in speech communication (3 credits)

All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 294, 303, and 485; and JOUR 201 apply.

An upper-level advanced writing course (3 credits)

WRTG 391, 393, and 394 apply. May not be earned through credit by examination.

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

B. Arts and Humanities **6**

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

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

The two courses must be in different disciplines.

C. Behavioral and Social Sciences **6**

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

D. Biological and Physical Sciences **7**

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

Any other science course (3 credits).

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

E. Mathematics **3**

MATH 106, MATH 107, or a course at or above the level of college algebra.

Must be completed within the first 18 credits. Placement test required.

Note: MATH 115 (or MATH 107–108) is required for the majors in computer science and environmental management.

F. Interdisciplinary or Emerging Issues **7**

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

A total of 6 credits in computing courses as follows:

- IFSM 201 or CMST 303 (3 credits)
- An additional computing course appropriate to the academic major (3 credits)

Students should refer to the specific major for requirements or recommendations. Unless otherwise specified, upper- or lower-level courses in CMIS, CMIT, CMSC, CMST, and IFSM; ACCT 326; and LGST 360 and 363A apply. **Note:** Either IFSM 300 or ACCT 326 is required for majors in emergency management, homeland security, and all business-related fields.

Total General Education Requirements **41**

UMUC conducts learning outcomes assessments to measure and improve student learning in these areas as well as in specific disciplinary knowledge and skills.

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

REQUIREMENTS

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

The following requirements for the BA and BS are applicable to students who enroll during academic year 2009-2010.

Major, Minor, and Elective Requirements

A. Academic Major (30-38 credits)

The number of credits required to complete an academic major varies according to the academic program. At least half the credits must be earned by completing upper-level courses (numbered 300 and higher) within the major and through UMUC. Students must earn a grade of C or above. Specific coursework is prescribed for each major and is described in the following section.

Students may receive a dual major on completion of all requirements for both majors, including the required minimum number of credits for each major and all the general education requirements for both majors. However, the same course may not be used to satisfy requirements for more than one major.

Certain restrictions apply for double majors (including use of credit and applicable combinations of majors). Students may not major in two programs with excessive overlap of required coursework. Students should consult an Academic Advisor before selecting a double major.

B. Academic Minor (15-17 credits)

Although choosing a minor is optional for any non-Accounting student, UMUC strongly encourages students to choose a minor. Accounting students are required to choose a minor. Students may not take a major and minor in the same area and may not earn a dual minor. The number of credits required to complete an academic minor varies according to the academic program. At least half the credits earned within the minor must be upper level (unless otherwise specified) and must be earned through UMUC. Students must earn a grade of C or above. Specific coursework is prescribed for each minor and is described in the following section.

C. Electives (24-34 credits)

Electives may be taken in any academic discipline. No more than 21 credits may be awarded for vocational or technical coursework. A maximum of 18 pass/fail credits may be applied toward elective requirements.

Total Major, Minor, and Elective Requirements	**79 credits**

Overall Bachelor's Degree Requirements

In addition to the general education requirements and the major, minor, and elective requirements listed above, the requirements listed below pertain to all bachelor's degrees:

1. Students must complete a minimum of 120 credits.
2. Students must maintain a minimum overall grade-point average of 2.0 (C) and a minimum grade of C for any course applied to the academic major or minor.
3. Within the 120 credits required, the following coursework must be taken through UMUC:
   - 30 credits (normally the final 30)
   - Half of the required number of credits within both the major and the minor
   - 15 credits at the upper level—courses numbered 300 to 499—preferably within the major or minor
4. At least 45 credits must be upper level and include:
   - At least one half of the credits required for the major
   - 3 credits in advanced writing

   The remaining upper-level hours may be earned in any discipline.
5. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credit earned by examination, portfolio assessment, internships/Cooperative Education, or non-collegiate training does not count as graded coursework.

KEY TO MAJORS AND MINORS

Discipline	Major	Minor
Accounting	Page 71	Page 73
African American Studies		*www
Art		*www
Art History		*www
Asian Studies	Page 73	Page 75
Biology		*www
Biotechnology	*www	
Business Administration	Page 75	Page 77
Business Law and Public Policy		*www
Business Supply Chain Management		*www
Communication Studies	Page 77	Page 79
Computer and Information Science	Page 79	
Computer Information Technology	*www	
Computer Science	*www	
Computer Studies	Page 81	
Computing		Page 83
Criminal Justice	Page 83	Page 85
Customer Service Management		*www
Economics		*www
Emergency Management	*www	*www
English	Page 85	Page 87
Environmental Management	*www	*www
Finance	*www	*www
Fire Science	*www	*www
Forensics		*www
General Studies	Page 87	
Gerontology	*www	*www
Global Business and Public Policy	*www	
History	Page 89	Page 90
Homeland Security	*www	*www
Humanities	Page 91	Page 92
Human Resource Management	Page 93	Page 94
Information Assurance	Page 95	
Information Systems Management	Page 97	
International Business Management		*www
Investigative Forensics	*www	
Journalism		*www
Laboratory Management	*www	
Legal Studies	*www	
Management Studies	Page 98	
Marketing	*www	*www
Mathematical Sciences		*www
Microbiology		*www
Natural Science		*www
Philosophy		*www
Political Science	Page 100	Page 101
Psychology	Page 102	Page 103
Social Science	*www	
Sociology		Page 104
Speech Communication		*www
Strategic and Entrepreneurial Management		*www
Women's Studies		*www

*www = www.umuc.edu/programs/

Curricula from Previous Catalogs

Some students seeking bachelor's degrees will be following curricula from previous UMUC Asia Catalogs. Information on those curricula may be found on the UMUC Asia Web site at *www.asia.umuc.edu*.

SECOND BACHELOR'S DEGREE

At UMUC, students who have already received a bachelor's degree from UMUC or from another regionally accredited institution can broaden their education by earning a second bachelor's degree in a different major. However, students may not earn a second bachelor's degree with a double major. Students may not earn a second bachelor's degree in General Studies, and may not earn an academic minor in the second degree.

In order to begin working toward a second bachelor's degree, a student must have completed his or her first bachelor's degree. For a second bachelor's degree, students need to complete at least 30 credits through UMUC. The combined credit from both bachelor's degrees must add up to at least 150 credits.

Students must complete all requirements for the major. If any of these requirements were satisfied in the previous degree, the remaining credits should be satisfied with courses related to the major. For purposes of determining what major requirements apply to a given student, the applicable date is the date the student started coursework at UMUC after being admitted into the second undergraduate degree program. As with other degrees, continuous enrollment at UMUC is required. A minimum grade-point average of 2.0 in all courses taken through UMUC is required for graduation.

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

Students should consult an Academic Advisor before beginning work toward a second degree. Advisors will be glad to explain the requirements for a second bachelor's degree.

BACHELOR'S DEGREE CURRICULA

Majors and Minors

The academic major requires 30 to 38 credits, while the minor requires 15 to 17 credits. Accounting majors must claim a minor course of study and all other students are encouraged to pursue a minor. Half of the credit applied toward any major and any minor must be earned by successfully completing upper level courses; at least half the credits for any major or minor must be taken through UMUC. At least half of the credit applied toward a major or minor must be earned through graded coursework. A maximum of six one-credit courses may be applied toward a major and a maximum of six one-credit courses may be applied toward a minor. See major and minor listings for specific requirements. Each major is available only for the Bachelor of Arts (BA) or the Bachelor of Science (BS) degree. Dual majors are available only for the Bachelor of Science degree.

Majors Available in Asia for the Bachelor of Arts

- Asian Studies
- Communication Studies
- English
- History
- Humanities

Majors Available in Asia for the Bachelor of Science

- Accounting
- Business Administration
- Computer and Information Science
- Computer Studies
- Criminal Justice
- General Studies*
- Human Resource Management
- Information Assurance
- Information Systems Management
- Management Studies
- Political Science
- Psychology
- Social Science

** Students must consult an Academic Advisor before selecting this major. General Studies is not available for a dual major. For a list of all available degrees, including those offered online, see page 70.*

ACCOUNTING

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

Major in Accounting

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

Objectives

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

- Employ critical-thinking, analytical, and problem-solving skills to resolve complex business and accounting issues.
- Use clear and concise communication to convey relevant financial and nonfinancial information.
- Use technology and analytical and research tools to facilitate and enhance accounting and financial reporting processes.
- Identify the appropriate managerial and business issues critical to analyzing accounting data and other information used for describing and assessing opportunities and risks.
- Apply relevant accounting principles and standards to specific business activities.
- Identify ethical and regulatory issues associated with accounting and business situations.

Degree Requirements

A degree with a major in Accounting requires the successful completion of 120 credits of coursework, including 54 credits for the major and mandatory minor in Business Administration (indicated by ♦), 41 credits in general education requirements (GERs), and 25 elective credits. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Accounting Major

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

- Required core courses (21 credits): ACCT 220, 221, 310, 311, 321, 323, and 422
- Supplemental major courses (12 credits): Any upper-level ACCT courses
- Required capstone course (3 credits): ACCT 495
- Required minor courses (18 credits): STAT 230(or 200); BMGT 364, 380, and 496; FINC 330; and MRKT 310

Required related courses (12 credits) which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), ECON 201 and 203, and MATH 107 or MATH 106

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in accounting. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Accounting Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
BMGT 110	Introduction to Business and Management	3
	(strongly recommended elective for students with no prior business experience)	
♦ ACCT 220	Principles of Accounting I	3
Introductory Courses (to be taken within the first 30 credits)		
♦ ACCT 221	Principles of Accounting II	3
ECON 201	Principles of Macroeconomics	3
	(related requirement for the major; also satisfies the first behavioral and social sciences requirement)	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/ writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
Foundation Courses (to be taken within the first 60 credits)		
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
ECON 203	Principles of Microeconomics	3
	(related requirement for the major)	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and	

	social sciences requirement (discipline must differ from first)	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
♦ ACCT 310	Intermediate Accounting I	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
♦ ACCT 321	Cost Accounting	3
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
ACCT 326	Accounting Information Systems	3
or IFSM 300	Information Systems in Organizations	
	satisfies the interdisciplinary issues/computing requirement; students should note prerequisites	

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

♦ BMGT 364	Management and Organization Theory	3
♦ ACCT 311	Intermediate Accounting II	3
♦ ACCT 323	Taxation of Individuals	3
♦ BMGT 496	Business Ethics	3
♦ ACCT 422	Auditing Theory and Practice	3
WRTG 394	Advanced Business Writing	3
	or other course to satisfy the upper-level advanced writing requirement	
♦ ACCT 424	Advanced Accounting	3
	or other upper-level ACCT course	
♦ ACCT 425	International Accounting	3
	or other supplemental major course	
♦ FINC 330	Business Finance	3
♦ Any upper-level ACCT course		3
	(supplemental major course)	
♦ BMGT 380	Business Law I	3
♦ A supplemental major course		3
♦ MRKT 310	Marketing Principles	3

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

♦ ACCT 495	Contemporary Issues in Accounting Practice	3

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

19

Total credits for BS in Accounting **120**

Minor in Accounting

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

Objectives

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

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

Requirements for the Minor

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 67–69.

ASIAN STUDIES

Students may seek an academic major or minor in Asian Studies.

Major in Asian Studies

The Asian Studies major provides an interdisciplinary overview of the history, economics, politics, culture, and languages of the Asian region, including India, Southeast Asia, China, Korea, and Japan. It examines the region's rich past and continuing contributions to the global community. The curriculum emphasizes an understanding of Asia based on both expanded cultural awareness and scholarly analysis in multiple disciplines. Students are provided with background knowledge that both enriches their appreciation of the area and prepares them for a

range of careers that require a broad knowledge of the region and accurate understanding of the culture.

Objectives

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

- Discuss and compare aspects of Asian social, political, economic, historical, and cultural structures and their local and global influences.
- Demonstrate understanding of interdisciplinary approaches to critical issues in Asian studies.
- Examine ethical and social responsibility issues within an Asian context.
- Demonstrate intermediate-level competence in an Asian language.

Degree Requirements

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

Requirements for the Asian Studies Major

Coursework for a major in Asian studies includes the following:

- Required foundation courses (9 credits): ASTD 150 and 160 and PHIL 307
- Required Asian language sequence (9 credits): Either JAPN 111, 112, and 114; KORN 111, 112, and 114; or CHIN 111, 112, and 114
- Supplemental major courses (9 credits): Chosen from ANTH 417, ECON 380 and 484, PHIL 348; and any upper-level ASTD, JAPN, KORN, Asian HIST, and Asian GVPT courses
- Required capstone course (3 credits): ASTD 485

Recommended Sequence

The following course sequence will satisfy the requirements for the BA in Asian studies. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Asian Studies Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or another ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ ASTD 150	Introduction to Asian Studies I	3
♦ JAPN 111	Elementary Japanese I	3
	or other first Asian language course	
Foundation Courses (to be taken within the first 60 credits)		
♦ ASTD 160	Introduction to Asian Studies II	3
ANTH 102	Introduction to Anthropology: Cultural Anthropology	3
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 141	Western Civilization I	3

or HIST 142	Western Civilization II	
	or other ARTH or HIST course(s) to satisfy the arts and humanities requirement in historical perspective (discipline must differ from the other humanities course)	
IFSM 304	Ethics in the Information Age	3
	or other course to satisfy the interdisciplinary issues/computing requirement	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to satisfy the communications/writing or speech requirement	
♦ JAPN 112	Elementary Japanese II	3
	or other second Asian language course	
♦ PHIL 307	Asian Philosophy	3

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

WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ ASTD 309	Business in Asia	3
	or other supplemental major course	
♦ JAPN 114	Elementary Japanese III	3
	or other third Asian language course	
♦ ASTD 333	Japanese Life and Culture I	3
or ASTD 353	Korean Life and Culture	
	or other supplemental major course	
♦ ASTD 397	Anthropology of Asian Religions	3
	or other supplemental major course	

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

♦ ASTD 485	Great Issues in Asian Studies	3

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

Total credits for BA in Asian Studies **120**

Minor in Asian Studies

The Asian Studies minor complements the skills the student gains in his or her major discipline by providing an interdisciplinary study of the culture, history, politics, and contemporary business of the Asian/Pacific world.

Objectives

The student who graduates with a minor in Asian Studies will be able to:

- Examine and analyze aspects of Asian history, politics, business, economics, and society.
- Examine and analyze aspects of Asian culture.
- Hone analytical, research, and writing skills within Asia-centered course topics and themes.

Requirements for the Minor

A minor in Asian Studies requires the completion of 15 credits of coursework in Asian Studies, which must include ASTD 150 and 160. Courses appropriate for the major in Asian Studies apply. Courses may not duplicate those used to satisfy requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

BUSINESS ADMINISTRATION

Students may seek either an academic major or minor in Business Administration.

Major in Business Administration

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

Objectives

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

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

Degree Requirements

A degree with a major in Business Administration requires the successful completion of 120 credits of coursework, including 36 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 43 credits in the minor,

electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Business Administration Major

Coursework for a major in business administration includes the following:

- Required foundation courses (12 credits): BMGT 110 (or prior business experience and an additional supplemental course), ACCT 220 and 221, and STAT 230 (or STAT 200)
- Required core courses (18 credits): BMGT 364, 380, and 496; FINC 330; HRMN 300; and MRKT 310
- Supplemental major course or courses (3 credits): Any ACCT, BMGT, ENMT, FINC, HRMN, MRKT, and MGST course
- Required capstone course (3 credits): BMGT 495

Required related courses (12 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), ECON 201 and 203, and MATH 107 or MATH 106

Recommended Sequence

The following course sequence will fill all the requirements for the BS in business administration. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Business Administration Degree Courses — Credits

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(students with business experience should substitute a supplemental major course in the last 60 credits of study)	

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

ECON 201	Principles of Macroeconomics	3
	(related requirement for the major; also satisfies the first behavioral and social sciences requirement)	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ ACCT 220	Principles of Accounting I	3
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	

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

♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences lecture requirement (discipline must differ from first)	
♦ ACCT 221	Principles of Accounting II	3
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
ECON 203	Principles of Microeconomics	3
	(related requirement for major)	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the second arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 300	Information Systems in Organizations	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also satisfies the interdisciplinary issues/computing requirement)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	

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

♦ BMGT 364	Management and Organization Theory	3
WRTG 394	Advanced Business Writing	3
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ MRKT 310	Marketing Principles	3
♦ BMGT 380	Business Law I	3
♦ HRMN 300	Human Resource Management	3

♦ FINC 330	Business Finance	3
♦ BMGT 392	Global Business Management	3
	or other supplemental major course	
♦ BMGT 496	Business Ethics	3

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

♦ BMGT 495	Strategic Management	3

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

Recommended Minors

Human Resource Management, Marketing, Finance, or other discipline related to business

Recommended Elective

MATH 140	Calculus 1	
	(for students who plan to go on to graduate school)	

Total credits for BS in Business Administration 120

Minor in Business Administration

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

Objectives

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

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

Requirements for the Minor

A minor in business administration requires the completion of 15 credits of coursework in Business Administration. Any ACCT, BMGT, ENMT, FINC, HRMN, MGST, and MRKT courses apply. Students are recommended to take BMGT 364 as the first course in the minor (if they have not already applied the course to other requirements). Courses may not duplicate those used to satisfy requirements for the major. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

COMMUNICATION STUDIES

Students may seek either an academic major or minor in Communication Studies.

Major in Communication Studies

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

Objectives

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

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

- Critically analyze information for creating effective oral or written messages and for evaluating messages.

Degree Requirements

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

Requirements for the Communication Studies Major

Coursework for a major in communication studies includes the following:

- Required foundation course (6 credits): COMM 300 and 302
- Writing and language arts course (3 credits): Chosen from COMM 380; WRTG 288, 289, 388, 390, 391, 393, 394, and 489
- Mass communication course (3 credits): Chosen from COMM 400 and any JOUR courses
- Speech Communication course (3 credits): Any SPCH course
- Capstone course (3 credits): Chosen from COMM 495, SPCH 397, and WRTG 493
- Supplemental major courses (12 credits): Chosen from PSYC 334 and 424; HRMN 302 and 367; MRKT 310 and 456; and any COMM, JOUR, SPCH, or WRTG courses

Recommended Sequence

The following course sequence will satisfy all the requirements for the BA in communication studies. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Communication Studies Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective	
BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
SOCY 100	Introduction to Sociology	
or GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
Foundation Courses (to be taken within the first 60 credits)		
PSYC 100	Introduction to Psychology	3
or BEHS 210	Introduction to Social and Behavioral Science	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or JOUR 201	Writing for the Mass Media	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	or other course to satisfy the interdisciplinary issues/computing requirement	
♦ COMM 300	Communication Theory	3

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

WRTG 393	Advanced Technical Writing	3
or WRTG 394	Advanced Business Writing	
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ COMM 380	Language in Social Contexts	3
	or other writing or language arts course for the major.	
♦ COMM 400	Communication and the Law	3
or JOUR 330	Public Relations Theory	
	or other mass communications course for the major	
♦ SPCH 470	Listening	3
	or any speech communications course for the major	
♦ COMM 493	Strategies for Visual Communications	3
	or other supplemental major course	
♦ SPCH 482	Intercultural Communication	3
	or other course(s) to satisfy the requirements for supplemental major coursework	
♦ Any COMM, JOUR, SPCH, or WRTG course		3
	(supplemental major course)	
♦ A supplemental major course		3
♦ A supplemental major course		3

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

♦ COMM 495	Seminar in Workplace Communication	3
or SPCH 397	Organizational Presentations	
or WRTG 493	Seminar in Advanced Technical Writing	

Minor and/or Elective Courses 49

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

Total credits for BA in Communication Studies 120

Minor in Communication Studies

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

Objectives

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

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

Requirements for the Minor

A minor in communication studies requires the completion of 15 credits of coursework in Communication Studies. All COMM, JOUR, SPCH, and WRTG courses apply. Students are recommended to take COMM 300 early in the minor (if they have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

COMPUTER AND INFORMATION SCIENCE

Students may seek an academic major in Computer and Information Science.

Major in Computer and Information Science

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

Objectives

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

- Solve challenging computer and information science problems using relevant theory, techniques, and knowledge of software and computer systems.
- Produce solutions to modern, practical problems using object oriented programming languages.

- Prepare clear and precise documentation to support computer and information science applications.
- Explain the environmental, ethical, and social implications of the rapidly changing field of information technology.
- Design robust relational databases supporting applications in a variety of fields.
- Apply evolving technologies to create the next generation of Web applications.

Degree Requirements

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

Requirements for the Computer and Information Science Major

Coursework for a major in computer and information science includes the following:

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

Required related course (3 credits), which may be applied anywhere in the degree: MATH 107 or MATH 106

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in computer and information science. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Computer and Information Science Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
or CMIS 102A	Fundamentals of Programming I	
	satisfies the interdisciplinary issues/computing requirement and prerequisite for courses in the major	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to satisfy the arts and humanities requirement	
♦ CMIS 141	Introductory Programming	3
or CMIS 141A	Fundamentals of Programming II	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
♦ CMIS 170	Introduction to XML	3
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
Foundation Courses (to be taken within the first 60 credits)		
♦ CMIS 242	Intermediate Programming	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from the other humanities course)	
ANTH 344	Cultural Anthropology and Linguistics	3
or a foreign language course		
	(recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/ writing, or speech requirement	
♦ CMIS 310	Computer Systems and Architecture	3

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

WRTG 393	Advanced Technical Writing	3
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ CMIS 325	UNIX with Shell Programming	3
	or other supplemental major course	
♦ CMIS 330	Software Engineering Principles and Techniques	3
	or other supplemental major course	
♦ CMIS 320	Relational Databases	3
or CMIS 370	Data Communications	
	or other supplemental major course	
♦ CMIS 485	Web Database Development	3
	or other supplemental major course	
♦ CMIS 415	Advanced UNIX and C	3
or CMIS 460	Software Design and Development	
	or other 400-level supplemental major course	
♦ CMIS 420	Advanced Relational Databases	3
or CMIS 435	Computer Networking	
	or other 400-level supplemental major course	

Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses) 46

Recommended Minor:
Computer Studies

Total credits for BS in Computer and Information Science **120**

COMPUTER STUDIES

Students may seek an academic major in computer studies.

Major in Computer Studies

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

Objectives

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

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

Degree Requirements

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

Requirements for the Computer Studies Major

Coursework for a major in computer studies includes the following:

- Programming language course (3 credits): Chosen from CMIS 141/141A and 170, CMSC 130, and CMST 306
- Foundation courses (6 credits): Chosen from CMIS 241 (or CMSC 230), IFSM 300 and 310, and CMST 340
- Supplemental major courses (21 credits, at least 15 of which must be upper level): Chosen from any CMST, CMIS, CMIT, CMSC, and IFSM courses. (Note: Students without prior programming experience should take CMIS102/102A before core courses and may apply it toward the interdisciplinary issues/computing requirement rather than toward the major.)

Required related course (3 credits), which may be applied anywhere in the degree: MATH 107 or MATH 106

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in computer studies. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Computer Studies Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to satisfy the arts and humanities requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
or CMIS 102A	Fundamentals of Programming I	
	satisfies the interdisciplinary issues/computing requirement and prerequisite for courses in the major	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
♦ CMST 306	Introduction to Visual Basic Programming	3
	or other programming language course	
Foundation Courses (to be taken within the first 60 credits)		
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
♦ CMST 340	Computer Applications in Management	3
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
♦ IFSM 300	Information Systems in Organizations	3
	or other foundation course for the major	
ANTH 344	Cultural Anthropology and Linguistics	3
or a foreign language course		
	(recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	(recommended elective)	
Additional Required Courses (to be taken after introductory and foundation courses)		
WRTG 393	Advanced Technical Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ CMST 310	Electronic Publishing	3
	or other supplemental major course	

♦ CMST 416	Advanced Visual Basic Programming *or other supplemental major course*	3
♦ CMST 385	Internet and Web Design *or other supplemental major course*	3
♦ CMST 386	Advanced Internet and Web Design *or other supplemental major course*	3
♦ CMIS 430	Web Site Management *or other supplemental major course*	3
♦ CMIS 450	Web Design with XML *or other supplemental major course*	3
♦ CMIS 460	Web Application Development Using ColdFusion *or other supplemental major course*	3

Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses) 43

Recommended Minor

Business Administration

Total credits for BS in Computer Studies **120**

COMPUTING

Students may seek an academic minor in computing.

Minor in Computing

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

Objectives

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

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

Requirements for the Minor

A minor in computing requires the completion of 15 credits of coursework chosen from any courses in computer and information science, computer information technology, computer science, computer studies, and information systems management; at least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses may not duplicate those used to satisfy requirements for the major. Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

CRIMINAL JUSTICE

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

Major in Criminal Justice

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

Objectives

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

- Describe the history and development of criminal justice organizations in the United States.
- Analyze the operations, policies, and procedures within the criminal justice system.
- Explain the role of the criminal justice system (police, courts, and corrections) in the administration of justice in the United States and other countries.
- Analyze the theories related to deviance and critique the effectiveness of their practical application to behavioral change.
- Articulate the values and ethics that guide the criminal justice professions.
- Demonstrate the ability to access, interpret, and apply criminal justice empirical research findings.
- Demonstrate the ability to access, interpret, and apply legal research related to criminal law and court proceedings.

Degree Requirements

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

Requirements for the Criminal Justice Major

Coursework for a major in criminal justice includes the following:

- Required foundation course (3 credits): CCJS 100 or 105
- Required statistics course (3 credits): STAT 200
- Core courses (15 credits): CCJS 230 (or 234), 340 (or 320), 350 (or 461), 345 (or 430), and 497 (or 432)
- Supplemental major courses (9 credits, 3 of which must be upper level): Any CCJS courses or HMLS 495

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in criminal justice. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Criminal Justice Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for math and writing courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	Finite Mathematics	3
	or MATH 106 or a higher-level math course	
♦ CCJS 100	Introduction to Criminal Justice	3
or CCJS 105	Introduction to Criminology	
Introductory Courses (to be taken within the first 30 credits)		
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first behavioral and social sciences requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to fulfill the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to fulfill the communications/writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ CCJS 230	Criminal Law in Action	3
or CCJS 234	Criminal Procedure and Evidence	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the arts and humanities requirement	
Foundation Courses (to be taken within the first 60 credits)		
♦ STAT 200	Introduction to Statistics	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to fulfill the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to fulfill the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to fulfill the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
ANTH 344	Cultural Anthropology and Linguistics	3
	(recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to fulfill the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	or other course to fulfill the interdisciplinary issues/computing requirement	
Additional Required Courses (to be taken after introductory and foundation courses)		
♦ CCJS 340	Law-Enforcement Administration	3
or CCJS 320	Introduction to Criminalistics	
♦ CCJS 350	Juvenile Delinquency	3
or CCJS 461	Psychology of Criminal Behavior	
♦ CCJS 497	Correctional Administration	3
or CCJS 432	Law of Corrections	

WRTG 391	Advanced Expository and Research Writing *or other course to fulfill the communications/upper-level intensive writing requirement*	3
♦ CCJS 345 *or* CCJS 430	Introduction to Security Management Legal and Ethical Issues in Security Management	3
♦ CCJS 341	Criminal Investigation	3
♦ CCJS 486A	Internship in Criminal Justice through Co-op *or other supplemental major course*	3
♦ HMLS 495	Public Safety Policies and Leadership *or other supplemental major course*	3

Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses) 46

Recommended Electives

CAPL 398A	Career Planning Management *(for students not taking EDCP 100)*
CCJS 360	Victimology
CCJS 352	Drugs and Crime

Total credits for BS in Criminal Justice **120**

Minor in Criminal Justice

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

Objectives

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

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

Requirements for the Minor

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply.

Students are recommended to take CCJS 100, 105, or 230 as the first course in the minor (if they have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major and pages 67–69.

ENGLISH

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

Major in English

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

Objectives

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

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

Degree Requirements

A degree with a major in English requires the successful completion of 120 credits of coursework, including 33 credits for the major (indicated by ♦); 41 credits in general education requirements (GERs); and 46 credits in the minor, elective, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the English Major

Coursework for a major in English includes the following:

- Required foundation course (3 credits): ENGL 303
- Fiction genre course (3 credits): ENGL 240, 246, 441, or 457
- Poetry genre course (3 credits): ENGL 240, 345, or 446
- Drama genre course (3 credits): ENGL 240, 434, or 454
- Pre-1800 historical period course (3 credits): ENGL 201, 211, 221, 310, or 311
- Historical period course (3 credits): Chosen from pre-1800 period courses above or ENGL 201, 211, 221, 222, 310, 311, 312, 425, 433, or 437
- American author course (3 credits): ENGL 354, 363, 364, or 439
- British author course (3 credits): ENGL 205, 304, 358, 406, 418, or 419
- Supplemental major courses (9 credits): Any ENGL courses and WRTG 288, 289, 387, 388, 393, or 394

Recommended Sequence

The following course sequence will satisfy all the requirements for the BA in English. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

English Degree Courses — **Credits**

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	

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

PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	

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

PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 304	Ethics in the Information Age	3
	or other course to satisfy the interdisciplinary issues/computing requirement	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to satisfy the communications/writing or speech requirement	
♦ ENGL 240	Introduction to Fiction, Poetry, and Drama	3
	or other supplemental course for the major	
♦ ENGL 303	Critical Approaches to Literature	3

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

WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ ENGL 345	Modern Poetry	3
	or other poetry genre course for the major (Note: ENGL 240 may be applied to only one genre requirement)	
♦ ENGL 441	The Novel in America Since 1914	3
	or other fiction genre course for the major	
♦ ENGL 311	17th- and 18th-Century British Literature	3
	or other pre-1800 period course for the major	
♦ ENGL 433	American Literature: 1914 to the Present	3

or ENGL 425	Modern British Literature *or other historical period course for the major*	
♦ ENGL 364	African American Authors since 1900	3
or ENGL 354	American Women Writers since 1900 *or other American author course for the major*	
♦ ENGL 406	Shakespeare: Power and Justice *or other British author course for the major*	3
♦ ENGL 454	Modern World Drama *or other drama genre course for the major*	3
♦ WRTG 388	Advanced Grammar	3
or WRTG 387	Issues and Methods of Tutoring Writing *or other supplemental major course*	
♦ ENGL 481	The Art of Narration	3
or ENGL 485	Creative Writing: Poetry *or other supplemental major course*	
Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses)		46
Total credits for BA in English		**120**

Minor in English

The English minor complements the skills the student gains in his or her major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Objectives

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

- Analyze significant literary works written in, or translated into, English.
- Analyze literary works, literary genres, literary criticism, the historical development of literature and language, and the contributions of major authors in the context of the cultures within which these authors lived and wrote.
- Formulate ideas, especially for literary analysis, and convey them clearly in both written and spoken English.
- Write effectively and demonstrate superior understanding of the writing process and writing techniques.

Requirements for the Minor

A minor in English requires the completion of 15 credits of English coursework. All ENGL courses apply. Students are recommended to take ENGL 240 and 303 as the first two courses toward the minor if they have not already applied these courses toward other degree requirements.

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

GENERAL STUDIES

The General Studies major is available only to active-duty military personnel and certain others who conform to specific stipulations.

Major in General Studies

The general studies major allows students to draw from various disciplines that provide a body of knowledge appropriate to an identified area of interest (for example, an aspect of culture, a historical period, or a geographical location). The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

Objectives

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

- Understand and apply key concepts from chosen disciplines.
- Develop effective written and oral communication skills consistent with the chosen areas of study.
- Apply skills and concepts to problems of modern life.
- Define an approach grounded in the chosen disciplines and appropriate to the study of a specific topic, area, or theme.
- Develop effective skills in cross-disciplinary comparison, historical and critical analysis, research, and evaluation.
- Use computers for communication and research.
- Demonstrate information literacy through research and resource evaluation appropriate to the chosen area of study.

Degree Requirements

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

Requirements for the General Studies Major

Coursework for the major in general studies includes 15 credits in each of two different disciplines or specific coursework for a particular curriculum as defined by UMUC. The general studies major requires prior approval. Unless the curriculum has already been defined by UMUC, students must submit a formal proposal explaining the focus and curricular objectives of the proposed course of study and identifying specific courses to satisfy those objectives. Students should consult an advisor about eligibility for the major and about the requirements and procedure for submitting a proposal.

Recommended Sequence

The following course sequence will fill the requirements for the BS in general studies if course selection in the major is approved. Coursework for the major is indicated by ♦. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

General Studies Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
Foundation Courses (to be taken within the first 60 credits)		
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to satisfy the interdisciplinary issues/computing requirement	
SPCH 100	Foundations of Speech Communication	3
or WRTG 288	Standard English, Grammar, Usage, and Diction	
	or other writing course to satisfy the communications/writing or speech requirement	
HUMN 351	Myth and Culture	3
	(recommended elective)	
Additional Required Courses for the Major and Degree (to be taken after introductory and foundation courses)		
WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
Coursework for the major, including		**30**
♦ 15 credits in first discipline (at least 9 of which are upper level)		
♦ 15 credits in second discipline (at least 6 of which are upper level)		
Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses)		46
Total credits for BS in General Studies		**120**

HISTORY

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

Major in History

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

Objectives

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

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

Degree Requirements

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

Requirements for the History Major

Coursework for a major in history includes the following:

- Required United States history sequence (6 credits): HIST 156 and 157
- Required methodology course (3 credits): HIST 309
- World history sequence (6 credits): HIST 115-116, HIST 141-142, or HIST 284-285
- United States distribution course (3 credits): HIST 255, 266, 360, 361, 362, 363, 364, 365, 372, 376, 377, 381, 453, 460, 461, 462, 463, or 467
- European distribution course (3 credits): HIST 324, 325, 326, 327, 332, 333, 334, 335, 336, 337, 358, 375, 430, 431, 432, 433, 434, 437, 438, 439, 440, 441, 443, or 448
- World regions distribution course (3 credits): HIST 284, 285, 341, 342, 353, 354, 382, 383, 389, 391, 392, 464, 465, 466, 480, 481, 482, 483, or 485

Supplemental major courses (9 credits): Any HIST courses

Recommended Sequence

The following course sequence will fill all the requirements for the BA in history. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics and interdisciplinary issues) may be found on page 70.

History Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra *or MATH 106 or a higher-level math course*	3
Introductory Courses (to be taken within the first 30 credits)		
♦ HIST 115 *or* HIST 141 *or* HIST 284	World History I Western Civilization I East Asian Civilization I *(first course in required world history sequence for the major)*	3
PHIL 140	Contemporary Moral Issues	3

or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Applications Software	
♦ HIST 116	World History II	3
or HIST 142	Western Civilization II	
or HIST 285	East Asian Civilization II	
	(second course in required world history sequence for the major)	

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

♦ HIST 156	History of the United States to 1865	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
♦ HIST 157	History of the United States since 1865	3
ARTH 370	History of World Art I	3
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to satisfy the interdisciplinary issues/computing requirement	
HUMN 351	Myth and Culture	3
	(recommended elective)	

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

WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ HIST 309	Introduction to Historical Writing	3
♦ HIST 364	Emergence of Modern America: 1900 to 1945	3
	or other United States distribution course for the major	
♦ HIST 336	Europe in the 19th Century: 1815 to 1919	3
	or other European distribution course for the major	
♦ HIST 481	History of Modern China	3
	or other world regions course for the major	
♦ HIST 365	Recent America: 1945 to the Present	3
	or other supplemental major course	
♦ HIST 337	Europe's Bloodiest Century	3
	or other supplemental major course	
♦ HIST 465	World War II	3
	or other supplemental major course	

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 43

Total credits for BA in History **120**

Minor in History

The history minor complements the skills the student gains in his or her major discipline by offering a historical perspective and by developing critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Objectives

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

- Demonstrate an understanding of historical methods and appreciate how history has been written and interpreted over recorded time.
- Articulate how he or she is uniquely affected by the United States historical experience.
- Demonstrate a chronological understanding of the diverse peoples, events, and cultures that have shaped human civilization.
- Demonstrate an increased awareness of current events and the ability to evaluate these events from a historical perspective.

Requirements for the Minor

A minor in history requires the completion of 15 credits of coursework in history. All HIST courses apply. Students are recommended to take HIST 309 as the first course, followed by a course from each of the distribution course categories listed under requirements for the major (if they have not already applied the courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

HUMANITIES

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

Major in Humanities

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

Objectives

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

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

Degree Requirements

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

Requirements for the Humanities Major

Coursework for a major in humanities includes the following:

- Required foundation courses (12 credits): HUMN 100, PHIL 100, HIST 115 (or HIST 116), and ARTT 205 (or MUSC 210 or THET 110)
- Arts breadth course (3 credits): ARTH 370 or ARTH 371
- Literature breadth course (6 credits): Chosen from COMM 380 and any upper-level English or foreign-language literature courses
- Philosophy and religion breadth course (6 credits): Chosen from any 3-credit PHIL courses
- Supplemental major courses (3 credits): Any upper-level ARTT, ARTH, ENGL, HIST, or PHIL course
- Required capstone course (3 credits): HUMN 495

Recommended Sequence

The following course sequence will fulfill all the requirements for the BA in humanities. Coursework for the major is indicated by ◆. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Humanities Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for math and writing courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 106	Finite Mathematics	3
	or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to fulfill the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1

or BIOL 103	Introduction to Biology	
	or other course(s) to fulfill the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to fulfill the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to fulfill the first behavioral and social sciences requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
♦ HUMN 100	Introduction to the Humanities	3

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

♦ PHIL 100	Introduction to Philosophy	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to fulfill the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to fulfill the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to fulfill the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 304	Ethics in the Information Age	3
	or other course to fulfill the interdisciplinary issues/computing requirement	
♦ HIST 115	World History I	3
or HIST 116	World History II	
SPCH 100	Foundations of Speech Communication	3
or WRTG 288	Standard English Grammar, Usage, and Diction	
	or other course to fulfill the communications/writing or speech requirement	
♦ ARTT 205	Art Appreciation	3
or MUSC 210	The Impact of Music on Life	
or THET 110	Introduction to the Theatre	
	Additional Required Courses (to be taken after introductory and foundation courses)	
WRTG 391	Advanced Expository and Research Writing	3
	or other course to fulfill the communications/upper-level advanced writing requirement	
♦ ARTH 370	History of World Art I	3
or ARTH 371	History of World Art II	
	or other arts breadth course for the major	
♦ PHIL 110	Thinking for Yourself	3
	or other philosophy and religion breadth course for the major	
♦ COMM 380	Language in Social Contexts	3
	or other literature breadth course for the major	
♦ ENGL 433	American Literature: 1914 to the Present	3
	or other literature breadth course for the major	
♦ PHIL 336	Ideas Shaping the 21st Century	3
	or other philosophy and religion breadth course for the major	
♦ PHIL 348	Religions of the East	3
	or other supplemental major course	

Capstone Courses (to be taken in the last 15 credits)

♦ HUMN 495	Humanities Seminar	3

Minor and/or Elective Courses

(to be taken in the last 60 credits along with required major courses) 46

Total credits for BA in Humanities 120

Minor in Humanities

The humanities minor complements the skills the student gains in his or her major discipline by providing an integrated curriculum for enrichment and exploration of culture and ideas, as well as a broad perspective on human behavior, thought, and values across traditional disciplines.

Objectives

A student graduating with a minor in humanities will be able to

- Describe and interpret some of the cultural traditions and interplay of cultural elements in human experience around the world.
- Interpret some of the major cultural forces that influence and control society.
- Think critically about real-world issues.
- Write and speak effectively and clearly.

Requirements for the Minor

A minor in humanities requires the completion of 15 credits of coursework in humanities. Courses appropriate for the major apply. Courses may not duplicate those used to satisfy requirements for the major. At least 9 credits must be earned in upper-level HUMN courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

HUMAN RESOURCE MANAGEMENT

Students may seek either an academic major or minor in human resource management.

Major in Human Resource Management

The human resource management major provides 21st-century skills, knowledge, and understanding of human resource functions in private- and public-sector organizational settings. These functions include human resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; management of performance appraisal, compensation, and benefit programs; and development of personnel policies and procedures. The human resource management major prepares students for work in business administration and human resources. Through the proper selection of courses, the student can prepare for the certification examinations for Human Resource Professional, Senior Human Resource Professional, and International Human Resource Professional, which are offered by the Society of Human Resource Management. In addition to the focus on human resource functions, the major includes courses in management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development, and women's perspectives in management.

Objectives

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

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

Degree Requirements

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

Requirements for the Human Resource Management Major

Coursework for a major in human resource management includes the following:

- Required foundation courses (9 credits): BMGT 110 (or prior business experience and an additional supplemental course), ACCT 221 (or ACCT 301), and STAT 230
- Required core courses (15 credits): BMGT 364 and HRMN 300, 362 (or 395 or 406), 400, and 408
- Supplemental major courses (9 credits): Chosen from BMGT 380, 381, 391, 464, 465, and 484; FINC 330 or other supplemental major course; MRKT 310 or other supplemental major course; and any upper-level HRMN courses
- Required capstone course (3 credits): HRMN 495

Required related courses (12 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300), ECON 201 and 203, and MATH 107 or MATH 106

Recommended Sequence

The following course sequence will fill all the requirements for the BS in Human Resource Management. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Human Resource Management
Degree Courses **Credits**

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(students with business experience should substitute supplemental major course in the last 60 hours of study)	

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

ECON 201	Principles of Macroeconomics	3
	(related requirement for the major; also satisfies first behavioral and social sciences requirement)	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	

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

PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
♦ ACCT 301	Accounting for Non-Accounting Majors	3
or ACCT 221	Principles of Accounting II	
	(students should note prerequisite)	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
ECON 203	Principles of Microeconomics	3
	(related requirement for major)	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course) and the historical perspective requirement	
IFSM 300	Information Systems in Organizations	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also satisfies the interdisciplinary issues/computing requirement; students should note prerequisite)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
♦ BMGT 364	Management and Organization Theory	3
♦ HRMN 300	Human Resource Management	3

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

WRTG 394	Advanced Business Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
BMGT 392	Global Business Management	3
	(recommended elective)	
♦ HRMN 400	Human Resource Management: Analysis and Problems	3
♦ HRMN 408	Employment Law for Business	3
♦ HRMN 362	Labor Relations	3
or HRMN 395	A Total Rewards Approach to Compensation Management	
or HRMN 406	Employee Training and Development	
♦ FINC 330	Business Finance	3
	(or other supplemental major course)	
♦ MRKT 310	Marketing Principles	3
	(or other supplemental major course)	
BMGT 496	Business Ethics	3
	(recommended elective)	
♦ BMGT 380	Business Law I	3
	(or other supplemental major course)	

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

♦ HRMN 495	Contemporary Issues in Human Resource Management	3

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

34

Recommended Elective

MATH 140 Calculus 1

Recommended Minor

Business administration, finance, or other discipline related to business

Total credits for BS in Human Resource Management **120**

Minor in Human Resource Management

The human resource management minor complements the skills the student gains in his or her major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career de-

velopment; management of labor relations; and development of a human resource department implementation plan.

Objectives

A student graduating with a minor in human resource management will be able to

- Conduct effective human resource planning for technological innovation in a global environment.
- Describe the importance of internal and external organizational environments and the impact of their interrelationships on human resource functions.
- Explain the processes of job analysis, staffing, appraisal and compensation, career training, and development.
- Identify various performance appraisal systems and critically evaluate their pros and cons.
- Demonstrate cohesive team-management skills in decision making, communications, motivation, and interpersonal behavior by focusing on the group dynamics that occur within an increasingly diverse workforce.
- Discuss the history of union/management relations and associated major federal, state, and local legislation; executive orders; and court decisions.
- Understand the interaction among management, labor, and the federal agencies.
- Learn the processes and tools for bargaining, negotiating, and resolving disputes.
- Demonstrate information literacy through the use of commonly accepted quantitative and qualitative analytical research methods to evaluate human resource initiatives and solve problems.
- Develop effective written and oral communications consistent with the business and professional environment.

Requirements for the Minor

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN course applies. It is recommended that students take HRMN 300 and 400 for the minor (if the courses have not already applied elsewhere in the degree).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

INFORMATION ASSURANCE

Students may seek an academic major in information assurance.

Major in Information Assurance

The major in information assurance offers a broad-based program of study designed to prepare graduates to be information assurance leaders (in both government and industry), with a global outlook, interpersonal skills, leadership and management skills, and awareness of current issues in the field. The curriculum focuses on the practices, policies, operational procedures and technology, and the future of information assurance. The major prepares students for careers as information systems security professionals, senior system managers, and system administrators responsible for information systems and security of those systems.

Objectives

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

- Identify the basic terms, functions, and interrelationships among the hardware, software, firmware, and other components of an information system
- Demonstrate a working knowledge of the principles and practices of information security and the policies and procedures required to ensure reliability and accessibility of information systems and prevent and defend against unauthorized access to systems, networks, and data.
- Conduct risk and vulnerability assessments of planned and installed information systems to identify vulnerabilities, risks, and protection needs.
- Define and apply to scenarios or case studies the responsibilities of the senior system manager in addressing approval to operate, accreditation, compliance, acquisitions and establishing security controls.
- Identify and address information technology workforce planning and management issues such as recruitment, retention, and training.
- Develop systems security contingency plans and disaster recovery procedures.
- Evaluate ethical issues related to information systems, work productivity, and human factors.

Degree Requirements

A degree with a major in information assurance requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other

degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Information Assurance Major

Coursework for a major in information assurance includes the following:

- Required foundation courses (9 credits): IFSM 310, 430, and 450
- Required core courses (6 credits): IFSM 433 and 454
- Supplemental major courses (12 credits): Chosen from BMGT 305; CMIT 320; IFSM 350, 431, 432, 457, and 459; and EMGT 312
- Required capstone course (3 credits): IFSM 485

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in information assurance. Coursework for the major is indicated by ♦. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Information Assurance Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
Introductory Courses (to be taken within the first 30 credits)		
IFSM 201	Introduction to Computer-Based Systems	3
	(prerequisite to later courses)	
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	(prerequisite to later courses)	
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other ARTH, ART T, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
Foundation Courses (to be taken within the first 60 credits)		
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 300	Information Systems in Organizations	3
	(prerequisite to later courses)	
ANTH 344	Cultural Anthropology and Linguistics	3
	or a foreign language course (recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	(satisfies the interdisciplinary issues/computing requirement)	
Additional Required Courses (to be taken after introductory and foundation courses)		
WRTG 393	Advanced Technical Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ IFSM 310	Software and Hardware Concepts	3
♦ IFSM 430	Information Systems and Security	3
♦ IFSM 450	Telecommunication Systems in Management	3
♦ IFSM 433	Information Security Needs Assessment and Planning	3
♦ IFSM 454	Information Systems Security Mechanisms	3
♦ IFSM 350	Wireless Telecommunications	3
	or other supplemental major course	
♦ IFSM 431	Policy Planning for Security Architects	3
	or other supplemental major course	
♦ IFSM 432	Disaster Recovery Planning	3
	or other supplemental major course	
♦ IFSM 457	Cyberterrorism	3
	or other supplemental major course	

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

♦ IFSM 485	Trends and Projects in Information Assurance	3

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

Total credits for BS in Information Assurance 120

INFORMATION SYSTEMS MANAGEMENT

Students may seek an academic major in information systems management.

Major in Information Systems Management

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

Objectives

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

- Define and explain the concepts, theories, and practices in the development and use of information systems in organizations.
- Demonstrate an understanding of computing system architectures, operating systems software, and interconnection of information resources through networking.
- Analyze problems and determine system requirements for developing a logical design of an information system.
- Identify basic elements of programming languages and the relationships between programming languages and information systems.
- Implement an information system in a database management system or emerging development environment.
- Develop classroom products that demonstrate a working understanding of the management of information systems functions, system integration, and project management to ensure project quality.
- Evaluate ethical issues related to information systems, work productivity, and human factors.

Degree Requirements

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

Requirements for the Information Systems Management Major

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

- Required foundation courses (15 credits): CMIS 141/141A (or other programming language course) and IFSM 300, 310, 410, and 461
- Core courses (9 credits): Any upper-level IFSM courses (3 credits must be in 400-level coursework)
- Supplemental major courses (6 credits): Any IFSM, CMIS, CMIT, CMSC, or CMST courses

Required related courses (6 credits), which may be applied anywhere in the degree: MATH 107 or MATH 106, and STAT 200

Recommended Sequence

The following course sequence will fill all the requirements for the BS in information systems management. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Information Systems Management Degree Courses **Credits**

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra *or MATH 106 or a higher-level math course*	3

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

IFSM 201	Introduction to Computer-Based Systems	3
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
or CMIS 102A	Fundamentals of Programming I	
	(prerequisite to later courses; satisfies the interdisciplinary issues/computing requirement)	
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	

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

STAT 200	Introduction to Statistics	3
	(related requirement for major)	
♦ CMIS 141	Introductory Programming	3
or CMIS 141A	Fundamentals of Programming II	
	or other programming course	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
♦ IFSM 300	Information Systems in Organizations	3
ANTH 344	Cultural Anthropology and Linguistics	3
or a foreign language course		
	(recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 304	Ethics in the Information Age	3
	(recommended elective)	

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

WRTG 393	Advanced Technical Writing	3
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ IFSM 310	Software and Hardware Concepts	3
♦ IFSM 410	Database Concepts	3
♦ IFSM 461	Systems Analysis and Design	3
♦ IFSM 303	Human Factors in Information Systems	3
	or other core course for the major	
♦ IFSM 430	Information Systems and Security	3
	or other core course for the major	
♦ IFSM 438	Project Management	3
	or other core course for the major	
♦ IFSM 433	Information Security Needs Assessment and Planning	3
	or other supplemental major course	
♦ IFSM 450	Telecommunication Systems in Management	3
	or other supplemental major course	

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

40

Recommended Minors

Computer studies, business administration, psychology, or marketing.

Recommended Elective

MATH 140	Calculus 1	
	(for students who plan to go on to graduate school)	

Total credits for BS in Information Systems Management **120**

MANAGEMENT STUDIES

Students may seek an academic major in management studies.

Major in Management Studies

The management studies major provides an interdisciplinary and holistic approach to developing skills and knowledge in decision making, problem solving, and leadership. The curriculum includes a foundation in business, accounting, economics, statistics, communications, and management theory and focuses on analysis and decision making across a wide spectrum of management activities. The major prepares students for a variety of management-related careers.

Objectives

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

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

Degree Requirements

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

Requirements for the Management Studies Major

Coursework for a major in management studies includes the following:

- Required foundation courses (12 credits): BMGT 110 (or prior business experience and an additional supplemental course), ACCT 220, ECON 201 (or 203), and STAT 230
- Required core courses (6 credits): BMGT 364 and HRMN 302
- Supplemental major courses (18 credits): Any ACCT, BMGT, ENMT, FINC, FSCN, HRMN, MGST, and MRKT courses

Required related courses (6 credits), which may be applied anywhere in the degree: ACCT 326 (or IFSM 300) and MATH 107

Recommended Sequence

The following course sequence will fill all the requirements for the BS in management studies. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Management Studies Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ BMGT 110	Introduction to Business and Management	3
	(students with business experience should substitute a supplemental major course in the last 60 hours of study)	
Introductory Courses (to be taken within the first 30 credits)		
GVPT 170	American Government	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible GERO or CCJS course to satisfy the first behavioral and social sciences requirement	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
♦ ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Foundation Courses (to be taken within the first 60 credits)		
♦ STAT 230	Business Statistics	3
or STAT 200	Introduction to Statistics	
♦ ACCT 220	Principles of Accounting I	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3

or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
SPCH 100	Foundations of Speech Communication	3
or WRTG 390	Writing for Managers	
	or other course to satisfy the communications/writing or speech requirement	
IFSM 300	Information Systems in Organizations	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also satisfies the interdisciplinary issues/computing requirement; students should note prerequisites)	
♦ BMGT 364	Management and Organization Theory	3

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

WRTG 394	Advanced Business Writing	3
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ HRMN 302	Organizational Communication	3
♦ MRKT 310	Marketing Principles	3
	or other supplemental major course	
♦ FINC 330	Business Finance	3
	or other supplemental major course	
♦ HRMN 300	Human Resource Management	3
	or other supplemental major course	
♦ BMGT 392	Global Business Management	3
	or other supplemental major course	
♦ BMGT 496	Business Ethics	3
	or other supplemental major course	
♦ BMGT 495	Strategic Management	3
	or other supplemental major course	

Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses) 43

Total credits for BS in Management Studies 120

POLITICAL SCIENCE

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

Major in Political Science

The major in political science offers systematic study of politics, including the way people are governed and govern themselves in a wide variety of settings. The curriculum focuses on fundamental principles, enduring issues of politics, forms of government, public policy, public law, and public administration from both domestic and international perspectives. It explores political, cultural and philosophical influences on public policy and policy-making. By enabling students to understand the role of government at local, state, and national levels in domestic and foreign settings, the program prepares graduates to become more effective global citizens as well as preparing them to enter or advance careers in government service, private corporations, nonprofit organizations, or advanced study in law, business, journalism, or graduate school.

Objectives

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

- Explain political theories and the forms and structures of government and discuss their impact upon the political process and policy development.
- Discuss how public policy shapes societies.
- Compare and contrast public decision making and its implementation in domestic and foreign settings.
- Describe how various governmental and nongovernmental organizations contribute to global politics.
- Apply effectively a variety of approaches and methodologies to the analysis of political, administrative, and policy issues.
- Demonstrate awareness of the ethical issues associated with the study and application of political science in the theoretical and practical realm.

Degree Requirements

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

Requirements for the Political Science Major

Coursework for a major in political science includes the following:

- Required foundation course (3 credits): GVPT 100
- Core courses (15 credits): GVPT 101 (or 444), 170 (or 475), 200 (or 401), and 280 and STAT 200 (Note minimum requirements for upper-level coursework.)
- Supplemental major courses (12 credits): Any upper-level GVPT courses

Required related course (3 credits), which may be applied anywhere in the degree: MATH 107 or MATH 106

Recommended Sequence

The following course sequence will satisfy all the requirements for the BS in political science. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on page 70.

Political Science Degree Courses		Credits
First Courses (to be taken within the first 18 credits)		
Note: Placement tests are required for MATH and WRTG courses.		
LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
♦ GVPT 100	Introduction to Political Science	3
Introductory Courses (to be taken within the first 30 credits)		
SOCY 100	Introduction to Sociology	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications writing requirement	
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
♦ GVPT 280	Comparative Politics and Government	3
Foundation Courses (to be taken within the first 60 credits)		
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
♦ GVPT 101	Introduction to Political Theory	3
or GVPT 444	American Political Theory	
PSYC 100	Introduction to Psychology	3
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
♦ GVPT 200	International Political Relations	3
or GVPT 401	Problems of World Politics	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to satisfy the communications/ writing or speech requirement	
♦ STAT 200	Introduction to Statistics	3
IFSM 304	Ethics in the Information Age	3
	or other course to satisfy the interdisciplinary issues/ computing requirement	
Additional Required Courses (to be taken after introductory and foundation courses)		
WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/ upper-level intensive writing requirement	
♦ GVPT 444	American Political Theory	3
or GVPT 101	Introduction to Political Theory	
♦ GVPT 403	Law, Morality, and War	3
	or other supplemental major course	
♦ GVPT 406	Global Terrorism	3
	or other supplemental major course	
♦ GVPT 457	American Foreign Policy	3
	or other supplemental major course	
♦ GVPT 404	Democratization	3
	or other supplemental major course	
Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses)		49
Total credits for BS in Political Science		**120**

Minor in Political Science

A minor in political science complements the skills the student gains in his or her major discipline by providing systematic study of politics and government. It exposes the student to the basic concepts, theories, policies, and the role of government at the local, state, and national levels in domestic and foreign settings.

Objectives

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

- Explain the scope and concepts of political science, political theories, the forms and structure of government, and their impact on the political process from a comparative and international perspective.

- Analyze recurrent patterns of international political conflict, identify underlying foreign policy issues, and suggest alternative resolutions.
- Identify techniques of conflict resolution (including negotiation, compromise, and accommodation) that are appropriate at various points along the policy continuum.
- Demonstrate competency in the application of social justice through effective political participation.
- Apply critical thinking and analytic and effective communication skills in oral and written work when discussing and resolving political issues.

Requirements for the Minor

A minor in political science requires the completion of 15 credits of coursework in government and politics. All GVPT courses apply. Students are recommended to take GVPT 100, 101, or 170 as the first course in the minor (if they have not already applied those courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

PSYCHOLOGY

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

Major in Psychology

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

Objectives

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

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

Degree Requirements

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

Requirements for the Psychology Major

Coursework for a major in psychology includes the following:

- Required foundation courses (9 credits): PSYC 100 and 305 and STAT 225 (or STAT 200)
- Natural science psychology courses (6 credits): Chosen from BIOL 362 and PSYC 301, 310, 315, 341, 391, and 441
- Social science psychology courses (6 credits): Chosen from PSYC 321, 345, 351, 354, 355, 357, 361, and 424
- Clinical science psychology courses (6 credits): Chosen from PSYC 353, 432, 435, 436, and 437
- Supplemental major courses (6 credits): Any PSYC courses (but no more than three 1-credit courses)

Required related course (3 credits), which can be applied anywhere in the degree: MATH 107

Recommended Sequence

The following course sequence will fulfill all the requirements for the BS in psychology. Some recommended courses satisfy more than one requirement; therefore, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult with an Academic Advisor before veering from these recommendations, to ensure they are meeting the necessary requirements. Information on alternate courses (where allowable) to satisfy general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sci-

ences, mathematics, and interdisciplinary issues) may be found on page 70.

Psychology Degree Courses		Credits

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

Note: Placement tests are required for MATH and WRTG courses.

LIBS 150	Information Literacy and Research Methods	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	

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

PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other ARTH, ARTT, HIST, HUMN, MUSC, PHIL, THET, dance, or literature course to satisfy the arts and humanities requirement	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other course(s) to satisfy the biological and physical sciences lecture and laboratory requirement	
WRTG 291	Expository and Research Writing	3
	or other course to satisfy the communications/writing requirement	
♦ PSYC 100	Introduction to Psychology	3
IFSM 201	Introduction to Computer-Based Systems	3
or CMST 303	Advanced Application Software	
SOCY 100	Introduction to Sociology	3
	or other ANTH, BEHS, ECON, GEOG, GVPT, PSYC, SOCY, or eligible AASP, CCJS, GERO, or WMST course to satisfy the first behavioral and social sciences requirement	
♦ STAT 225	Introduction to Statistical Methods in Psychology	3
or STAT 200	Introduction to Statistics	

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

GVPT 170	American Government	3
or GERO 100	Introduction to Gerontology	
	or other course to satisfy the second behavioral and social sciences requirement (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other course to satisfy the biological and physical sciences lecture requirement	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other ARTH or HIST course to satisfy the arts and humanities requirement in historical perspective (discipline must differ from other humanities course)	
IFSM 304	Ethics in the Information Age	3
	or other course(s) to satisfy the interdisciplinary issues/computing requirement	
ANTH 344	Cultural Anthropology and Linguistics	3
	(recommended elective)	
SPCH 100	Foundations of Speech Communication	3
or COMM 380	Language in Social Contexts	
	or other course to satisfy the communications/writing or speech requirement	
♦ PSYC 305	Research Methods in Psychology	3

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

WRTG 391	Advanced Expository and Research Writing	3
	or other course to satisfy the communications/upper-level intensive writing requirement	
♦ PSYC 321	Social Psychology	3
	or other social science PSYC course for the major	
♦ PSYC 301	Biological Basis of Behavior	3
	or other natural science PSYC course for the major	
♦ PSYC 353	Adult Psychopathology	3
	or other clinical science PSYC course for the major	
♦ PSYC 354	Cross-Cultural Psychology	3
	or other social science PSYC course for the major	
♦ PSYC 310	Sensation and Perception	3
	or other natural science PSYC course for the major	
♦ PSYC 432	Introduction to Counseling Psychology	3
	or other clinical science PSYC course for the major	
♦ PSYC 355	Child Psychology	3
	or other supplemental major course	
♦ PSYC 341	Introduction to Memory and Cognition	3
	or other supplemental major course	

Minor and/or Elective Courses (to be taken in the last 60 credits along with required major courses) 43

Recommended Electives

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

Total credits for BS in Psychology **120**

Minor in Psychology

A minor in psychology complements the skills the student gains in his or her major discipline by investigating the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition, the influence of environmental and social forces on the individual, personality, life-span development and adjustment, research methods, and statistical analysis.

Objectives

A student who graduates with a minor in psychology will be able to

- Recognize how knowledge of psychology can facilitate career advancement and help people improve their interpersonal relationships across cultural and national boundaries.

- Demonstrate knowledge of the origins and development of the discipline of psychology and explain some of the issues of world diversity in behavioral research.
- Use critical observation, experimentation, empirical reasoning, and appropriate information technology and information resources.
- Apply psychological theory and research to practical situations and problems.
- Think critically and communicate an understanding of psychology.
- Access databases for psychological literature and identify psychological resources online.

Requirements for the Minor

A minor in psychology requires the completion of 15 credits of coursework in psychology.

Students must choose one of the following foundation courses:

PSYC 100	Introduction to Psychology
PSYC 305	Research Methods in Psychology
STAT 225	Introduction to Statistical Methods in Psychology

Students must also choose one natural science psychology course, one social science psychology course, and one clinical science psychology course from those listed under the requirements for the major. The remaining course may be any PSYC course.

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 67–69.

SOCIOLOGY

Students may seek an academic minor in sociology.

Minor in Sociology

A minor in sociology complements the skills the student gains in his or her major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Objectives

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

- Discuss the role of sociology in understanding societal reality and social issues.
- Critically analyze theoretical orientations in sociology.
- Apply sociological theory and research to define and present alternatives for solving contemporary social problems.
- Communicate sociological concepts and terminology effectively.
- Discuss the relationship between the individual and society from a sociological perspective.
- Discuss micro and macro levels of sociological analysis and their roles in examining social reality.
- Use information technology to access and retrieve sociological literature.
- Apply sociological concepts to understand diversity in American society and the place of American society within a larger global context.

Requirements for the Minor

A minor in sociology requires the completion of 15 credits of coursework in sociology. All SOCY courses apply. Students should take SOCY 100 as the first course in the minor (if they have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 68–70.

OVERVIEW

Working with local Education Services Officers, University of Maryland University College Regional Managers schedule UMUC courses in Asia, subject to the availability of qualified faculty.

Courses regularly taught in UMUC Asia are listed below. They are arranged by academic department in alphabetical order. The number of credits is shown in parentheses (3) after the title of the course, and recommendations and/or restrictions and prerequisites are indicated. A brief description of the course content then follows.

PREREQUISITES

The prerequisites listed for many courses indicate 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 WRTG 101 plus an additional writing course. An appropriate background in mathematics should be considered prerequisite to any course of a quantitative nature, numbered 200 or higher, such as economics, statistics, or computer and information science.

Students may be barred from enrollment in courses for which they do not have the necessary prerequisites.

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.

COURSE NUMBERS

Course numbers are designated as follows:

000-099	Preparatory courses
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.

DISTANCE EDUCATION

UMUC Asia offers a wide variety of Distance Education (DE) courses. Many of the courses included in this Catalog are available both in traditional classroom format and online via DE. In addition, students in Asia may take DE courses offered by UMUC's European Division, and courses provided by UMUC's Stateside Programs in Maryland. DE courses are intended primarily for students whose duty schedule or location makes it difficult for them to enroll in a regularly scheduled course. The courses are computer-based, requiring students to have access to the Internet with their own e-mail account. There are five sessions of DE courses each academic year. See the back cover of this Catalog for class and registration dates.

WebTycho, the University's online delivery platform, provides secure access to course materials and course tools via the Internet, including extensive library materials. Faculty post syllabi, lectures, assignments, and discussion questions to the WebTycho classroom. Students are able to participate in discussions, submit assignments, and interact with classmates and faculty who are located at different sites in Asia and elsewhere around the world. Communication is typically asynchronous, allowing students to participate at any convenient time and place.

DE courses are not self-paced; assignments are to be completed according to the due dates of material as set by the faculty member. The importance of writing ability in English cannot be overemphasized, since most coursework is written, and faculty and students communicate in writing. The UMUC Asia Distance Education office can provide information about specific course offerings, schedules, and registration procedures. You may also access the DE site at *de.asia.umuc.edu*.

ACCOUNTING

Courses in accounting (designated ACCT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in accounting, business administration, human resource management, management studies, or marketing;
- an associate of arts degree in accounting, business and management, or management studies;
- a certificate in accounting foundations, advanced accounting, and management; and
- electives.

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. Topics include the accounting

cycle and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Continuation of the study of financial accounting (emphasizing accounting for liabilities, equity, and corporate forms of ownership), followed by an introduction to managerial accounting. Topics include responsibility accounting, budgets, cost control, and standard costing procedures and variances. Emphasis is on management reporting. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGST 301, or MGMT 301.

ACCT 301 Accounting for Nonaccounting Managers (3)

(May not be applied toward a major or minor in accounting.) A survey of principles of accounting relevant in making managerial decisions on the basis of accounting information. Topics include internal controls, financial planning and reporting, analysis of financial statements, and elements of managerial cost accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301, or MGST 301.

ACCT 310 Intermediate Accounting I (3)

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisites: BMGT 110 or at least two years of business or management experience; and ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements and in external reporting. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

ACCT 321 Cost Accounting (3)

Prerequisites: BMGT 110 (or at least two years of business or management experience) and ACCT 221. A study of the basic concepts of determining, setting, and analyzing costs for purposes of managerial planning and control. Emphasis is on the role of the accountant in the management of organizations and in the analysis of cost behavior, standard costing, budgeting, responsibility accounting, and costs that are relevant for making decisions. Various techniques are used to study cost and managerial accounting concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 323 Federal Income Tax I (3)

Prerequisite: ACCT 220. An introduction to federal taxation. Discussion covers different components of taxable income, including property transactions. Examples and problems illustrate tax laws. Computer applications may be used to analyze specific examples. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

ACCT 326 Accounting Information Systems (3)

Prerequisites: ACCT 221. A study of the control aspects of accounting systems. Topics include setting standards; defining and imposing administrative, operational, and security controls; and judging cost-effectiveness of systems. Various techniques are used to study accounting information-systems concepts; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

ACCT 422 Auditing Theory and Practice (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of the independent accountant's attest function. Topics include generally accepted auditing standards, tests of controls and substantive tests, and report forms and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BMGT 422.

ACCT 424 Advanced Accounting (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of advanced accounting theory, applied to specialized topics and contemporary problems. Emphasis is on consolidated statements and partnership accounting. Various techniques are used to study accounting theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 424 or BMGT 424.

ACCT 436 Internal Auditing (3)

Prerequisite: ACCT 311. An introduction to internal auditing, its rapid growth, and its role in the modern corporation. Topics include internal auditing standards, scope, responsibilities,

ethics, controls, techniques, and reporting practices. Consideration is given to the material included in the Certified Internal Auditor examination. Various techniques are used to study internal auditing theory and practice; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 436, ACCT 498E or BMGT 498E.

ACCT 495 Contemporary Issues in Accounting Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ACCT 311, 321, and 422 and BMGT 364. A study of accounting that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Emerging issues in accounting, business transactions, and financing are considered. Web accounting and business technology, accounting theory, and management techniques are used to research and analyze developing issues in the workplace. Topics include e-commerce, financial derivatives, balanced scorecards, and the changing nature of financial reporting and risk management. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

ANTHROPOLOGY

Courses in anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in social science;
- a major or minor in Asian studies; and
- electives.

ANTH 101 Introduction to Anthropology: Archaeology and Physical Anthropology (3)

A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Anthropology: Cultural Anthropology (3)

A survey of social and cultural principles inherent in ethnographic descriptions, coupled with the study of language in the context of anthropology. Students who complete both ANTH 101 and 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 344 Cultural Anthropology and Linguistics (3)

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

ANTH 401 Cultural Anthropology: Principles and Processes (3)

Prerequisite: ANTH 101, 102, or 344. 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)

Prerequisite: ANTH 101, 102, or 344. A descriptive survey of the culture of various areas of the world through an examination of representative societies.

ANTH 417 Peoples and Cultures of East Asia (3)

Prerequisite: ANTH 102. A survey of the major sociopolitical systems of China, Korea, and Japan. Major anthropological questions are discussed.

ART

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

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

ARTT 110 Elements of Drawing I (3)

An introduction to various media and related techniques. Problems for study are based on the figure, still life, and nature.

ARTT 205 Art Appreciation (3)

An introduction to a variety of two- and three-dimensional art forms, with particular emphasis on two-dimensional arts. Examples from different media—including illustration; painting with oils, acrylics, and watercolors; and sculpture—are used to examine form, light, color, perspective, and other elements of art.

ARTT 210 Elements of Drawing II (3)

Prerequisite: ARTT 100 or ARTT 110. Drawing taught with an emphasis on understanding organic form as related to study of the human figure and pictorial composition. Students may receive credit for only one of the following courses: ARTS 210 or ARTT 210.

ART HISTORY

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

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

ARTH 204 Film and American Culture Studies (3)

(Formerly HUMN 204.) Exploration of the American film from a historical perspective, illustrating the motion picture's role as an institutional phenomenon, a form of communication, and a source of cross-cultural study. Students may receive credit for only one of the following courses: AMST 204, ARTH 204, or HUMN 204.

ARTH 334 Understanding Movies (3)

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

ASIAN STUDIES

Courses in Asian studies (designated ASTD) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the arts and humanities or the behavioral and social sciences (based on course content);
- a major or minor in Asian Studies;
- a certificate or associate of arts degree in Japanese Studies or Korean Studies; and
- electives.

ASTD 135 Introduction to Japanese Language and Culture (3)

(Formerly JAPN 105. Not open to students whose native language is Japanese.) An introduction to Japanese language and culture. Emphasis is on practical application. Students may receive credit for only one of the following: ASTD 135 or JAPN 105.

ASTD 150 Introduction to Asian Studies I (3)

(Fulfills the general education requirements in arts and humanities or social and behavioral sciences.) An interdisciplinary examination of the classical Asian tradition, encompassing a general survey of the region.

ASTD 155 Introduction to Korean Language and Culture (3)

(Formerly KORN 105. Not open to students whose native language is Korean.) An introduction to Korean language and culture. Emphasis is on practical application. Students may receive credit for only one of the following: ASTD 155 or KORN 105.

ASTD 160 Introduction to Asian Studies II (3)

(Fulfills the general education requirements in arts and humanities or social and behavioral sciences.) Recommended: ASTD 150. An interdisciplinary examination of the modern period in Asian history, beginning approximately with the 17th century.

ASTD 198 Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues.

ASTD 300 The Chinese: Adapting the Past, Building the Future (3)

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)

A study of 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)

An examination of Korean society. Topics include the legacy of the past, unifying factors, internal forces, contemporary issues, and prospects for reunification.

ASTD 303 India: The Weight of Tradition in the Modern World (3)

A study of contemporary Indian society as it seeks modernization within an age-old culture and caste system. Pakistan is also discussed where appropriate to subcontinent issues.

ASTD 304 Southeast Asia: Development amid Diversity (3)

A broad examination of twentieth century Southeast Asia. Topics include colonialism, nationalism, independence, factors of unity and disunity, the role of regional organizations (ASEAN), and contrasting developmental models.

ASTD 309 Business in Asia (3)

An integrative study that focuses on business conditions and practices in the Asian/Pacific region, welcoming the perspective of contemporary history, economics, government, and cross-cultural interests as well.

ASTD 333 Japanese Life and Culture I (3)

(Formerly JAPN 333.) A study of the origin and historical background of contemporary Japanese culture and civilization. Students may receive credit for only one of the following: ASTD 333 or JAPN 333.

ASTD 334 Japanese Life and Culture II (3)

(Formerly JAPN 334.) A study of the origin and historical background of contemporary Japanese culture and civilization. Students may receive credit for only one of the following: ASTD 334 or JAPN 334.

ASTD 353 Korean Life and Culture (3)

(Formerly KORN 333.) A study of the origin and historical development of Korean culture and traditions. Students may receive credit for only one of the following courses: ASTD 353, KORN 333, or KORN 398.

ASTD 380 American Relations with China and Japan: 1740 to Present (3)

A study of American political, economic and cultural relations with China and Japan from the American colonial era to modern times. Topics include diplomacy and power politics; Christian missions; immigration and exclusion; overseas education; art and literature; and trade, investment, and technology. Students may receive credit for only one of the following courses: ASTD 380 or HIST 380.

ASTD 398 Advanced Special Topics in Asian Studies (3)

An investigation of a special topic, problem, or issue of particular relevance to countries or peoples of the Pacific Rim or Indian Ocean. Typical investigations include historical or contemporary subjects focusing on cultural, economic, military, or political issues. Assignments include advanced reading and research.

ASTD 438 Japanese Literature in Translation (3)

(Formerly JAPN 418.) A study of representative works of Japanese literature in English translation. May be repeated for a total of six credits when course content differs.

ASTD 458 Korean Literature in Translation (3)

(Formerly KORN 418.) A study of representative works of Korean literature in English translation. May be repeated for a total of six credits when topics differ.

ASTD 485 Great Issues in Asian Studies (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits. Fulfills the general education requirement in the arts and humantities.) Prerequisites: ASTD 150 and 160. A study of Asia that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Emerging issues in Asian studies are considered. Focus is on the broad issue of modernization in Asian nations.

ASTRONOMY

Courses in astronomy (designated ASTR) may be applied toward

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

ASTR 100 Introduction to Astronomy (3)

(Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, GNSC 125, or NSCI 125.

ASTR 110 Astronomy Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. Not for students majoring or minoring in science.) Prerequisite or corequisite: ASTR 100. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy. Experiments to demonstrate instruments and principles of astronomy. Daytime and nighttime observations of celestial objects and

phenomena. Use of photographs of moon, stars, and galaxies and spectra.

BEHAVIORAL AND SOCIAL SCIENCES

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in social science; and
- electives.

BEHS 198A Sociology of Astrology (1)

Recommended: Concurrent or previous enrollment in ASTR 100. An exploration of social and psychological reasons for believing in things that cannot logically be true. Focus is on the pseudo-science of astrology, including its historical origins, its mechanics, and its persistence in modern culture.

BEHS 210 Introduction to Social and Behavioral Science (3)

An interdisciplinary introduction to the study of society that addresses the issues of what it is to be a social scientist from a variety of social science perspectives. Empirical and theoretical contributions of the different social science disciplines are used to better understand the nature of society. Survey covers culture, geography, the individual, family, education, stratification in society, government and politics, and economics. Topics also include the scientific method and research methods in the social science disciplines and the current relationships among the different social science disciplines. A historical overview of the social phenomena that integrates insights from the social sciences is presented. Students may receive credit for only one of the following: BEHS 201 or BEHS 210.

BEHS 220 Diversity Awareness (3)

An interdisciplinary study of diversity issues designed to encourage critical thinking about their impact in today's world. Emphasis is on consciousness of diversity and awareness that each individual lives within a diverse environment. Topics include issues related to age, disability, race, creed, gender, sexual orientation, national origin, and socioeconomic status, as well as current issues in diversity studies.

BEHS 343 Parenting Today (3)

An overview of critical issues of parenthood in the United States today. Topics include characteristics of effective parenting styles and capable parents, the role of nontraditional parenting techniques, and the social forces that cause changes in parent/child relationships and give rise to varying styles of parenting as developed in the United States. Some cross-cultural comparisons are included.

BIOLOGY

Courses in biology (designated BIOL) may be applied toward

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

BIOL 101 Concepts of Biology (3)

(For students not majoring in a science.) An introduction to living things in light of knowledge of physical, chemical, and biological principles. The organization, processes, interdependence, and variety of living organisms are explored. Emphasis is on understanding the impact of biological knowledge on human societies. Current events that involve biological systems are considered. Students may receive credit for only one of the following courses: BIOL 101, BIOL 103, BIOL 105, or BSCI 105.

BIOL 102 Laboratory in Biology (1)

(For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A laboratory study of the concepts underlying the structure and functioning of living organisms. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, pH, cell structure and function, metabolism, DNA structure and function, mechanisms and patterns of inheritance, evolution, classification, and population biology and ecosystems. Students may receive credit for only one of the following courses: BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 103 Introduction to Biology (4)

(Not open to students who have completed BIOL 101 or BIOL 102. For students not majoring in a science. Fulfills the laboratory science requirement.) An introduction to the concepts underlying the structure and function of living organisms. The organization, chemical foundations, metabolism, genetics, evolution, ecosystems, and interdependence of living organisms are explored. Laboratory activities emphasize the scientific method in exploring these topics. Students may receive credit for only one of the following courses: BIOL 101, BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 120 General Botany (3)

(Not for students majoring or minoring in science.) A basic study of plant biology emphasizing an ecological approach.

Fundamental concepts and processes of plants are covered. The importance of plant life to humans is stressed. Students may receive credit for only one of the following courses: BIOL 120, BOTN 100, BOTN 101, or BOTN 105.

BIOL 121 Botany Laboratory (1)

(Not for students majoring or minoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for 120.) Prerequisite or corequisite: BIOL 120. An introduction to the taxonomy, anatomy, and physiology of plants, including examination of their evolutionary and ecological interactions.

BIOL 160 Human Biology (3)

(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Pertinent health topics are also discussed. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

BIOL 161 Laboratory in Human Biology (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160. A laboratory study of the human organism as a primary example illustrating the concepts underlying the organization and interrelationships of all living organisms.

BIOL 164 Introduction to Human Anatomy and Physiology (3)

(Formerly GNSC 161.) Prerequisite: BIOL 101, BIOL 105, BIOL 160, or BSCI 105. An introduction to the anatomy and physiology of the human organism. Topics include basic concepts of physics and chemistry that are necessary for understanding biological functions, and the structure and function of cells, tissues, and the major organ systems in the body. Students may receive credit for only one of the following courses: BIOL 164 or GNSC 161.

BIOL 181 Life in the Oceans (3)

A study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The impact of human activity on life in the ocean, and the potential uses and misuses of the ocean are discussed. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 182 Marine Biology Laboratory (1)

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

BIOL 201 Human Anatomy and Physiology I (4)

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

BIOL 202 Human Anatomy and Physiology II (4)

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

BIOL 211 Environmental Science (3)

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

BIOL 212 Environmental Science Laboratory (1)

(For students not majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and interrelated forms of human environmental impact. Topics explored include principles of ecology, population dynamics, food supply alternatives and impact, sustainable water supplies, energy alternatives, pollution control, greenhouse gases, recycling, and conservation technologies.

BIOL 215 Population Biology and General Ecology (3)

A general introduction to population and community biology. Topics include evolution, population genetics, population growth and steady states, age structure of populations, multispecies, dependencies, and ecosystem energetics. Illustrations are drawn from both natural and human populations. Students

may receive credit for only one of the following courses: BIOL 215 or ZOOL 270.

BIOL 220 Human Genetics (3)

(For students not majoring in a science.) An introduction to genetics, focusing on the human organism. Topics include transmission and biochemical genetics, mutation, the behavior of genes in populations, and genetic engineering. The roles of recent discoveries in the treatment of genetic diseases, cancer, and organ transplantation are examined. Students may receive credit for only one of the following courses: BIOL 220, BIOL 346, ZOOL 146, or ZOOL 346.

BUSINESS AND MANAGEMENT

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in business administration, human resource management, marketing or management studies;
- a certificate or associate of arts degree in accounting, management, business and management, or management studies; and
- electives.

BMGT 110 Introduction to Business and Management (3)

(For students with little or no business background. Recommended preparation for many other BMGT courses.) A survey of the field of business management. Topics include human relations, technology in business, ethical behavior, the environment, global and economic forces, organization, quality, products and services, functional management, and current issues and developments.

BMGT 364 Management and Organization Theory (3)

Prerequisite: BMGT 110 or at least two years of business and management experience. A study of the development of theories about management and organizations. Processes and functions of management discussed include the communication process, the role of the manager as an organizer and director, the determination of goals, and the allocation of responsibilities. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3)

Prerequisite: BMGT 364. An exploration of the challenges to effective leadership and management that the contemporary manager faces in a rapidly changing environment. Focus is on leadership styles and motivational techniques conducive to high performance in various organizational settings with a very diverse workforce. Topics include issues in the design of organizations, the corporate/organizational culture, the design and enrichment of jobs, and communication within organizations. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 366 Global Public Management (3)

Conceptual and functional analysis and application of management principles and strategies encompassing not-for-profit, state, and nonstate institutional and organizational actors, such as intergovernmental and nongovernmental organizations (IGOs and NGOs), in the domestic and global environments. Focus is on the nature and scope of public management. Topics include theoretical, administrative, ethical, and policy models of decisionmaking and accountability; the dynamics of organizational behavior, bureaucratic structures, and processes; core functionalities, strategies, and issues involving public-sector management, planning, leadership, human resources, collective bargaining, communications, and e-government; marketing; public finance; international development projects; and governance. Students may receive credit for only one of the following courses: BMGT 366 or TMGT 305.

BMGT 380 Business Law I (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include the legal, ethical, and social environment of business; agencies, partnerships, and other forms of business organizations; and contracts and sales agreements.

BMGT 381 Business Law II (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) Prerequisite: BMGT 380. Further conceptual and functional analysis and application of legal principles relevant to the conduct and understanding of commercial business transactions in the domestic and global environment. Topics include personal and real property, government regulations affecting employment and marketing, negotiable instruments, debtor/creditor relationships, and bankruptcy and reorganization.

BMGT 392 Global Business Management (3)

Prerequisites: BMGT 110 or at least two years of business and management experience. Examination and analysis of global business in its historical, theoretical, environmental, and functional dimensions. Focus is on understanding the growing economic interdependence of nations and its impact on managerial and corporate policy decisions that transcend national

boundaries. Topics include the nature and scope of international business; the institutional, sociocultural, political, legal, ethical, and economic environments; trade, foreign investment, and development; transnational management (including global operations), strategic planning, human resources, marketing, and finance; and international business diplomacy and conflict resolution. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 110 (or at least two years of business and management experience) and BMGT 364. An examination of research and theory on the forces underlying the way members of an organization behave. Topics include the behavior of work groups and supervisors, intergroup relations, employees' goals and attitudes, problems in communication, the circumstances of change in an organization, and the goals and design of an organization.

BMGT 482 Business and Government (3)

Prerequisite: BMGT 110 (or at least two years of business and management experience). A study of the role of government in the modern economy and the intricate relationships between the public and private sectors in the domestic and global environments. Emphasis is on the regulatory and public policy dimensions of government intervention, the promotion of business, corporate responses to government action, and social responsibility and governance issues in the changing domestic and global marketplaces. Students may receive credit for only one of the following courses: BMGT 482 or TMGT 340.

BMGT 495 Strategic Management (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: BMGT 364, FINC 330, and MRKT 310. A study of strategic management that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Emerging issues in business and management are considered. Focus is on the continuous, systematic process of managerial planning, including environmental scanning and the development of plans and strategies to gain competitive advantage. Case studies, projects, and discussion highlight tactical and strategic management issues. Access to spreadsheet software is recommended to analyze case studies and develop strategic planning information, charts, and graphs. Students may receive credit for only one of the following courses: BMGT 495, HMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)

A study of the relationship of business ethics and social responsibility in both domestic and global settings. Ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies are explored. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public consequence in the context of the functional areas of business at both the domestic and global levels.

CHEMISTRY

Courses in chemistry (designated CHEM) may be applied toward

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

CHEM 103 General Chemistry I (4)

Prerequisite: MATH 107 or MATH 115. The first course in chemistry intended for students majoring or minoring in science. A study of the nature and compostion of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.

CHEM 113 General Chemistry II (4)

Prerequisite: CHEM 103 or CHEM 105. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

COMPUTER AND INFORMATION SCIENCE

Courses in computer and information science (designated CMIS) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer and information science, computer studies, or information systems management;
- a minor in computing;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of inte-

grating program modules into a cohesive whole. Algorithms are used to demonstrate programming as an approach to problem solving, and basic features of a modern object-oriented language are illustrated. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. Discussion covers the discipline, methodologies, and techniques of software development. Algorithms and simple data structures are developed and implemented in Java; object-oriented concepts are applied. Students may receive credit for only one of the following courses: CMIS 141 or CMIS 141A.

CMIS 160 Discrete Mathematics for Computing (3)

(Not open to students who have completed CMSC 150.) Recommended: MATH 107. An introduction to discrete mathematical techniques for solving problems in the field of computing. Basic principles from areas such as sets, relations and functions, logic, proof methods, and recursion are examined. Topics are selected on the basis of their applicability to typical problems in computer languages and systems, databases, networking, and software engineering.

CMIS 170 Introduction to XML (3)

Prerequisite: CMIS 102. A study of the principles and use of Extensible Markup Language (XML). Discussion covers the structure, transformation, presentation, and implementation of XML technologies, including document type definitions (DTDs), Extensible Style Language for Transformation (XSLT), and schemas. Hands-on projects and exercises are provided.

CMIS 241 Data Structures and Abstraction (3)

Prerequisite: CMIS 141 or CMIS 141A. A study of program design and the implementation of abstract data types in Java. Topics include data structures such as stacks, queues, lists, and trees and algorithms used for sorting and searching.

CMIS 242 Intermediate Programming (3)

Prerequisite: CMIS 141 or CMIS 141A. Further study of the Java programming language. Topics include inheritance, interfaces such as graphical user interfaces, exceptions, arrays, and collections. Emphasis is on using existing Java classes to build and document applications.

CMIS 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisites: CMIS 102 or CMIS 102A. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. Topics include data representation and the design and analysis of combinational and sequential circuits. Focus is on how basic hardware components (multiplexers, decoders, memories, arithmetic-logic units, etc.) are built. Hard-wired and microprogrammed design of control units are discussed. Concepts such as pipelining and memory hierarchy are introduced. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Databases (3)

Prerequisite: CMIS 102 or CMIS 102A. A study of the functions and underlying concepts of relationally organized database systems. Data models are described and their application to database systems is discussed. The entity/relationship (E/R) model and Codd's relational theory—including relational algebra, normalization and integrity constraints, and the Structured Query Language (SQL)—are emphasized. Physical design and data administration issues are addressed. Projects include hands-on work with E/R and relational models (using industry-standard database software). Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 325 UNIX with Shell Programming (3)

Prerequisite: CMIS 102 or CMIS 102A. A study of the UNIX operating system. Topics include file structures, editors, pattern-matching facilities, shell commands, and shell scripts. Shell programming is presented and practiced to interrelate system components. Projects give practical experience with the system.

CMIS 330 Software Engineering Principles and Techniques (3)

Prerequisite: CMIS 141, CMIS 141A, CMIS 315, or CMIS 340. A study of the process of software engineering from initial concept through design, development testing, and maintenance to retirement of the product. Development life-cycle models are presented. Topics include issues in configuration management, integration and testing, software quality, quality assurance, security, fault tolerance, project economics, operations, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

CMIS 340 Programming in Java (3)

Prerequisite: CMIS 102 or CMIS 102A. A one-semester study of the important features of the Java programming language. Topics include design of classes, class libraries, data structures, exception handling, threads, input and output, and applet programming. Programming projects in Java are included. Not open to students who have taken CMIS 141, CMIS 241, or CMIS 242.

CMIS 345 Object-Oriented Design and Programming (3)

Prerequisite: CMIS 241 or CMIS 340. An examination of the principles, practices, and applications of programming in an object-oriented environment. Assignments include programming in an object-oriented projects in Java. that implement techniques of object-oriented design.

CMIS 370 Data Communications (3)

Prerequisite: CMIS 310. Investigation of the effects of communication technology on information systems. Topics include components of communication systems, architectures and protocols of networks, security measures, regulatory issues, and the design of network systems. Discussion also covers issues and applications in local area networks and communication services. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, or IFSM 450.

CMIS 415 Advanced UNIX and C (3)

Prerequisites: CMIS 141 (or CMIS 141A, CMIS 315, or CMIS 340) and CMIS 325. 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. Assignments include programming projects in C that implement UNIX command features.

CMIS 420 Advanced Relational Databases (3)

Prerequisite: CMIS 320. 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 industry standard database software) in designing and implementing a small database, creating triggers, loading through forms and utility, querying through interactive and embedded Structured Query Language (SQL), restructuring schema, and analyzing performance. Students may receive credit for only one of the following courses: CMIS 420, IFSM 411, or IFSM 498I.

CMIS 435 Computer Networking (3)

Prerequisite: CMIS 370. 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 141, CMIS 141A, CMIS 315 or CMIS 340. Recommended: CMIS 325. An examination of the concepts and design principles of distributed computer systems. Topics include communications, operating systems, interprocess communications, distributed objects, SOAP, Web services, distributed file systems, name services, time services, distributed multimedia systems, security, transactions, and replication (as they relate to the distributed system environment). Standards for distributed object-oriented programming are discussed. Course includes a distributed programming project in JAVA that illustrates many of the concepts. 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. An in-depth treatment of the concepts and techniques for designing and developing software for large projects. Discussion covers design strategies, principles, methodologies, and paradigms, as well as evaluation and representation. Other topics include architectural models and idioms, development tools and environments, implementation guidelines and documentation, and organization of design and development functions. Issues of program quality, program correctness, and system integration are also addressed. Project work incorporates principles and techniques of software design and development.

CMIS 465 Software Verification and Validation (3)

Prerequisite: CMIS 330. A study of tools, methods, and current practices for assessing the quality and correctness of software. Topics 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.

COMPUTER INFORMATION TECHNOLOGY

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

- the general education requirement in computing;
- a major in computer information technology, computer and information science, or computer studies;
- a minor in computing;
- electives.

CMIT 261 Introduction to Oracle (3)

(Formerly CMIT 261O.) An introduction to Oracle and Structured Query Language (SQL) The syntax and function of the American National Standards Institute's standard SQL are examined. SQL's data definition language is used to create tables, including constraints, and SQL's data manipulation language is used to insert, update, and delete data. Emphasis is on learning queries, ranging from the simple to the complex. Additional database objects (such as views, sequences, synonyms, aliases, and indexes) and SQL built-in functions are explored. Topics also include using the Oracle SQL command editor and the local system editor and creating simple reports with SQL Loader and SQL Plus. Students may receive credit for only one of the following courses: CMIT 261 or CMIT 261O.

CMIT 265 Networking Essentials (3)

An introduction to networking technologies for individual workstations, local area networks, wide area networks, and the Internet, with emphasis on the OSI (open system connectivity) model, security, and networking protocols. A general review of several industry-standard network operating systems is provided. Topics covered should be useful in preparing for the Network+ certification exam. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)

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

CMIT 368 Windows Server (3)

Prerequisite: CMIT 265. A study of Windows Server installation and administration. Focus is on developing the skills necessary to install and configure Windows Server operating system. Topics include support, connectivity, creation and management of user accounts, management of access to resources, the NT file system, and configuration and management of disks. Hands-on exercises are included.

CMIT 376 Windows Network Infrastructure (3)

(Formerly CMIT 376M.) Prerequisite: CMIT 368. The development of the knowledge and skills necessary to install, configure, manage, and support the Windows network infrastructure. Topics include automating Internet protocol address assignment using dynamic host configuration protocol, implementing name resolution using domain name service and Windows Internet naming service, setting up and supporting remote access to a network, configuring network security using public key infrastructure, integrating network services, and deploying Windows 2000 Professional using remote installation services. Hands-on exercises are included. Students may receive credit for only one of the following courses: CMIT 376 or CMIT 376M.

CMIT 377 Windows Directory Services Infrastructure (3)

Prerequisite: CMIT 368. The development of the knowledge and skills necessary to install, configure, manage, and support the Windows Active Directory service. Topics include understanding the logical and physical structure of Active Directory, configuring the domain name service to support Active Directory, creating and administering user accounts and group resources, controlling Active Directory objects, implementing and using group policy, managing replication of Active Directory, and maintaining and restoring the Active Directory database. Hands-on exercises are included. Students may receive credit for only one of the following courses: CMIT 377 or CMIT 377M.

CMIT 391 UNIX/Linux System Administration (3)

Prerequisite: CMIS 325. A study of the UNIX/Linux operating system, combining theory and lab work. Discussion covers document processing, file system administration, and the boot-up/shutdown process. Topics include disk partitioning schemes, software RAID (redundant array of independent disks), and LVM (logical volume manager) configuration. Review also covers user administration, disk quotas, group restrictions, and password aging. Process management and automation are examined through "cron" and "at" commands. Practice in configuring the X-Window System and client networking is provided. Network security is addressed through the use of IP tables to construct firewall rules. Students may receive credit for only

one of the following courses: CMIS 390, CMIT 391, or CMIS 398U.

CMIT 480 Designing Security for a Windows Network (3)

Prerequisite: CMIT 320 or CMIT 368. The development of the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks using Windows technologies. Topics include providing secure access to local network users, partners, remote users, and remote offices and between private and public networks. Students may receive credit for only one of the following courses: CMIT 480 or CMIT 480M.

COMPUTER STUDIES

Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer studies, computer and information science, computer information, technology, or information systems management;
- a minor in computing;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

Students who have already received credit for courses designated CAPP may not receive credit for comparable courses designated CMST.

CMST 306 Introduction to Visual Basic Programming (3)

Prerequisite: CMIS 102 or CMIS 102A. A structured approach to developing programs using the Visual Basic programming language. Hands-on experience in implementing features of this visual interface for program design is provided. Assignments include programming projects in Visual Basic.

CMST 310 Electronic Publishing (3)

Prerequisite: CMST 103 or IFSM 201. An introduction to concepts and methods of electronic (desktop) publishing. Highlights include the design and layout of a publication, the choice of computer hardware and software, the integration of computer graphics, the drafting and editing of a publication, and methods of interfacing with high-level printing equipment to produce a final document. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 311 Advanced Electronic Publishing (3)

Prerequisite: CMST 310. A project-oriented study of the advanced concepts and methods of electronic (desktop) publishing. Emphasis in on effective transfer of electronic files to service bureaus and printers. Features essential to multimedia presentations are integrated with techniques for capturing and editing photos to produce business publications. Topics include publishing printed documents on a Web site. Students learn to publish printed documents on a Web site. Students may receive credit for only one of the following courses: CAPP 311 or CMST 311.

CMST 340 Computer Applications in Management (3)

Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. An overview of computer-based information-system concepts and operations and how these capabilities are applied by management to improve the work processes of business, government, and academic organizations. Topics include management planning at the strategic, tactical, and operational levels necessary to effect continuous improvements. The interchange of electronic information and the application of various computing tools such as spreadsheet programs are introduced. Students may receive credit for only one of the following courses: CAPP 340, CMIS 350, or CMST 340.

CMST 385 Internet and Web Design (3)

Prerequisite: CMIS 102, CMIS 102A, CMST 103, or IFSM 201. A study of HTML and Web page design including Internet security measures as well as social, ethical, and legal issues related to the growth of the Internet. Topics include basic principles and protocols of the Internet, configuration and use of graphical Web browsers, application programs such as e-mail and searching and retrieving information on the World Wide Web, and the use of portals. Assignments include designing and publishing a Web page. Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Advanced Internet and Web Design (3)

Prerequisite: CMST 385. A study of modern methods for the design of Web sites. Focus is on Web page design, including features such as cascading style sheets and programming using JavaScript and PHP. Discussion covers the movement toward XML and XHTML-compliant Web pages. Assignments include publishing World Wide Web Consortium-validated Web pages. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

CRIMINOLOGY/CRIMINAL JUSTICE

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

- the general education requirement in the behavioral and social sciences (Note: Only CCJS 105, 350, 360, 432, 453, 454, and 461 apply);
- a major in criminal justice, homeland security, investigative forensics, legal studies, or social science;
- a minor in criminal justice, forensics, or sociology; and
- electives.

Students who have already received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 100 Introduction to Criminal Justice (3)

(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. Discussion covers the principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy). Students may receive credit for only one of the following courses: CCJS 100 or CJUS 100.

CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of criminal behavior and the methods of studying it. Topics include causation; typologies of criminal acts and offenders; the practices and effects of punishments, correction, and incapacitation; and the prevention of crime. Students may receive credit for only one of the following courses: CCJS 105 or CRIM 220.

CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. An exploration of law as a method of social control. The nature, sources, and types of criminal law are studied in relation to its history and theories. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of selected criminal offenses. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

CCJS 234 Criminal Procedure and Evidence (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A study of the general principles and theories of criminal procedure. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed. Students may receive credit for only one of the following courses: CCJS 234, CJUS 234, LGST 320, or PLGL 320.

CCJS 331 Contemporary Legal Policy Issues (3)

Prerequisite: CCJS 100 or CCJS 105. Thorough examination of selected topics: criminal responsibility, alternative sociolegal policies on deviance, law-enforcement procedures for civil law and similar legal problems, admissibility of evidence, and the indigent's right to counsel. Students may receive credit for only one of the following courses: CCJS 331 or CJUS 330.

CCJS 340 Law-Enforcement Administration (3)

Prerequisite: CCJS 100 or CCJS 105. An introduction to concepts of organization and management as they relate to law enforcement. Topics include principles of structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 350 Juvenile Delinquency (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. An examination of juvenile delinquency in relation to the general problem of crime. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100 or CCJS 105. An analysis of the role of criminal justice in controlling the use and abuse of drugs. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 357 Industrial and Retail Security Administration (3)

Recommended: CCJS 100 or CCJS 105. An exploration of the origins of contemporary private security systems. The organization and management of protective units (industrial and retail) are examined. Students may receive credit for only one of the following courses: CCJS 357 or CJUS 360.

CCJS 360 Victimology (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The interaction between victims of crime and the system of criminal justice is considered in terms of the role of

the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 370 Race, Crime, and Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system.

CCJS 400 Criminal Courts (3)

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

CCJS 430 Legal and Ethical Issues in Security Management (3)

Recommended: CCJS 100 or CCJS 105; and CCJS 345 (or CCJS 445). An examination of current problems facing the security professional. Topics include legal liabilities, compliance issues, and ethical standards of organizations. Students may receive credit for only one of the following courses: CCJS 430 or CCJS 498F.

CCJS 432 Law of Corrections (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 497. A review of the law of criminal corrections, from sentencing to final release or release on parole. Topics include probation, punishments, special treatments for special offenders, parole and pardon, and the prisoner's civil rights. Students may receive credit for only one of the following courses: CCJS 432 or CRIM 432.

CCJS 454 Contemporary Criminological Theory (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. A brief historical overview of criminological theory. Topics include deviance, labeling, and typologies, as well as the most recent research on criminalistic subcultures and on middle-class delinquency. Various recent proposals for decriminalization are discussed. Students may receive credit for only one of the following courses: CCJS 454 or CRIM 454.

CCJS 461 Psychology of Criminal Behavior (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. An overview of the biological, environmental, and psychological factors that underlie criminal behavior. Characteristics of criminal behavior are reviewed. The influence of biophysiology and stress on the commission of various crimes is examined. Topics include patterns of maladjustment, disorders of the personality, psychoses, the connection between aggression and violent crime, sexual deviations and crimes that are sexually motivated, and the abuse of alcohol and drugs. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 462 Protection of Business Assets (3)

Recommended: CCJS 100 (or CCJS 105) and CCJS 345 (or CCJS 445). An examination of the application of security knowledge and techniques for the protection of business assets. Topics include security planning methods, risk analysis, security surveys, and decision making for the development of security programs and countermeasures. Students may receive credit for only one of the following courses: CCJS 462 or CCJS 498H.

CCJS 463 Security: A Management Perspective (3)

Recommended: CCJS 100 or CCJS 105; and CCJS 445. An examination of concepts, strategies, and skills needed to manage security-related operations and activities. Focus is on employee/employer security. Students may receive credit for only one of the following courses: CCJS 463 or CCJS 498K.

CCJS 491 Institutional Security (3)

Recommended: CCJS 100 or CCJS 105; and CCJS 445. A survey of the security needs, methods, and technology of military, medical, academic, and other professional institutions. The integration of security concerns with other aspects of management are examined. Students may receive credit for only one of the following courses: CCJS 491 or CCJS 498E.

CCJS 497 Correctional Administration (3)

Prerequisite: CCJS 100 or CCJS 105. An introduction to concepts of organization and management as they relate to the field of corrections. Topics include the history of corrections, institutional structure and classification, policy and procedures, communication and authority, division of work, inmate discipline and due process, organizational culture, security, technology changes, and relationships with other components of the criminal justice system. Students may receive credit for only one of the following courses: CCJS 497 or CCJS 498D.

ECONOMICS

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward

- the general education requirements in the behavioral and social sciences;
- related requirements for a major or minor in business administration or management studies;

- a certificate or associate of arts degree in accounting, management, business and management, management studies, or mathematics; and
- electives.

ECON 201 Principles of Macroeconomics (3)

An introduction to the problems of unemployment, inflation, and economic growth. Emphasis is on the roles of monetary policy and fiscal policy in determining macroeconomic policy. The efficacy of controlling wages and prices is analyzed. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)

Analysis of the principles underlying the behavior of individual consumers and business firms. Topics include problems of international trade and finance, distribution of income, policies for eliminating poverty and discrimination, problems of environmental pollution, and effects of various market structures on economic activity.

ECON 301 Current Issues in American Economic Policy (3)

Prerequisite(s): ECON 201 and ECON 203. Analysis of current economic problems and public policies. Topics include market power, federal budget and tax policy, governmental regulation, inflation, unemployment, poverty and distribution of income, and environmental issues.

ECON 380 Comparative Economic Systems (3)

Prerequisite(s): ECON 201 and 203. A comparative analysis of the theory and practice of various types of economic systems, especially the economic systems of the United States, the former Soviet Union, the People's Republic of China, Western and Eastern Europe, and less-developed countries.

ECON 430 Money and Banking (3)

Prerequisite(s): ECON 201 and 203. An examination of the structure of financial institutions and their role in providing money and near-money. Institutions, processes, and correlations analyzed include the functions of the Federal Reserve System, the techniques of central banks, the control of the supply of financial assets as a mechanism of stabilization policy, and the relationship of money and credit to economic activity and prices. Students may receive credit for only one of the following courses: ECON 430 or ECON 431.

ECON 440 International Economics (3)

Prerequisite(s): ECON 201 and ECON 203. A description of international trade and an analysis of international transactions, exchange rates, and balance of payments. Policies of protection, devaluation, and exchange-rate stabilization and their consequences are also analyzed. Students may receive credit for only one of the following courses: BEHS 440, ECON 440, or ECON 441.

EDUCATION

UMUC Asia offers Bowie State education courses leading to a bachelor of science degree in elementary education or a bachelor of science degree in secondary education. This Bowie State program is currently available only on Okinawa. Individuals interested in learning more about this undergraduate program should contact their local academic advisor or visit UMUC Asia's Bowie State Web site at *www.asia.umuc.edu/degrees/education.cfm*.

EDUCATIONAL PRINCIPLES

Courses in educational principles (designated EDCP) do not apply toward teacher-certification requirements.

Lower-level courses are intended to help students learn how to make the most of their college careers. They are recommended for students who have been away from the classroom for an extended period or who need to improve their academic skills.

EDCP 101 and 103 do not fulfill the general education requirement in communications; they may be used as elective credit only.

Other courses designed to help students succeed in school or on the job are included under career planning (courses designated CAPL) and library skills and information literacy (courses designated LIBS).

EDCP 100 Principles and Strategies of Successful Learning (3)

An introduction to knowledge and strategies designed to promote success in the university environment. Focus is on developing the study, interpersonal, and self-management skills and attitudes needed to achieve academic objectives. Topics include the university's mission, resources, and requirements. A series of self-assessments serve as tools to identify values and goals for individual life planning and educational success.

EDCP 103 Fundamentals of Writing and Grammar (3)

(Does not fulfill the general education requirement in communications. Recommended as preparation for WRTG 101 or upper-level writing courses.) A review of basic writing skills. Topics include parts of speech; proper use of subordinate clauses, independent clauses, and phrases; the writing process; strategies for developing academic paragraphs and essays; and strategies for developing writing and editing skills in grammar, punctuation, and mechanics. Frequent opportunities to

practice and refine skills are provided. Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, or ENGL 100.

EDCP 105 Grammar Review (1)

(Elective credit only.) A review of essential English grammar. Topics include the parts, construction, and punctuation of English sentences. Students may receive credit for only one of the following courses: EDCP 100A, EDCP 105, ENGL 100E, or EDCP 108 Grammar Review.

EDCP 108G College Study for Adults (1)

(Elective credit only.) The development of more efficient study habits. Emphasis is on the acquisition of skills (such as reading, writing, study skills, listening, and note taking) needed to learn effectively.

ENGLISH

Courses in English (designated ENGL) may be applied as appropriate (according to individual program requirements) toward

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

ENGL 106 Introduction to Research Writing (1)

Designed to help students enhance their research and writing skills. Instruction and practice in the fundamentals of the research and writing process: planning and beginning a paper, composing the paper, citing sources, and presenting the paper in manuscript form. Both the MLA and APA styles of documentation are used.

ENGL 201 Western Literature to the Renaissance (3)

Prerequisite: ENGL 101 or WRTG 101. A survey of classic writings from Greek, Biblical, Roman, and medieval civilizations. Literary forms and the ways the works reflect the values of their cultures are discussed. Readings may include selections from the Bible and the writings of Homer, Sophocles, Virgil, Dante, and Chaucer. Selections may vary each term.

ENGL 205 Introduction to Shakespeare (3)

Prerequisite: ENGL 101 or WRTG 101. An examination of representative plays from each genre (comedy, history, tragedy, and romance).

ENGL 221 American Literature: Beginning to 1865 (3)

Prerequisite: ENGL 101 or WRTG 101. A close study of some masterpieces of American literature, covering the period from the beginning of American literature to 1865.

ENGL 222 American Literature: 1865 to the Present (3)

Prerequisite: ENGL 101 or WRTG 101. A study of the development of American literature since the Civil War, emphasizing representative authors and works. Genres investigated include short stories and poems as well as novels and plays. Significant films may be viewed.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: ENGL 101 or WRTG 101. An introduction to fiction, poetry, drama, film, and the literary essay, with emphasis on developing critical reading and writing skills. Study may be organized either by genre or by theme. Writers covered vary from term to term. Films may be included. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 246 The Short Story (3)

Prerequisite: ENGL 101 or WRTG 101. An analysis of the attributes of the well-written short story. Emphasis is on aspects such as theme, plot, characterization, point of view, tone, imagery, irony, and symbolism, as exemplified in representative works of the 19th and 20th centuries. Only minimal biographical and historical background is provided; focus is on the selected writings.

ENGL 294 Introduction to Creative Writing (3)

(Fulfills the general education requirements in communications.) Prerequisite: ENGL 101 or WRTG 101. An introductory survey and practical study of key areas of creative writing: formal poetry, free verse, creative nonfiction, short story, and drama or screenplay. Emphasis is on reading and thinking analytically and critically from a writer's perspective to better understand the craft. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses. Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or WRTG 101. A study of the techniques of literary analysis, emphasizing close reading of texts. The goal is to better understand and appreciate literature and to be able to formulate concepts and express them in well-written, coherent prose. Assignments include composing a total of 6,000 words (approximately 25 pages).

ENGL 304 The Major Works of Shakespeare (3)

Prerequisite: ENGL 101 or WRTG 101. An overview of the variety of Shakespeare's works, including a representative sample of comedies, histories, tragedies, and romances. The goal is to gain a better understanding of and appreciation for the plays, both in reading the texts and viewing performances of them.

ENGL 310 Medieval and Renaissance British Literature (3)

Prerequisite: ENGL 101, WRTG 101. An exploration of the cultural attitudes and values that separate the Middle Ages from the Renaissance, highlighting the changing role and purpose of the writer. Major works and authors may include Beowulf, Sir Gawain and the Green Knight, Chaucer, Spenser, Marlowe, and Shakespeare.

ENGL 312 Romantic to Modern British Literature (3)

Prerequisite: ENGL 101, WRTG 101. A study of representative authors and works in British literature from the early 19th century to the present, with emphasis on the novel. Some poetry and drama are also covered. The works of representative writers (such as Jane Austen, Charles Dickens, Thomas Hardy, P. D. James, and others) are explored.

ENGL 363 African American Authors to 1900 (3)

Prerequisite: WRTG 101/101X or ENGL 101/101X. An examination of the development, diversity, and quantity of African American literature, focusing on works composed before 1900. A broad range of African American writers is studied through some of their important but lesser-known works. Readings may include the writings of Phillis Wheatley, Frances Harper, Maria W. Stewart, David Walker, Frederick Douglass, William Wells Brown, Charles Chesnutt, and Paul Lawrence Dunbar.

ENGL 364 African American Authors Since 1900 (3)

Prerequisite: WRTG 101/101X or ENGL 101/101X. An examination of the development and diversity of African American literature since 1900. Readings may include works by James Weldon Johnson, Zora Neale Hurston, Richard Wright, James Baldwin, Ann Petry, Paule Marshall, Toni Morrison, Alice Walker, and other African American authors. Students may receive credit for only one of the following courses: ENGL 364 or HUMN 364.

ENGL 389P Introduction of Film as Literature (3)

Prerequisite: WRTG 101/101X or ENGL 101/101X. A study of film as a form of literature. The goal is to acquire an understanding of the particular language and grammar of film and develop a critical perspective. Genres of narrative film (including crime drama, film noir, the musical, reflexive film, science fiction, screwball comedy, war film, and the western) are examined. Discussion also covers a number of critical approaches to film auteurism, myth criticism, and genre criticism.

ENGL 454 Modern World Drama (3)

Prerequisite: ENGL 101 or WRTG 101. An examination of 20th-century theatre, with an emphasis on the social, cultural and historical context of drama. Special attention is given to drama from around the globe. The works of major playwrights, such as Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard, are studied.

ENGL 457 The Modern Novel (3)

Prerequisite: ENGL 101 or WRTG 101. An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each term but may include writers such as Thomas Hardy, Henry James, Theodore Dreiser, Edith Wharton, Virginia Woolf, William Faulkner, James Joyce, Anne Tyler, Alice Walker, and Tim O'Brien.

FINANCE

Courses in finance (designated FINC) may be applied as appropriate (according to individual program requirements) toward

- a major in finance, business administration, global business and public policy, human resource management, management studies, or marketing;
- a minor in finance, business administration, or strategic and entrepreneurial management;
- a certificate in various business-related areas; and
- electives.

FINC 310 Entrepreneurship and New Venture Planning (3)

(Formerly BMGT 330.) Recommended: BMGT 364. 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 resources planning and management; analysis of risk; information management strategy and the Internet; legal aspects of new venture formation; and global venturing. Entrepreneurial theory, profiles and roles of entrepreneurs, business life cycles, entrepreneurial behavior, use of computer software to aid in planning, and entrepreneurial management and technology issues are explored. Discussion and group activities focus on development of a business plan, the factors that should be considered, and the entrepreneur's

role in developing and operating a new business. Students may receive credit for only one of the following courses: BMGT 330, FINC 310, MGMT 330, or SBUS 200.

FINC 321 Fundamentals of Building Wealth (3)

(Formerly BMGT 342. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and creation of wealth that blends financial theory and application. The development of personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) is encouraged, while an understanding of elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, the role of insurance in protecting income and assets, and federal income-tax issues) is provided. These skills are utilized in the development of a personal financial plan. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388N, or FINC 321.

FINC 322 Personal Financial Management (1)

(Formerly BMGT 388F.) A basic review of personal financial management. Topics include budgeting, insurance, debt/credit, savings, investments, and estate and retirement plans. Focus is on applying skills in these areas in the pursuit of personal financial goals. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388F, BMGT 388N, FINC 321, FINC 322.

FINC 330 Business Finance (3)

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

FINC 340 Investments (3)

(Formerly BMGT 343.) Prerequisite: FINC 330 or BMGT 340. An introduction to financial investments. Topics include securities and securities markets; the risks of investments, as well as returns and constraints on investments; portfolio policies; and institutional investment policies. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.

FINC 410 Managing Entrepreneurial Ventures (3)

(Formerly BMGT 436.) Prerequisite: FINC 310 or BMGT 330. An exploration of entrepreneurial management and strategies in various competitive situations and stages of development. Topics include the development of partnerships, joint ventures, strategic alliances, and licensing. Issues regarding management, financing, marketing, production, administration, human resources, and growth of the business are analyzed. Examination covers strategies and tactics using environmental scanning, analysis, and planning and decision making (including reviewing relevant options and opportunities, forecasting demand and sales, estimating costs, and developing pro forma financial statements) by entrepreneurs. Potential business opportunities are assessed using exercises, case studies, and research related to new technologies, innovation, competition, economic and social change, governmental regulation and laws, major product and service features, organizational and human resource issues, information management, global issues, financial management, marketing, operations, and customer service. Students may receive credit for only one of the following courses: BMGT 436, BMGT 461, FINC 410, or MGMT 461.

GEOGRAPHY

Courses in geography (designated GEOG) may be applied as appropriate toward

- the general education requirement in the behavioral and social sciences; and
- electives.

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

GEOLOGY

Courses in geology (designated GEOL) may be applied toward

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

GEOL 100 Physical Geology (3)

A study of the principles of dynamic and structural geology. The rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them are surveyed. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geol-

ogy. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

GEOL 120 Environmental Geology (3)

A review of geologic factors underlying many environmental problems, and the interactions between population and physical environment. Topics include mineral resources, geologic hazards, conservation, land reclamation, land-use planning, waste disposal, and the geologic aspects of health and disease.

GOVERNMENT AND POLITICS

Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in emergency management, homeland security, political science, or social science;
- a minor in African American studies, political science, or social science; and
- electives.

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. Topics include the relationship of political science to the other social sciences; the concepts of modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 170 American Government (3)

A comprehensive study of government in the United States, including the basic principles of American government and political culture and a cross-cultural examination of institutions, processes, and public policies.

GVPT 200 International Political Relations (3)

A study of the major factors underlying international relations, the methods of conducting foreign relations, the foreign policies of the major powers, and the means of avoiding or alleviating international conflicts. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 240 Political Ideologies (3)

A survey and an analysis of the leading ideologies of the modern world. Topics include anarchism, communism, socialism, fascism, nationalism, and democracy.

GVPT 401 Problems of World Politics (3)

An examination of the changing face of international affairs in a post-Cold War world and the role of the United States in the evolving international order. Focus is on the roles of key international institutions, states, non-state actors, and globalization in the evolution of global relations since the collapse of the Soviet Union. Discussion also covers various influences on contemporary affairs, including migration, disease, economic development, and terrorism.

GVPT 403 Law, Morality, and War (3)

Recommended: GVPT 100. An exploration of the complex theoretical and practical connections between the existence of law, the conduct of war, and the status of morality regarding the violence of war in international relations and politics. Discussion covers the legal and moral problems posed by contemporary warfare: the meaning of constitutional and international law in the context of the resolution of disputes, the failure of law in mediating conflict, the necessity of military intervention to ameliorate or end conflicts, and the tension between those who would punish war crimes and those who hope to reconcile adversaries.

GVPT 404 Democratization (3)

Prerequisite: GVPT 100 or GVPT 170. An examination of the process and prospects of democratization. Topics include concepts of democracy and how they have changed over time, as well as the conditions under which democracy historically has with special attention to gains and failures in the past three decades.

GVPT 406 Global Terrorism (3)

(Formerly GVPT 401A.) An examination of the development of global terrorism and its impact on modern civilization, particularly the threat of terrorism upon the international community since the attacks of September 11, 2001. Topics include the definition of terrorism; the historical antecedents of modern terrorism; the motivations, organizations, and support networks of terrorists; and the linkages of state terrorism to global terrorism. Survey covers Europe, Latin America, and the Middle East. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)

(Formerly GVPT 498X.) An examination of the impact of terrorism upon the homeland security of the United States, especially since the attacks of September 11, 2001. Topics include the antecedents of modern homeland security, the changing face of terrorism in the United States, the threat of weapons of mass destruction and cyberterrorism, the concept of homeland security within a federal system, the establishment of a federal

agency for homeland security, the impact of the National Strategy for Homeland Security upon the federal system, civil liberties and the Patriot Act, intelligence and civil rights, and critical infrastructure protection. Students may receive credit for only one of the following courses: GVPT 409 or GVPT 498X.

GVPT 453 Recent East Asian Politics (3)

Recommended: GVPT 100. A perspective on the background of recent political events in East Asia. Interpretation of the influence of those events on worldwide politics is included.

GVPT 457 American Foreign Relations (3)

Recommended: GVPT 100. A study of the principles and machinery of American foreign relations. Emphasis is on the conduct of the U.S. Department of State and the Foreign Service. Analysis of the major foreign policies of the United States is provided.

HISTORY

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

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

HIST 115 World History I (3)

A survey of Western and non-Western civilizations and cultures from earliest times to 1500. Emphasis is on the political, social, and cultural developments of the major civilizations and on the interactions between those civilizations.

HIST 116 World History II (3)

A survey of Western and non-Western civilizations and cultures from 1500 to the present. Emphasis is on the political, social, and cultural developments of the major civilizations; the interactions between those civilizations; and the development of a global community since 1500.

HIST 141 Western Civilization I (3)

A survey of the history of Western civilization from antiquity through the Reformation. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

A survey of the history of Western civilization from the Reformation to modern times.

HIST 156 History of the United States to 1865 (3)

A survey of the history of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)

A survey of economic, intellectual, political, and social developments since the Civil War. The rise of industry and the emergence of the United States as a world power are emphasized. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 255 African American History (3)

A survey of the African American in American history. Topics include the African background, slavery, and the role of blacks in the social, political, economic, cultural and artistic life of the United States. Emphasis is on enduring themes and the black experience in American society, including contemporary problems in race relations.

HIST 266 The United States in World Affairs (3)

A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

HIST 284 East Asian Civilization I (3)

An interdisciplinary survey of the development of East Asian cultures. All facets of East Asian traditional life are examined from a historical perspective.

HIST 285 East Asian Civilization II (3)

A survey of the historical development of modern Asia since 1700. The efforts of East Asians to preserve traditional cultures while facing Western expansion in the 18th and 19th centuries are presented; the efforts of those cultures to survive as nations in the 20th century are assessed.

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 American institutions and identities in the years 1900-45. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Special consideration is also given to emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.

HIST 365 Recent America: 1945 to the Present (3)

A survey of U.S. history from the presidencies of Truman and Eisenhower to the present. Topics include 1960s radicalism, the Cold War, Vietnam, Watergate, and changes in American society.

HIST 381 America in Vietnam (3)

A multidisciplinary interpretation of the complex involvement of the United States in Vietnam. Key themes include foreign policies after World War II that led to the Vietnam War, the political and military objectives of the United States, domestic responses in the United States to military involvement, and the lessons and legacies of the war. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 382 The Korean War (3)

An exploration of the Korean War, including the origins of the conflict on the peninsula and the reasons for Soviet, American, and Chinese involvement. Military strategy and campaigns are discussed, as are U.S. domestic politics and the consequences of the war for the nations and peoples involved. Students may receive credit for only one of the following courses: HIST 382 or HIST 318O.

HIST 383 Korean History (3)

A study of the history of Korea from prehistory to the present. Focus is on Korea's political, social, and economic history. Korea's relations with China and Japan are explored. Students may receive credit for only one of the following courses: HIST 383 or HIST 319 History of Korea.

HIST 463 U.S. Military History Since 1865 (3)

An examination of the evolution of the U.S. armed forces since the Civil War. Topics include the role of the armed forces in U.S. diplomatic relations, the social and economic impact of war and peace, and the changing image of the military in American culture. Students may receive credit for only one of the following courses: HIST 419N or HIST 463.

HIST 465 World War II (3)

An examination of the Second World War. Topics include the origins and causes of the war; the political, military, economic, and social circumstances and events; and its catastrophic impact and legacy.

HIST 480 History of Traditional China (3)

A study of the history of China from earliest times to 1644. Emphasis is on the development of Chinese institutions that have molded the life of the nation and its people.

HIST 481 History of Modern China (3)

A study of the history of modern China from 1644 to the present. Focus is on the process of change, as China moved from her perceived position of the center of the civilized world to that of a nation-state in a complex international environment.

HIST 482 History of Japan to 1800 (3)

An examination of traditional Japanese civilization from the age of Shinto mythology and the introduction of continental learning to the rule of military families. Topics include transition to a money economy and the creation of a town-based culture. Political, economic, religious, and cultural history is also covered.

HIST 483 History of Japan Since 1800 (3)

A survey of Japan's renewed contact with the Western world and its emergence between 1800 and 1931 as a modern state, an industrial society, and world power. Japan's road to war, the period of occupation, and the era of recovery are covered, from 1931 to the present.

HOMELAND SECURITY

Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in homeland security;
- a major in criminal justice, emergency management, or fire science; and
- electives.

HMLS 302 Introduction to Homeland Security (3)

An introduction to the public- and private-sector dimensions of the theory and practice of homeland security at the national, regional, state, and local level. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HMLS 304 Strategic Planning in Homeland Security (3)

Prerequisite: HMLS 302. An examination of the fundamentals of strategic planning necessary for the maintenance of domestic security and the operation of the homeland security organization in both the public and private sectors. Topics include organizational priorities, planning documents, policy development, financial operations, and the evaluation process. Discussion also covers the risk management framework that analyzes threat, risk, vulnerability, probability, and impact as parameters for decision making and resource allocation.

HMLS 406 Legal and Political Issues of Homeland Security (3)

Prerequisite: HMLS 302. A study of the legal aspects of current government regulations on intelligence operations, identity management, information dissemination, infrastructure protection, business community security concerns, and ethical issues. The development of public policy in homeland security is examined on local, regional, national, and international levels. Topics include surveillance, personal identity verification, personal privacy and redress, federal legislation passed in the aftermath of the terrorist attacks, the rights of foreign nationals, the rights of U.S. citizens, the governmental infrastructure for decisions concerning legal rights, and the difficulties of prosecuting terrorist suspects (such as jurisdictional issues, rules of evidence, and prosecution strategies).

HMLS 408 Infrastructure Security Issues (3)

An examination of infrastructure protection on international, national, regional, state, and local levels. Topics include what constitutes critical infrastructure, including both cyber and physical infrastructure, and the development of vulnerability assessments in both the public and private sectors. An overview of U.S. homeland security policy as it relates to the protection of critical infrastructures and key assets (including the roles of the federal, state, and local governments and the private sector in the security of these resources) is provided. Focus is on risk reduction and protection of critical infrastructures utilizing available resources and partnerships between the public and private sectors.

HUMAN RESOURCE MANAGEMENT

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in human resource management, business administration, or management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

HRMN 300 Human Resource Management (3)

A basic study of human resource management. Topics include human resource planning and the recruitment, selection, development, compensation, and appraisal of employees. Scientific management and unionism are explored insofar as these historical developments affect the various personnel functions. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. The examination of theory and examples is intended to improve managerial effectiveness in communication and negotiation. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)

A study of the development and methods of organized groups in industry, with reference to the settlement of labor disputes. Labor unions and employer associations involved in arbitration, mediation, and conciliation are analyzed from an economic as well as a legal standpoint. Topics include collective bargaining, trade agreements, strikes, boycotts, lockouts, company unions, employee representation, and injunctions. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 363 Negotiation Strategies (3)

An introduction to methods and processes of negotiation and collective bargaining. Negotiating strategies related to selected products, services, and management issues are explored. Students may receive credit for only one of the following courses: BMGT 398W, HRMN 363, or MGMT 398W.

HRMN 365 Conflict Management in Organizations (3)

An introduction to processes observed in and management of conflict within organizations. Topics include general models of conflict, methods of managing conflict, and issues related to disagreements in organizational contexts. Students may receive credit for only one of the following courses: BMGT 398X, HRMN 365, or MGMT 398X.

HRMN 400 Human Resource Management: Analysis and Problems (3)

(Formerly BMGT 460.) Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. The critical evaluation of human resource problems is supported with a review of research findings, readings, discussions, case studies, and applicable federal regulations. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 406 Employee Training and Development (3)

An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored. Students may receive credit for only one of the following courses: BMGT 498I, HRMN 406, or MGMT 498I.

HRMN 408 Employment Law for Business (3)

Recommended: BMGT 380. A conceptual and functional analysis of the legal framework and principles of industrial and employment relations, with special emphasis on discrimination in the workplace. Topics include wrongful discharge; discrimination based on race, sex, age, and disability; testing and performance appraisal; wrongful discharge; labor/management issues; and employee benefits. Salient transnational employment issues are also examined. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

HUMANITIES

Courses in humanities (designated HUMN) may be applied as appropriate (according to individual program requirements) toward

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

HUMN 100 Introduction to Humanities (3)

An introduction to the humanities through a review of some of the major developments in human culture. The goal is to promote analysis of underlying assumptions about the way societies are formed and run and how they express their ideas through art, literature, architecture, music, and philosophy. Students develop the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth and Culture (3)

A presentation of reflections on the interrelations of myth, religion, and culture in which myths are evaluated as embodiments of ethnic and universal ideas. Religion is analyzed within American and non-American cultures. Ideas and symbols from mythology that provide background for literature, music, and art are introduced.

INFORMATION SYSTEMS MANAGEMENT

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in information assurance, information systems management, computer information technology, computer studies, emergency management, or homeland security;
- a minor in computing;
- a certificate or associate of arts degree in computer studies or in various other academic areas; and
- electives.

IFSM 201 Introduction to Computer-Based Systems (3)

(Course activities require access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software.) An overview of computer information systems in which hardware, software, procedures, systems, and human resources are explored in relation to their integration and application in business and other segments of society. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

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

IFSM 302 Workplace Productivity (3)

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

IFSM 303 Human Factors in Information Systems (3)

Recommended: IFSM 201. A general survey of the application of human factors to the design and use of information systems. The history, evolution, and current state of the human-computer interface are covered. The contributions of psychology, engineering, and physiology to the development of ergonomics are described.

IFSM 304 Ethics in the Information Age (3)

Recommended: IFSM 201. An introduction to information systems as used to provide information for decision making in a democratic society. Discussion covers the philosophy, techniques, and ethical considerations involved in evaluating information systems.

IFSM 310 Software and Hardware Concepts (3)

Prerequisite: CMIS 102 or CMIS 102A. A survey of computer systems. Emphasis is on the interrelationships of hardware architecture, system software, and application software. Topics include the architectures of processors and storage systems and implications for system software design. Discussion also covers the effects of the design of hardware and system software on the development of application programs in a business environment. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 320 Office Automation (3)

Recommended: IFSM 201. An examination of office information systems and decision-support systems as emerging critical elements of data and information systems for business uses. Emphasis is on information-processing considerations at the systems level, including analysis and management of support activities. Discussion covers interfaces between machines and their users, current and future technological trends, and their effects on data processing and the office environment.

IFSM 410 Database Concepts (3)

Prerequisites: CMIS 102 (or CMIS 102A) and IFSM 300. An introduction to the design and management of database systems in a business environment. Topics include the role of databases in organizations, the management of information as a critical business resource, types and functions of database management systems, conceptual data modeling and entity/relationship and semantic data models, and the fundamental principles of relational and object-oriented database design. The implementation and maintenance of database management systems and the role of the database administrator are discussed. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

IFSM 430 Information Systems and Security (3)

Prerequisite: IFSM 300. A survey covering aspects of establishing and maintaining a practical information-security program. The security aspects and implications of databases, telecommunication systems, and software are examined, along with techniques used to assess risks and discover abuses of systems.

IFSM 438 Project Management (3)

Prerequisite: IFSM 300. An exposition of planning, scheduling, and controlling a system project during its life cycle. Topics include the use of project-management techniques such as PERT (Project Evaluation and Review Technique) and Gantt charts and other techniques of planning, scheduling, and controlling projects. Demonstrations and exercises in using project-management software are provided. Students may receive credit for only one of the following courses: BMGT 487, IFSM 438 or TMGT 430.

IFSM 450 Telecommunication Systems in Management (3)

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

IFSM 457 Cyberterrorism (3)

(Formerly IFSM 497C.) Prerequisite: IFSM 300. An overview of the issues surrounding cyberterrorism, including low-level threats (attacks that vandalize Web pages or launch denial of service), middle-tier threats (online fraud and industrial espionage by companies, organized crime, and nation states), and high-end threats from nation states and terrorist groups. Socioeconomic motivations and the "hacker mentality" are explored. Review also covers common network and security loopholes, the concept of social engineering and its impact on IT security, existing government regulations, and the National IT Security Plan. Students may receive credit for only one of the following courses: IFSM 457 or IFSM 497C.

IFSM 461 Systems Analysis and Design (3)

Prerequisite: IFSM 300. A study of the methods used in analyzing needs for information and in specifying requirements for an application system. Implementation of the operational system, integration of computer technology, and aspects of organizational behavior in the design support system are examined. Topics include the concept of the system life cycle, the iterative nature of the processes of analysis and design, and the methodology for developing a logical specification and physical design for an operational system. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

JAPANESE

Courses in Japanese (designated JAPN) may be applied as appropriate toward

- the general education requirements in arts and humanities;
- a major or minor in humanities and Asian studies;
- a certificate or associate of arts degree in Japanese studies; and
- electives.

JAPN 111 Elementary Japanese I (3)

(Not open to native speakers of Japanese; assumes no prior knowledge of Japanese.) An elementary study of Japanese. Early emphasis is on oral communication skills as a foundation for building balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation, and writing, as well as elements of culture, history, and geography. Authentic text from native speakers is used as much as possible.

JAPN 112 Elementary Japanese II (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 111. Continued basic study of Japanese, emphasizing oral communication as a foundation for building a balanced development of proficiency in the four communication skills of listening, speaking, reading, and writing. Basic structures, vocabulary, pronunciation, and writing are practiced. Discussion promotes further familiarity with culture, history, and geography. Oral and written authentic text from native speakers is used as much as possible.

JAPN 114 Elementary Japanese III (3)

Prerequisite: JAPN 112. Further development of skills in listening, speaking, reading, and writing in Japanese. Japanese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, character recognition and writing, and composition. Focus is on acquiring the skills necessary to communicate with native Japanese speakers orally and in writing at an advanced elementary level. Oral and written authentic text is used as much as possible. Not open to native speakers of Japanese.

JAPN 115 Elementary Japanese IV (3)

Prerequisite: JAPN 114. Improvement of skills in listening, speaking, reading, and writing in Japanese. Japanese culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, character recognition and writing, and composition. Focus is on acquiring the skills necessary to communicate with native Japanese speakers orally and in writing at a basic intermediate level. Oral and written authentic text is used as much as possible. Not open to native speakers of Japanese.

JAPN 221 Intermediate Japanese I (3)

Prerequisite: JAPN 115. Continued integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

JAPN 222 Intermediate Japanese II (3)

Prerequisite: JAPN 221. Continued integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

JAPN 224 Intermediate Japanese III (3)

Prerequisite: JAPN 222. Continued advanced integrated study of Japanese. Emphasis is on reading, writing, and cultural phases.

JAPN 225 Intermediate Japanese IV (3)

Prerequisite: JAPN 224. Continued advanced integrated study of Japanese. Emphasis on reading, writing, and cultural phases.

KOREAN

Courses in Korean (designated KORN) may be applied as appropriate toward

- the general education requirements in arts and humanities;
- a major or minor in humanities and Asian studies;
- a certificate or associate of arts degree in Korean Studies; and
- electives.

KORN 111 Elementary Korean I (3)

(Assumes no prior knowledge of Korean.) An elementary study of Korean. Emphasis begins with oral communication skills, and leads to balanced proficiency in the four communication skills of listening, speaking, reading, and writing. Topics include basic structures, vocabulary, pronunciation, and writing, as well as elements of culture, history, and geography. Authentic text from native speakers is used as much as possible.

KORN 112 Elementary Korean II (3)

(Prerequisite: KORN 111. Continued basic study of Korean, emphasizing oral communication and leading to a balanced development of proficiency in the four communication skills of listening, speaking, reading, and writing. Basic structures, vocabulary, pronunciation, and writing are practiced along with continued familiarity with culture, history, and geography. Oral and written authentic text from native speakers is used as much as possible.

KORN 114 Elementary Korean III (3)

Prerequisite: KORN 112. Further development of speaking and listening skills and study of linguistic structure. Writing skill is cultivated.

KORN 115 Elementary Korean IV (3)

Prerequisite: KORN 114. Further development of speaking and listening skills and study of linguistic structure. Writing ability is cultivated.

KORN 221 Intermediate Korean I (3)

Prerequisite: KORN 115. Advanced integrated study of Korean. Emphasis is on reading and writing.

KORN 222 Intermediate Korean II (3)

Prerequisite: KORN 221. Advanced integrated study of Korean. Emphasis is on reading and writing.

LIBRARY SKILLS AND INFORMATION LITERACY

Courses in Library Skills (designated LIBS) may be applied toward

- the general education requirement in information literacy; and
- electives.

LIBS 150 Information Literacy and Research Methods (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. Development of a research topic and the creation of effective strategies for finding relevant information are discussed and practiced. The following information literacy skills are emphasized: understanding the research process; selecting appropriate print and electronic sources to answer research questions; effectively using Web search engines and UMUC Information and Library Services' electronic resources to find information; and evaluating, organizing, and correctly citing the information found. Credit for LIBS 150 may not be earned through challenge exam or portfolio credit. Students may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

MANAGEMENT STUDIES

Courses in management studies (designated MGST) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

MGST 160 Principles of Supervision (3)

An introductory study of the skills required to effectively supervise and manage employees in organizations, such as knowing how to plan, organize, and control the work load and understanding worker behavior. Topics include the role and function of supervisors, recruitment and evaluation of workers, management by objectives, task delegation, motivation strategies, training and professional development, communication and conflict management, and time management.

MGST 198D The U.S. Stock Market (1)

An explanation of the role and function of the securities markets in the United States. Topics include the organization of the exchanges and the over-the-counter market, characteristics of stocks and bonds as investment instruments, and the role of risk in companies. Students may receive credit for only one of the following courses: MGST 198D or MGST 398D.

MGST 198E Personal Investment (1)

An examination of how capital markets function, how prices of investment instruments are determined, and how a balance is struck between risk and return. Emphasis is on personal investment management via analysis of the particular types of investments available in real-world capital markets. Topics include investment value and market price, valuation of riskless and risky securities, portfolio analysis, common stocks and earnings, bond prices, yields and returns, money market funds, mutual funds, and leveraged investments. Students may receive credit for only one of the following courses: MGST 198E or MGST 398E.

MGST 198K Introduction to Federal Income Tax (1)

(Not open to students who have received credit for MGST 198 Taxation and Planning.) An overview of current U.S. federal personal income tax issues. Focus is on substantive provisions of federal income tax law, including the concepts of gross income, provisions affecting taxation of family and individual transactions, allowable deductions, and special problems of capital gains. Topics include recent changes to the Internal Revenue

Code, especially those provisions that pertain to individuals employed overseas.

MARKETING

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in marketing, business administration or management studies;
- a certificate or associate of arts degree in management, business and management, or management studies; and
- electives.

MRKT 310 Marketing Principles (3)

An introduction to the field of marketing, intended to develop a general understanding and appreciation of the forces, institutions, and methods involved in marketing a variety of goods and services. Topics include segmentation, target marketing, positioning, developing new products, pricing, distributing and promoting goods and services, and sales and marketing management. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 395 Customer Relationship Management (3)

Prerequisite: MRKT 310. A study of customer services accompanying a core product and 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, MGMT 398A, or MRKT 395.

MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. Emphasis is on understanding the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing; the dynamic environments in which global marketing strategies are formulated; and the challenge of implementing marketing programs leading to competitive advantage.

MATHEMATICS

Courses in mathematics (designated MATH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in mathematics (with the exception of MATH 001, MATH 009, and MATH 012);
- an associate of arts degree in mathematics; a minor in mathematical sciences; and
- electives.

Mathematics courses provide an indispensable background for students interested in business administration, computer studies, economics, and the social sciences. Calculus is required for those planning to study 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 UMUC mathematics program to ensure that they take the course that is best for them. Students taking MATH 001, MATH 009, and MATH 012 should understand that because of their preparatory nature, the institutional credits earned in these courses do not apply toward a degree and will not transfer 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 AECP program, should take the following sequence of courses:

MATH 107 College 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. If possible, a student should take mathematics courses in successive terms.

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 students gained 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 108 may not subsequently receive credit for MATH 107. 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 UMUC Asia mathematics program reflects current practice in machine computation. Therefore, students will be expected to own and use scientific calculators in all mathematics and statistics courses. Students who take mathematics and statistics courses online must have access to equation editing software.

The UMUC mathematics courses MATH 001, MATH 009, and MATH 012 receive institutional credit. These courses are designed to prepare students for freshman-level college mathematics. Based on the score that the student achieves on a UMUC placement exam, one or more of these courses serve as the student's prerequisite(s) for MATH 106 and MATH 107.

These courses are listed on the student's transcript and the grades earned will be used in the calculation of the student's grade point average (GPA). Furthermore, these courses qualify for tuition assistance (TA), financial aid, and veterans educational benefits (VA). Institutional credit does not apply toward the student's residency or degree requirements.

MATH 001 Pre-Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) A study of whole numbers, integers, fractions, decimals and real numbers, variable expressions, first degree equations, ratio and proportion, percent, and geometry. All topics are employed to solve applied problems. Students may receive credit for only one of the following courses: MATH 001, MATH 100, or UCSP 198 Transitional Mathematics.

MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 001 or an appropriate result on the placement test. A comprehensive review of fractions, percentages, operations with signed numbers, and geometric formulas. Basic algebraic topics include exponents, polynomials, and linear equations. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.

MATH 012 Intermediate Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate result on the placement test. A study of problem-solving techniques in intermediate-level algebra. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as statistics, computing, and discrete mathematics). Topics include polynomials; factoring; exponents and their notation; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

MATH 106 Finite Mathematics (3)

(Not intended for students planning to take MATH 107, higher-numbered mathematics courses, or STAT 200.) Prerequisite: MATH 012 or an appropriate result on the placement test. A survey of selected topics from contemporary mathematics to introduce mathematical thinking. Applications and projects of other disciplines are covered. Topics include problem solving, finance, probability and statistics, linear models, set theory, and logic. Other topics may include sequences and series, geometry, and game theory.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107-108.) Prerequisite: MATH 012 or an appropriate result on the placement test. An introduction to equations, inequalities, and absolute values and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. Applications are also covered. Students may receive credit for only one of the following courses: MATH 107, MATH110, or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107-108.) Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. Analytical geometry and conic sections are covered. Additional topics may include matrices, determinants, sequences, and series. Students may receive credit for only one of the following courses: MATH 108, MATH110, or MATH 115.

MATH 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.) Prerequisite: MATH 012 or an appropriate result on the placement test. Explication of elementary functions and graphs. Topics include polynomials, rational functions, and exponential and logarithmic functions. Algebraic techniques preparatory for calculus are presented. Students may receive credit for only one of the following: MATH 107–108 or MATH 115.

MATH 140 Calculus I (4)

Prerequisite: MATH 108 or MATH 115. An introduction to calculus. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions, with application, and coverage of other topics. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MATH 240 Introduction to Linear Algebra (4)

Prerequisite: MATH 132 or MATH 141. An explanation of the basic concepts of linear algebra. Topics include vector spaces, applications to line and plane geometry, linear equations, and matrices, as well as linear transformations, changes of basis, diagonalization, similar matrices, Jordan canonical forms, eigenvalues, determinants, and quadratic forms. Students may receive credit for only one of the following courses: MATH 240, MATH 400, or MATH 461.

MATH 241 Calculus III (4)

Prerequisite: MATH 132 or MATH 141. An introduction to multivariable calculus. Exposition covers vectors and vector-valued functions; partial derivatives and applications of partial derivatives (such as tangent planes and Lagrangian multipliers); multiple integrals; volume; surface area; and the classical theorems of Green, Stokes, and Gauss.

MUSIC

Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward

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

MUSC 210 The Impact of Music on Life (3)

A study of music as a part of culture. Materials are drawn from traditions throughout the world to illustrate issues of historical and contemporary significance, including the impact of race, class, and gender on the study of music. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

MUSC 436 Jazz: Then and Now (3)

An examination of jazz in America during the past 75 years—its major styles and influential artists. Students may receive credit for only one of the following courses: HUMN 436 or MUSC 436.

NATURAL SCIENCE

Courses in natural science (designated NSCI) may be applied as appropriate toward

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

NSCI 100 Introduction to Physical Science (3)

(For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics, chemistry, astronomy, geology, oceanography, and meteorology. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GNSC 100 or NSCI 100.

NSCI 101 Physical Science Laboratory (1)

(For students not majoring or minoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 100.) Prerequisite: MATH 012 or higher, and NSCI 100 as pre-requisite or co-requisite. A laboratory study of the basic principles of physics and chemistry that illustrates how they apply to everyday life as well as to the fields of astronomy, geology, oceanography, and meteorology. Assignments include experiments, observations, and exercises.

NSCI 110 Introduction to Oceanography (3)

(For students not majoring or minoring in a science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

NSCI 130 Introduction to Earth Science (3)

(Not for students majoring or minoring in a science.) A survey of the earth sciences, including the earth's surface, interior, atmosphere, and oceans. Earth's resources, the future of the

Earth, the sun and the planets, and the Earth's place in the solar system are also discussed. Students may receive credit for only one of the following courses: GNSC 130 or NSCI 130.

NUTRITION

Courses in nutrition (designated NUTR) may be applied toward

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

NUTR 100 Elements of Nutrition (3)

A study of the fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

PHILOSOPHY

Courses in philosophy (designated PHIL) may be applied as appropriate toward

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

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The subject is approached either by studying some of the main figures in philosophic thought or by considering some central, recurring problems of philosophy. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 127 World Religions (3)

An introduction to the major religious traditions of the world that have given shape to human culture and continue to exert a powerful influence on the destiny of the world. Focus is on Hinduism, Buddhism, Confucianism, Taoism, Islam, Judaism, Christianity, and other religions. Students may receive credit for only one of the following courses: HUMN 127 or RLST 125.

PHIL 140 Contemporary Moral Issues (3)

An exploration of how philosophical analysis can be a foundation philosophical analysis can be a foundation for thinking clearly about moral issues. Problems analyzed include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 170 Introduction to Logic (3)

A general introduction to the discipline of logic. Traditional and modern deductive techniques are demonstrated and used; informal fallacies are clarified. Students may receive credit for only one of the following courses: HUMN 170 or PHIL 170.

PHIL 236 Philosophy of Religion (3)

A philosophical study of some of the main problems of religious thought: the nature of religious experience, the justification of religious belief, the conflicting claims of religion and science, and the relation between religion and morality. Students may receive credit for only one of the following courses: HUMN 236 or PHIL 236.

PHIL 307 Asian Philosophy (3)

An examination of the major philosophical systems of the East, and their relation to important ideas of Western thought.

PHIL 348 Religions of the East (3)

(Formerly HUMN 348.) An overview and examination of the religions of East Asia. Topics include the religious traditions of India known collectively as Hinduism and Jainism, the development of Buddhism and its spread through Asia, Chinese indigenous beliefs, and the religions of Japan (particularly Shinto and Zen Buddhism). Discussion examines the interrelationships of these religious traditions through their history and main teachings. Students may receive credit for only one of the following courses: HUMN 348, HUMN 350, or PHIL 348.

PHIL 349 Religions of the West (3)

(Formerly HUMN 349.) An overview and examination of the Abrahamic religions, with special attention to their common ancestry and relationships. Topics include the history and belief structures of Judaism, Christianity, and Islam. Discussion also covers the ethical systems of these religions, as well as their relationship to the cultures in which they developed and exist today. Students may receive credit for only one of the following courses: HUMN 349, HUMN 350, or PHIL 349.

PHYSICS

Courses in physics (designated PHYS) may be applied as appropriate toward

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

PHYS 101 Contemporary Physics (3)

(For students not majoring or minoring in science.) Prerequisite: MATH 012. A presentation of experimental, theoretical, historical, and philosophical aspects of physics. Topics include mechanics, relativity, electricity and magnetism, and nuclear physics. Students who have completed PHYS 111 or PHYS 112 may not receive credit for PHYS 101.

PHYS 121 Fundamentals of Physics I (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement. Together with PHYS 122, generally satisfies the minimum requirement of medical and dental schools. The first course in a two-course sequence.) Prerequisite: MATH 108, MATH 115, or knowledge of college-level trigonometry. An exploration of mechanics. Topics include kinematics, force, dynamics, conservation laws, and rotational motion.

PHYS 122 Fundamentals of Physics II (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement. Together with PHYS 121, generally satisfies the minimum requirement of medical and dental schools. A continuation of PHYS 121.) Prerequisite: PHYS 121. An exploration of the fields of heat, sound, electricity, magnetism, optics, and modern physics.

PSYCHOLOGY

Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major or minor in psychology; and
- electives.

PSYC 100 Introduction to Psychology (3)

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 301 Biological Basis of Behavior (3)

Prerequisite: PSYC 100; Recommended: STAT 200 or STAT 225 (or PSYC 200). An introduction to the anatomical structures and physiological processes that determine behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, language, and addiction) as well as the basic functioning of the nervous system.

PSYC 305 Research Methods in Psychology (3)

Prerequisites: PSYC 100 and STAT 200 (or STAT 225). A survey of research methods focusing on the fundamentals of research design and behavior. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results.

PSYC 306F Psychology of Happiness (1)

Prerequisite: PSYC 100. An introduction to the theories, concepts, and research related to the psychology of happiness, as well as implications for psychotherapy. Topics include neurobiological and cultural determinants of well-being, fulfillment in work and relationships, sources of unhappiness, and psychological approaches to increasing contentment and satisfaction.

PSYC 307D Improving Memory and Thinking (1)

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

PSYC 307G Parapsychology (1)

Prerequisite: PSYC 100. An introduction to parapsychology and experimental methods used in that field. Topics include the history of parapsychology, superstition and science, ESP in the laboratory, evidence for life after death, and reincarnation. Rival explanations for phenomena are considered critically.

PSYC 307H Sleep and Dreams (1)

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

PSYC 307X Substance Abuse: An Introduction (1)

(Formerly PSYC 309X.) Prerequisite: PSYC 100. An introduction to the study of drug abuse. Topics include the causes, symptoms, and defenses for substance abuse, as well as preven-

tion and treatment. Review covers biology, personality, life style, and relationships with families, peers, and communities. Drug abuse is compared to other social problems, including self-destructive, high-risk, and sabotaging behavior. How different cultures respond to drug abuse is also addressed. Practice exercises, observations, interviews, and media summaries supplement class discussions.

PSYC 309C Psychology of Eating Disorders (1)

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

PSYC 309H Psychological Consequences of War and Violent Conflict (1)

Prerequisite: PSYC 100. A study of the effects of war on various groups of vulnerable people using a case example. Theoretical bases and issues are emphasized in order to better understand the development of disorders, the expression of these disorders, and treatment and rehabilitation.

PSYC 309K Managing Interpersonal Stress and Conflict (1)

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

PSYC 310 Sensation and Perception (3)

Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and touch senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world.

PSYC 315 Motivation (3)

Prerequisites: PSYC 100 and PSYC 301. Recommended: STAT 225 (or PSYC 200) and 305. A study of the interaction of physiological, neurological, and pharmacological aspects of motivation with environmental influences such as culture, learning, and social dynamics. Relevant issues (such as aggression, sex, achievement, and cognition) are discussed.

PSYC 321 Social Psychology (3)

(Formerly PSYC 221.) Prerequisite: PSYC 100. An examination of the influence of social factors on individual and interpersonal behavior. Topics include conformity, attitudinal change, personal perception, interpersonal attraction, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221 or PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)

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

PSYC 338 Psychology of Gender (3)

Prerequisite: PSYC 100. A survey of the biological, lifespan development, socialization, personality attributes, mental health factors, and special considerations associated with gender.

PSYC 341 Introduction to Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 305. An introduction to basic models, methods of research, and findings in the fields of memory, problem solving, and language. Applications as well as theory are explored.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100; Recommended: STAT 200 (or STAT 225) and PSYC 305. An examination of mental disorders among adults. The identification and diagnosis of specific disorders are covered; etiology and treatment are investigated. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 305. An exploration of cultural components of theory and research in the fields of personality, social psychology, and community psychology. The interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being, as well as in cross-cultural and cross-ethnic communication, is stressed. Counseling and psychotherapeutic interactions are discussed.

PSYC 355 Child Psychology (3)

Prerequisite: PSYC 100. Recommended: STAT 225 (or PSYC 200) and PSYC 305. A survey of research and theory focusing on psychological development, from conception through childhood. Physiological, conceptual, and behavioral changes are addressed, with attention to the social and biological context in which individuals develop. Students may receive credit for only one of the following courses: PSYC 333, PSYC 355, or PSYC 433.

PSYC 356 Psychology of Adolescence (3)

Prerequisite: PSYC 100. Recommended: STAT 200 (or STAT 225), PSYC 305, and PSYC 355. A description of adolescent development according to research and theory. The physiological, intellectual, and social changes of the teen years are viewed as interrelated, and the systems dealing with those changes are examined.

PSYC 357 Psychology of Adulthood and Aging (3)

Prerequisite: PSYC 100. Recommended: STAT 200 (or STAT 225) and PSYC 305. An overview of the development of physiological, intellectual, and interpersonal social functioning from early adulthood through the aging years. The dual theme is that of stability and change. Theory and research are studied, and their implications are discussed.

PSYC 361 Survey of Industrial and Organizational Psychology (3)

Prerequisite: PSYC 100. Recommended: STAT 200 (or STAT 225) and PSYC 305. A general survey of the field of industrial/organizational psychology. Topics include entry into the organization (recruitment, selection, training, socialization); organizational psychology (motivation, attitudes, leadership); and productivity in the workplace (quality of work, performance appraisals, absenteeism, turnover). The role that the larger environment plays in influencing behavior and attitudes on the job is also considered.

PSYC 386 Psychology of Stress (3)

Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. Stress is studied as the product of the interactions of one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is brought to bear on the stresses produced by work organizations, political climate, definitions of achievement, socioeconomic pressures, and the conflicts of those circumstances with ethical and moral values. Practical applications discussed include the constructive use of stress management techniques and the relationship between stress and illness. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 424 Psychology of Persuasion (3)

Prerequisite: PSYC 100. Recommended: PSYC 305 and 321 and STAT 225 (or PSYC 200). A study of the effect of social communication on behavior and attitudes. Theory and research concerning social influence and change of attitude are examined.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. Historical and current trends in content and methodology are examined.

PSYC 435 Personality Theories (3)

Prerequisite: PSYC 100. A study of major theories and perspectives on personality, including trait, psychodynamic, behavioristic, and humanistic theories. Methods of personality research and relevant findings are also introduced and applied to real-world settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The scientist-practitioner model is emphasized through the critical analysis of theories and empirical research that provide the foundation for determining effective treatments of mental disorders.

PSYC 437 Positive Psychology (3)

Prerequisite: PSYC 100. A survey of the science of positive psychology. Focus is on the unique characteristics of the human experience that contribute to health and well-being. Topics include hope, optimism, human strengths, happiness, flow, and attachment.

PSYC 441 Psychology of Human Learning (3)

Prerequisite: PSYC 100. Recommended: STAT 200 (or STAT 225) and PSYC 305. A review and analysis of the major phenomena and theories of human learning. Conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research are also presented.

SOCIOLOGY

Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a minor in sociology; and
- electives.

SOCY 100 Introduction to Sociology (3)

An introduction to the fundamental concepts and principles of sociology. Topics include the study of cultures, patterns of social values, social institutions, stratification, and social change is delineated. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 105 Introduction to Contemporary Social Problems (3)

An exploration of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105 or SOCY 210.

SOCY 298H Sociology of the Holocaust (1)

This course will provide a sociological examination of the Holocaust. The student will apply sociological principles and concepts (e.g., prejudice, discrimination, structural racism, social movements, collective behavior) to the Holocaust, as a specific case study of mass genocide. Taking the sociological "efficiency principle" as its theoretical framework, the course surveys the bureaucracy and methodology of Holocaust death camps. The course also examines contemporary U.S. and global society with respect to the "efficiency principle".

SOCY 300 American Society (3)

A survey of the social structure and organization of American society, with special reference to recent social changes. The character, structure, values, and ideology of American social movements are examined from a sociological perspective. Topics include urban demographic changes and other population trends, as well as changes in the conduct of work, family life, and recreation.

SOCY 325 The Sociology of Gender (3)

Prerequisite: SOCY 100. An inquiry into the institutional bases of gender roles and gender inequality, cultural perspectives on gender, gender socialization, feminism, and gender-role change. Emphasis is on contemporary American society.

SOCY 424 Sociology of Race Relations (3)

Prerequisite: SOCY 100. An analysis of race-related issues, focusing mainly on American society. Topics include the historical emergence, development, and institutionalization of racism; the effects of racism on its victims; and conflicts that are racially based.

SOCY 427 Deviant Behavior (3)

Prerequisite: SOCY 100. An exploration of current theories of the genesis and distribution of deviant behavior. Topics include definitions of deviance, implications for a general theory of deviant behavior, labeling theory, and secondary deviance.

SOCY 443 The Family and Society (3)

Prerequisite: SOCY 100. An examination of the family as a social institution. Its biological and cultural foundation; its historic development, changing structure, and function; the interaction of marriage and parenthood; and the disorganizing and reorganizing factors in current trends are explored.

SOCY 464 Military Sociology (3)

Prerequisite: SOCY 100. An overview of social change and its effects on the growth of military institutions. Topics include the structure of complex formal military organizations; the sociology of military life as a distinct cultural ethos; and the interrelationships of military institutions, civilian communities, and society. Military service is evaluated as an occupation or a profession.

SPANISH

Courses in Spanish (designated SPAN) may be applied as appropriate toward

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

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish.) A basic foundation in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus in on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an elementary level. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

Prerequisite: SPAN 111. A continuation of the development of basic skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and writing. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an advanced elementary level. Much of the class is conducted in Spanish. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPAN 211 Intermediate Spanish I (3)

Prerequisite: SPAN 112. Further development of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for

instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an intermediate level. Class is conducted primarily in Spanish. Students may receive credit for only one of the following courses: SPAN 201, SPAN 114, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)

(Serves as preparation for upper-level courses in Spanish language, culture, and literature.) Prerequisite: SPAN 211. Improvement of skills in listening, speaking, reading, and writing in Spanish. Spanish culture, history, current events, and geography provide the context for instruction in grammatical structures, vocabulary, pronunciation, and composition. Focus is on acquiring the skills necessary to communicate with native Spanish speakers orally and in writing at an advanced intermediate level. Class is conducted almost entirely in Spanish. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

SPEECH COMMUNICATION

Courses in speech communication (designated SPCH) may be applied as appropriate toward

- the general education requirement in communications; and
- electives.

SPCH 100 Foundations of Speech Communication (3)

(Fulfills the prerequisite for all 300- or 400-level speech courses.) An overview of the principles of communication. Verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. Students may receive credit for only one of the following courses: SPCH 100, SPCH 101, SPCH 107, or SPCH108.

SPCH 125 Introduction to Interpersonal Communication (3)

An overview of the concepts of interpersonal communication. Topics include nonverbal communication, perception, listening, the relationship of language to meaning, and feedback.

STATISTICS AND PROBABILITY

Courses in statistics (designated STAT) may be applied as appropriate (according to individual program requirements) toward

- the statistics requirement for a variety of majors and minors; and
- electives.

STAT 200 Introduction to Statistics (3)

Prerequisite: MATH 106 or MATH 107. An introduction to statistics. Topics include descriptive statistics, methods of sampling, tables, graphs, percentiles, concepts of probability, normal and chi-square distributions, sampling distributions, confidence intervals, hypothesis testing for one and two means, proportions, binomial experiments, sample size calculations, correlation, and regression. Applications in business, social sciences, and other fields are discussed. Students who receive credit for STAT 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, or STAT 230.

STAT 225 Introduction to Statistical Methods in Psychology (3)

Prerequisite: MATH 103, MATH 106, or MATH 107. Recommended: PSYC 100 or an introductory social sciences course. An introduction to quantitative methods in the behavioral and social sciences and psychological research. Topics include the measurement of variables, measures of central tendency and dispersion, correlation, statistical inference and probability, hypothesis testing, t-tests, analysis of variance, and chi-squares tests. Students who receive credit for STAT 225 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, or STAT 230.

STAT 230 Business Statistics (3)

Prerequisite: MATH 103, MATH 106, or MATH 107. An introduction to the essential concepts of statistics for business and management. Concepts reviewed include descriptive statistics, probability theory, discrete and continuous probability distributions, sampling theory, estimation, hypothesis testing, regression, and decision theory. Discussion also covers the application of these concepts to solving problems in business and management. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, SOCY 201, STAT 200, STAT 225, or STAT 230.

THEATRE

Courses in theatre (designated THET) may be applied as appropriate toward

- the general education requirement in the arts and humanities; and
- electives.

THET 110 Introduction to the Theatre (3)

An introduction to the people of the theatre: actors, directors, designers, and backstage personnel. Topics include the core and characteristics of a script, theatrical forms and styles, and theatre history. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.

WRITING

Courses in writing (designated WRTG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;
- the major in communication studies; and
- electives.

Degree-seeking students must complete WRTG 101 (or present its equivalent in transfer) during their first 18 credits of enrollment at UMUC. WRTG 101 is prerequisite to all writing courses with higher numbers and most courses in English and communication studies.

A placement test is administered to students as a guide to initial enrollment in the UMUC writing program. Students must take this test prior to their first enrollment in writing skill courses with UMUC Asia to ensure that they are placed in a course appropriate to their abilities and backgrounds.

WRTG 391, 393, and 394 are designated as writing-intensive and may be applied toward the general education requirement in upper-level intensive writing.

WRTG 101 Introduction to Writing (3)

(Formerly ENGL 101.) Prerequisite: Satisfactory performance on a placement test or EDCP 103. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101 or WRTG 101.

WRTG 101X Introduction to Writing (3)

(Formerly ENGL 101X. Enrollment restricted to students for whom English is not a first language.) Prerequisite: Satisfactory performance on a placement test or EDCP 103. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. Specific steps reviewed within the writing process include formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Assignments include composing a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X.

WRTG 291 Expository and Research Writing (3)

(Formerly ENGL 291. Fulfills the general education requirement in communications.) Prerequisites: ENGL 101 or WRTG 101 and LIBS 150. Continued practice in critical reading, thinking, and writing skills. Focus is on analyzing, evaluating, and synthesizing diverse sources and viewpoints to develop persuasive and argumentative writing projects. Assignments include written exercises, two short research essays, and a research paper, resulting in a total of at least 4,500 words (approximately 20 pages). Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Technical Report Writing (3)

(Formerly COMM 293. Fulfills the general education requirement in communications.) Prerequisite: ENGL 101 or WRTG 101. An introduction to the process of technical writing. Topics include conducting audience and needs analyses; organizing and writing clear, precise, grammatically correct technical prose; and producing a variety of routine technical reports and correspondence. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

UPPER-LEVEL WRITING COURSES

In addition to WRTG 101 or its equivalent, students should complete at least one subsequent three-credit writing course such as ENGL 102 or WRTG 291 before enrolling in upper-level courses in writing. The completion of at least one upper-level advanced writing course is required for all bachelor's degrees.

WRTG 391 Advanced Expository and Research Writing (3)

(Formerly ENGL 391.) Prerequisite: ENGL 101 or WRTG 101. Instruction and practice in methods of presenting ideas and factual information clearly and effectively. Emphasis is on

developing skills fundamental to both workplace and academic writing. Published writings are discussed and evaluated. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: ENGL 391 or WRTG 391.

WRTG 393 Advanced Technical Writing (3)

(Formerly COMM 393.) Prerequisite: ENGL 101 or WRTG 101. The writing of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the resume, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, ENGL 393 or WRTG 393.

WRTG 394 Advanced Business Writing (3)

(Formerly COMM 394.) Prerequisite: ENGL 101 or WRTG 101. An introduction to professional workplace writing. Topics include context, purpose, audience, style, organization, format, technology, results, and strategies for persuasion when writing typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates data analysis and support for conclusions is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, ENGL 394, or WRTG 394.

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Guam

Andersen

Guam Army National Guard

Naval Base Guam

Indian Ocean

Diego Garcia

Marshall Islands

Kwajalein

Okinawa

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Schwab

Camp Shields

Futenma

Kadena

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

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

DISTRICT OF COLUMBIA

Bolling/Anacostia
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FLORIDA

Jacksonville Naval Air Station
Mayport Naval Station

GEORGIA

Fort Gordon
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Kings Bay Naval Submarine Base

HAWAII

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Honolulu (Coast Guard Integrated Support Command)
Kaneohe Bay Marine Corps Base
Pearl Harbor Naval Station
Schofi eld Barracks
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MARYLAND

Aberdeen Proving Ground
Adelphi (UMUC headquarters)*
Allegany College of Maryland
Andrews Air Force Base
Anne Arundel Community College
Arundel Mills (Anne Arundel Community College Center)
Baltimore City Community College
Bethesda National Naval Medical Center
Carroll Community College
Cecil College
Chesapeake College
College of Southern Maryland
(La Plata, Leonardtown, Prince Frederick)
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Frederick Community College
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Harford Community College
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Langley Air Force Base
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Norfolk Naval Station
Oceana Naval Air Station
Portsmouth Naval Medical Center
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STATEMENTS ON POLICIES AND PROCEDURES

APPENDIX A

Responsibilities of the Student and Responsibilities of UMUC

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC believes that all members of the university community share the responsibility for academic integrity, as expressed in the University System of Maryland policy "Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity." Details are available from the Office of the Associate Dean for UMUC Asia.

At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

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

Code of Civility

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

Respect

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

Kindness

Refrain from using profanities, insults, or other disparaging remarks.

Truth

Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

Responsibility

Take responsibility for one's own actions instead of blaming others.

Cooperation

Work together with other students, faculty, and staff in a spirit of cooperation toward the common goals of seeking and providing quality education.

Privacy

Strive to uphold the right to privacy and not talk about others.

Responsibilities of UMUC

UMUC considers the following goals in designing and reviewing the courses it offers. These goals are also considered in evaluating the acceptability of courses presented for transfer of credit from other institutions.

1. Presentation of material should conform to representations in official publications, announcements, and advertisements, or descriptions furnished to students before a course begins.
2. Students should be able to have regular contact with members of the faculty.
3. Students should be able to participate in the process of learning.
4. Students should have opportunities to interact with one another.
5. Students are entitled to have their work evaluated on an individual basis by faculty members.

Procedures for Review of Alleged Arbitrary and Capricious Grading

UMUC Policy 130.80

I. **Introduction**

In accordance with Board of Regents III - 1.20 Policy for Review of Alleged Arbitrary and Capricious Grading, approved January 11, 1990, UMUC has developed procedures to provide a means for a student to seek review of final course grades alleged to be arbitrary or capricious. These Procedures will not be used to review the intellectual judgment of a faculty member or to require another faculty member to re-grade or re-examine a student's work. In every case of alleged arbitrary and capricious grading, the burden of proof rests with the student.

II. **Definitions**

A. "Arbitrary and capricious grading" is defined as:

1. A final course grade assigned on some basis other

than performance in the course; or
2. A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or
3. A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.

B. The "Appeal Administrator" for undergraduate courses originating in Adelphi is the Dean, School of Undergraduate Studies, and Vice Provost, Academic Affairs; for graduate courses originating in Adelphi is the Dean, Graduate Programs, and Vice Provost, Academic Affairs; for courses originating from UMUC-Europe or UMUC-Asia is the respective Associate Dean, Academic Affairs.

III. Student Procedures

A. If the student believes his/her final course grade is arbitrary and capricious as defined in section II.A., the student must first request a conference with the faculty member within 30 days from the date the grade was posted to discuss how the grade was calculated.

B. If a satisfactory resolution is not reached and the student wishes to continue the process, the student must file a written request to know how the final grade was calculated with the appeal administrator within 60 days from the date the grade was posted.

C. The appeal administrator or designee(s) will direct the appropriate departmental chairperson, academic director, or area director to review how the final grade was determined and to provide a written explanation within 30 days of the receipt of the written request. The appeal administrator shall be copied on the departmental response.

D. If after receiving the response the student still believes that the final grade is arbitrary and capricious, or if after the 30-day period the student has not received a response, the student may file a written appeal of the final grade with the appeal administrator within 45 days after filing the written request. The appeal must be confined to information relevant to the allegation(s) and be accompanied by supporting documentation. The faculty member will be notified of the filing of the appeal.

E. Within 30 days of receipt of the student's appeal, the appeal administrator or designee(s) will conduct a preliminary administrative inquiry. The appeal administrator or designee(s) may communicate with the student and faculty member and give them the opportunity to present any relevant evidence. Upon request, the student may see the information submitted by the faculty member relating to how the grade was calculated. However, the student will not have the right to see any information that violates the privacy rights of other students. The appeal administrator will dismiss the appeal if:
1. The student has failed to comply with procedure;
2. The student made allegations that, even if true, do not constitute arbitrary and capricious grading as defined; or
3. There is no evidence of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

F. Dismissal of the appeal for any of the reasons listed above constitutes the final UMUC action on the appeal and is not itself appealable. The student and faculty member will be notified of the appeal administrator's decision in writing within 40 days of the receipt of the student's appeal.

G. If the appeal is not dismissed or the student has not received a response within 40 days of the receipt of the student's appeal, the appeal administrator will appoint a three-member ad hoc Arbitrary and Capricious Grade Appeal Committee (known as "Appeal Committee"). The Appeal Committee may be advised by legal counsel during this process. The appeal administrator or designee(s) will instruct this Appeal Committee to review the materials obtained during the inquiry conducted by the appeal administrator or designee(s).

H. The Appeal Committee will conduct an investigation, which may include a fact-finding meeting, to obtain additional information. The appeal administrator or designee(s) will communicate with the student and faculty member and give them the opportunity to present any relevant evidence.

I. If a fact-finding conference is held, the student and the faculty member will be entitled to participate. If the student is unable to participate, the student may submit questions in writing for the faculty member regarding how the grade was determined and the grading process. The student and faculty member may be accompanied by a representative, who may be an attorney, at the student's or faculty's own expense. Representatives may advise during the course of a fact-finding conference, but shall not personally participate. Parties who wish to be accompanied by an attorney must inform the appeal administrator in writing at least 5 calendar days before the scheduled date of the proceeding. Representatives may not appear in lieu of persons accused.

J. After the investigation is complete, the Appeal Committee will deliberate and render a recommendation to the appeal administrator. If the Appeal Committee finds the allegation of arbitrary and capricious grading to be supported by clear and convincing evidence, the Appeal Committee will recommend an appropriate remedy to the appeal administrator. The appeal administrator will review the recommendations and render a decision. Appropriate remedies include:
1. directing the faculty member to grade the student's work anew;
2. directing, if the student agrees to the action and the student has been made aware of the implications, that the course registration status be changed such

that the grade does not affect the student's grade point average;

3. directing the cancellation of the student's registration in the course with full tuition refund if no reasonable alternative is available; or
4. directing that other action be taken.

K. If the appeal administrator determines that arbitrary and capricious grading has not taken place, the student's appeal will be dismissed. This constitutes the final UMUC action and is not itself appealable.

L. Within 75 days of the student's appeal, the appeal administrator or designee will notify the student and faculty member of the decision in writing. A copy of the final decision will be filed in the student's academic records and in the faculty member's portfolio.

Academic Dishonesty and Plagiarism

UMUC Policy 150.25

I. Introduction

This Policy describes academic integrity and the procedures for handling academic dishonesty and plagiarism at UMUC.

II. Academic Integrity

A. In accordance with the Board of Regents Policy III-1.00 Policy on Faculty, Student and Institutional Rights and Responsibility for Academic Integrity, approved on November 30, 1989, UMUC endeavors to foster academic integrity throughout the academic community.

B. UMUC identifies academic integrity as the commitment to certain core values: truth, honesty, fairness, respect, and responsibility.

1. Honesty and truthfulness - Express the truth, without deception, duplicity, cheating, and fraud. Be forthright in our interactions with each other, and making all reasonable efforts to fulfill our commitments.
2. Fairness-Treat students, faculty and staff according to UMUC standards and policies, administered in an impartial manner.
3. Respect- Foster an environment that enables honest and open communication, free from harassment and intimidation, where alternative points of view are treated with consideration, and the diversity of our academic community is appreciated, and where the work of others is acknowledged through the proper identification of sources.
4. Responsibility-All members of the university community are held accountable for their work and actions. Academically dishonest behavior is not tolerated and is viewed as a breach of community ethical standards.

C. Online resources to educate faculty, students and staff regarding academic integrity standards are located at the Center for Intellectual Property's Virtual Academic Integrity Laboratory-VAIL (*www.umuc.edu/distance/odell/cip/vail/home.html*), Information and Library Services (*www.umuc.edu/library/library.html*) and the Effective Writing Center (*www.umuc.edu/writingcenter/*).

III. Academic Dishonesty and Plagiarism

A. Academic dishonesty is the failure to maintain academic integrity. UMUC defines acts of academic dishonesty (see section IV); ensures procedures for due process for students accused or suspected of acts of academic dishonesty on work performed within a course (see section V); and imposes appropriate sanctions on students found to be guilty of acts of academic dishonesty (see section VII) in this Policy.

B. All charges of academic dishonesty will be brought in accordance with this Policy. UMUC expects all members of the university community—students, faculty, and staff—to share the responsibility and authority to report known acts of academic dishonesty. In every case of alleged academic dishonesty, the burden of proof rests with the UMUC faculty member or administrator to clearly demonstrate that the student committed an act of academic dishonesty.

C. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices.

D. Faculty may determine if the resubmission of coursework from previous classes (whether or not taken at UMUC), partially or in its entirety, is acceptable or unacceptable when assigning a grade on that piece of coursework. Faculty must provide this information in their written syllabi including a sanction if the resubmission of coursework is deemed to be unacceptable. If the resubmission of coursework is deemed to be unacceptable, a charge may not be brought under this Policy and will be handled as indicated in the written syllabus.

E. Allegations of misconduct in scholarly work performed by faculty and staff, and students (for work performed outside of coursework), shall be processed under Policy 150.50 – Misconduct in Scholarly Work.

F. The unit director or designee(s) is the point of contact for questions concerning this Policy. See also section IV.E.

IV. Definitions

A. See Section II for Academic Integrity.

B. Academic dishonesty includes but is not limited to:

1. Plagiarism – the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures,

illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists; or using all or part of a literary plot, poem, film, musical score or other artistic product without attributing the work to its creator.

2. Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
3. Fabrication – the falsification or invention of any information or citation in an academic exercise.
4. Offering bribery for grades, transcripts, or diplomas;
5. Obtaining or giving aid on an examination;
6. Presenting another's work as one's own or doing work for another student;
7. Having unauthorized prior knowledge of an examination; and
8. Using a proxy during an examination.

C. A conference is a communication between two or more individuals by telephone, in writing (including but not limited to e-mail, fax, or posted letter), through videoconferencing, net-meeting, or in person.

D. "Administrators" for undergraduate courses originating at UMUC Stateside are the Director of Prior Learning, and the Assistant Dean and/or the Academic Director for the faculty member's academic area. Administrators for graduate courses originating at UMUC Stateside are the Chair and/or Program Director for the faculty member's academic area. The administrator for courses originating in UMUC Europe or UMUC Asia is the Area Director for the faculty member's location.

E. The "unit director" for undergraduate courses originating at UMUC Stateside is the Dean and Vice Provost or Associate Dean, School of Undergraduate Studies. The unit director for graduate courses originating at UMUC Stateside is the Dean and Vice Provost or Associate Dean, Graduate School of Management and Technology. The unit director for courses originating in UMUC Europe or UMUC Asia is the respective Director or Associate Dean.

V. Procedures for Handling Charges of Alleged Academic Dishonesty

A. Reports of Suspected Academic Dishonesty
If a student or UMUC employee (administrative employee, faculty or staff) suspects a student has committed academic dishonesty, the alleged violation should immediately be reported to the faculty member teaching the course or to an administrator.

B. Informing the Student of the Charge

1. Within 7 calendar days after a faculty member or administrator suspects or is informed that a student in the faculty member's course allegedly committed academic dishonesty, the faculty member or administrator shall notify the student of the charge.
2. Once notified of the charge, the student shall not withdraw from the course or change the status of the course to audit. A grade of G is assigned administratively until the Procedures for Handling Academic Dishonesty are completed.
3. In the notification, the faculty member or administrator shall provide the student with an opportunity to respond to the charge within 7 calendar days of the notification.
   a. If the student responds within 7 calendar days and the faculty member or administrator determines that an act of academic dishonesty was not committed, a decision will immediately be rendered in favor of the student.
   b. If the student does not respond within 7 calendar days or the faculty member or administrator continues to believe that an act of academic dishonesty was committed, the faculty member or administrator will notify the applicable unit director or designee of the charge within 14 calendar days and provide supporting documentation.

C. Handling of the Charge by the Unit Director or Designee

1. Once the faculty member or administrator informs the unit director or designee of the charge, the unit director or designee will consult UMUC's central records maintained in the Office of the Provost and Chief Academic Officer (or "Provost") to determine whether there is a previous record of academic dishonesty.
2. Within 10 calendar days of the notification, the unit director or designee will inform the student, in writing, of the charge and the unit director's proposed sanction. Potential sanctions are listed in Section VII of this Policy.
3. In the unit director's letter, the student shall be given the opportunity to contact the unit director or designee to request a conference within 20 calendar days of the date of the letter. The purpose of the conference is for the student to present relevant evidence that he/she did not violate the Policy.
   a. If the student requests a conference within this 20 calendar day time period, the unit director or designee and the student will have a conference within 14 calendar days of the student's request.
      i. During the conference, the student will have the opportunity to present any relevant evidence and answer questions posed by the unit director or designee. Upon request, the student may see the information submitted against him or her relating to the allegation. However, the student will not have the right to see any information that violates the privacy rights of other students. The student may be accompanied by a representative, at his or her own expense, who shall not personally participate.
      ii. Within 20 calendar days after the

conference, the unit director will render a decision and issue a sanction, if appropriate. The unit director or designee will send the written decision to the student and faculty member and administrator within 5 calendar days after the decision is rendered. Copies of this written decision will be kept in the central records file in the Office of the Provost.

b. If the student does not contact the unit director or designee within 20 calendar days, the proposed sanction indicated in Section V.C.2 will be imposed. Copies of the letter sent in Section V.C.2 will be kept in the central records file in the Office of the Provost.

VI. Appeal Process

A. If the student believes that the process and procedures outlined in this Policy were not followed, the student may appeal the unit director's determination and/or sanction to the Provost within 30 calendar days of the date of the unit director's written decision. The faculty member, administrator, and the unit director will be notified of the filing of the appeal.

B. Upon receipt of the appeal, the Provost or designee(s) may review documentation and communicate with the student, faculty member, administrator, and unit director to determine whether the process and procedures were followed. The Provost may render one of the following decisions:

1. If the Provost finds evidence of violation of the process and procedures of this Policy, the Provost will direct the unit director to review the case anew from the point at which the violation occurred.
2. If the Provost finds no evidence of violation of the process and procedures this Policy, the Provost will uphold the decision and/or sanction of the unit director.

C. The student, faculty member, administrator, and the unit director will be informed in writing of the Provost's ruling within 40 calendar days of receipt of the student's appeal. If the Provost upholds the decision and sanction of the unit director, a copy of the letter will be filed in the central records in the Office of the Provost. This constitutes the final UMUC decision and is not itself appealable.

VII. Disciplinary Action in Cases of Academic Dishonesty

A. Throughout the process and procedures outlined in this Policy, the following is a list of the sanctions that may be imposed:

1. A requirement to complete appropriate remedial work, selected by the unit director, including but not limited to additional undergraduate or graduate writing courses, online tutorials, and other options, before continuing on in a degree or certificate program.
2. A reduction in the grade on the work in question.
3. A zero or a grade of F on the work in question.
4. A grade of F in the course and/or denial of portfolio credit.
5. Suspension for Academic Dishonesty with a letter in the student's file (on the recommendation of the unit director and with the approval of the Provost).
6. Expulsion for Academic Dishonesty (on the recommendation of the unit director and with the approval of the Provost).

B. Students who receive a sanction that prohibits them from registering at UMUC (Suspension, or Expulsion) may not subsequently transfer to UMUC credits earned elsewhere during the time in which they were prohibited from registering.

C. Students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

VIII. Disciplinary Files and Records

A. An imposition of the sanctions above will result in the development of a student's disciplinary file, which shall be nullified if the student is found innocent of the charges. The records of students found guilty of any of the charges against them will be retained as permanent disciplinary records.

B. Disciplinary records may be expunged from the student's disciplinary file by the Provost or designee for good cause, upon written petition of the student accused, three years from the date of the final written decision or three years following degree completion. Disciplinary records shall not be expunged without unusual and compelling justification. Factors to be considered in review of such petitions shall include:

1. The present demeanor of the person accused.
2. The conduct of the person accused subsequent to the violation.
3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

C. The Provost will respond, in writing, within 28 calendar days of the receipt of the petition. If the Provost denies the petition, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer. Denials of petitions to expunge disciplinary records shall be appealable to the President or designee.

D. The President or designee shall review the original petition and the factors outlined in Section VIII.B.1.-VIII.B.3. The President will respond, in writing, within 28 calendar days of the receipt of the appeal to the petition. If the President denies the appeal, copies of this letter will be kept in the central records file in the Office of the Provost and Chief Academic Officer.

E. The decision of the President is final and is not appealable.

APPENDIX B

Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland

(Code of Maryland Regulations Title 13B, Subtitle 06, Chapter 1-10)

I. Scope and Applicability

This chapter applies only to public institutions of higher education.

II. Definitions

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined

1. "AA degree" means the Associate of Arts degree.
2. "AAS degree" means the Associate of Applied Sciences degree.
3. "Arts" means courses that examine aesthetics and the development of the aesthetic form and explore the relationship between theory and practice. Courses in this area may include fine arts, performing and studio arts, appreciation of the arts, and history of the arts.
4. "AS degree" means the Associate of Sciences degree.
5. "Biological and physical sciences" means courses that examine living systems and the physical universe. They introduce students to the variety of methods used to collect, interpret, and apply scientific data, and to an understanding of the relationship between scientific theory and application.
6. "English composition courses" means courses that provide students with communication knowledge and skills appropriate to various writing situations, including intellectual inquiry and academic research.
7. "General education" means the foundation of the higher education curriculum providing a coherent intellectual experience for all students.
8. "General education program" means a program that is designed to
   a. Introduce undergraduates to the fundamental knowledge, skills, and values that are essential to the study of academic disciplines;
   b. Encourage the pursuit of lifelong learning; and
   c. Foster the development of educated members of the community and the world.
9. "Humanities" means courses that examine the values and cultural heritage that establish the framework for inquiry into the meaning of life. Courses in the humanities may include the language, history, literature, and philosophy of Western and other cultures.
10. "Mathematics" means courses that provide students with numerical, analytical, statistical, and problem-solving skills.
11. "Native student" means a student whose initial college enrollment was at a given institution of higher education and who has not transferred to another institution of higher education since that initial enrollment.
12. "Parallel program" means the program of study or courses at one institution of higher education that has objectives comparable to those at another higher education institution, for example, a transfer program in psychology in a community college is definable as a program parallel to a baccalaureate psychology program at a four-year institution of higher education.
13. "Receiving institution" means the institution of higher education at which a transfer student currently desires to enroll.
14. "Recommended transfer program" means a planned program of courses, both general education and courses in the major, taken at a community college, that is applicable to a baccalaureate program at a receiving institution-and ordinarily the first two years of the baccalaureate degree.
15. "Sending institution" means the institution of higher education of most recent previous enrollment by a transfer student at which transferable academic credit was earned.
16. "Social and behavioral sciences" means courses that examine the psychology of individuals and the ways in which individuals, groups, or segments of society behave, function, and influence one another. The courses include, but are not limited to, subjects that focus on
    a. History and cultural diversity;
    b. Concepts of groups, work, and political systems;
    c. Applications of qualitative and quantitative data to social issues; and
    d. Interdependence of individuals, society, and the physical environment.
17. "Transfer student" means a student entering an institution for the first time, having successfully completed a minimum of 12 semester hours at another institution that are applicable for credit at the institution the student is entering.

III. Admission of Transfer Students to Public Institutions

A. Admission to Institutions

1. A student attending a public institution who has completed an AA, AAS, or AS degree, or who has completed 56 or more semester hours of credit, shall not be denied direct transfer to another public institution if the student attained a cumulative grade-point average of at least 2.0 on a 4.0 scale or its equivalent in parallel courses, except as provided in subsection A.4 below.
2. A student attending a public institution who has not completed an AA, AAS, or AS degree, or who has completed fewer than 56 semester hours of credit,

shall be eligible to transfer to a public institution regardless of the number of credits earned if the student
   a. Satisfied the admission criteria of that receiving public institution as a high school senior; and
   b. Attained at least a cumulative grade-point average of 2.0 on a 4.0 scale or its equivalent in parallel courses.
3. A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.
4. If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be
   a. Based on criteria developed and published by the receiving public institution; and
   b. Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs
1. A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program
   a. Are developed and published by the receiving public institution; and
   b. Maintain fair and equal treatment for native and transfer students.
2. If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be
   a. Based on criteria developed and published by the receiving public institution; and
   b. Made to provide fair and equal treatment for native and transfer students.
3. Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility
1. The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.
2. A receiving public institution may set program requirements in major fields of study that simultaneously fulfill general education requirements.
3. A receiving public institution, in developing lower-division coursework, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

IV. General Education Requirements for Public Institutions

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by
1. Requiring each program leading to the AA or AS degree to include no fewer than 30 and no more than 36 semester hours, and each baccalaureate degree program to include no fewer than 40 and no more than 46 semester hours of required core courses, with the core requiring, at a minimum, coursework in each of the following five areas:
   a. Arts and humanities,
   b. Social and behavioral sciences,
   c. Biological and physical sciences,
   d. Mathematics, and
   e. English composition
   or
2. Conforming with COMAR 13B.02.02.16D (2) (b)-(c).

B. Each core course used to satisfy the distribution requirements of Section A.1 of this regulation shall carry at least 3 semester hours.

C. General education programs of public institutions shall require at least
1. One course in each of two disciplines in arts and humanities;
2. One course in each of two disciplines in social and behavioral sciences;
3. Two science courses, at least one of which shall be a laboratory course;
4. One course in mathematics at or above the level of college algebra; and
5. One course in English composition.

D. Interdisciplinary and Emerging Issues
1. In addition to the five required areas in Section A of this regulation, a public institution may include up to 8 semester hours in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may
   a. Be integrated into other general education courses or be presented as separate courses; and
   b. Include courses that:
      (i) Provide an interdisciplinary examination of issues across the five areas; or
      (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.
2. Public institutions may not include the courses in this section in a general education program unless

they provide academic content and rigor equivalent to the areas in Section A.1 of this regulation.

E. General education programs leading to the AAS degree shall include at least 20 semester hours from the same course list designated by the sending institution for the AA and AS degrees. The AAS degree shall include at least one 3-semester-hour course from each of the five areas listed in Section A.1 of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding Section A.1 of this regulation, a public four-year institution may require 48 semester hours of required core courses if courses upon which the institution's curriculum is based carry 4 semester hours.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

V. Transfer of General Education Credit

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education credits to a transferring student who has taken any part of the lower-division general education credits described in regulation IV of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in regulation IV.M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10-16 additional semester hours of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 semester hours. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. AAS Degrees

1. While there may be variance in the numbers of hours of general education required for AA, AS, and AAS degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.
2. An AAS student who transfers into a receiving institution with fewer than the total number of general education credits designated by the receiving institution shall complete the difference in credits according to the distribution as designated by the receiving institution. Except as provided in regulation IV.M of this chapter, the total general education credits for baccalaureate-degree-granting public receiving institutions may not exceed 46 semester hours.

H. Student Responsibilities

A student is held

1. Accountable for the loss of credits that
   a. Result from changes in the student's selection of the major program of study,
   b. Were earned for remedial coursework, or
   c. Exceed the total course credits accepted in transfer as allowed by this chapter.
2. Responsible for meeting all requirements of the academic program of the receiving institution.

VI. Transfer of Nongeneral Education Program Credit

A. Transfer to Another Public Institution

1. Credit earned at any public institution in the state is transferable to any other public institution if the
   a. Credit is from a college- or university-parallel course or program,
   b. Grades in the block of courses transferred average 2.0 or higher, and
   c. Acceptance of the credit is consistent with the

policies of the receiving institution governing native students following the same program.

2. If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to
   1. One-half the baccalaureate degree program requirement but no more than 70 semester hours, and
   2. The first two years of the undergraduate education experience.

C. Nontraditional Credit
   1. The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.
   2. Transfer of credit from the following areas shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:
      a. Technical courses from career programs,
      b. Course credit awarded through articulation agreements with other segments or agencies,
      c. Credit awarded for clinical practice or cooperative education experiences, and
      d. Credit awarded for life and work experiences.
   3. The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.
   4. The receiving institution shall inform a transfer student of the procedures for validation of coursework for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge examinations, and satisfactory completion of the next course in sequence in the academic area.
   5. The receiving baccalaureate-degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated credits earned for the course shall be substituted for the upper-division course.

D. Program Articulation
   1. Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level coursework to be taken at the community college in fulfillment of the receiving institution's lower-division coursework requirement.
   2. Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

VII. Academic Success and General Well-Being of Transfer Students

A. Sending Institutions
   1. Community colleges shall encourage their students to complete the associate's degree or to complete 56 hours in a recommended transfer program that includes both general education courses and courses applicable toward the program at the receiving institution.
   2. Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.
   3. The sending institution shall
      a. Provide to community college students information about the specific transferability of courses at four-year colleges;
      b. Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
      c. Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions
   1. Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.
   2. A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.
   3. A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results no later than midsemester of the student's first semester of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before midsemester. The receiving institution shall inform a student of the courses that are acceptable for transfer credit and the courses that are applicable to the student's intended program of study.
   4. A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving

institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

VIII. Programmatic Currency

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both two-year and four-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent coursework successfully completed at a community college.

IX. Transfer Mediation Committee

A. There is a Transfer Mediation Committee, appointed by the Secretary, which is representative of the public four-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

X. Appeal Process

A. Notice of Denial of Transfer Credit by a Receiving Institution

1. Except as provided in Section A.2 of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit no later than midsemester of the transfer student's first semester, if all official transcripts have been received at least 15 working days before midsemester.
2. If transcripts are submitted after 15 working days before midsemester of a student's first semester, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.
3. A receiving institution shall include in the notice of denial of transfer credit
   a. A statement of the student's right to appeal, and
   b. A notification that the appeal process is available in the institution's catalog.
4. The statement of the student's right to appeal the denial shall include notice of the time limitations in Section B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution

1. A receiving institution shall
   a. Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit, and
   b. Respond to a student's appeal within 10 working days.
2. An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.
3. Unless a student appeals to the sending institution, the written decision in Section C.2 of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution

1. If a student has been denied transfer credit after an appeal to the receiving institution, the student may request that the sending institution intercede on the student's behalf by contacting the transfer coordinator of the sending institution.
2. A student shall make an appeal to the sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions

1. Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.
2. As a result of a consultation in this section, the receiving institution may affirm, modify, or reverse its earlier decision.
3. The receiving institution shall inform a student in writing of the result of the consultation.
4. The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

XI. Periodic Review

A. Report by Receiving Institution

1. A receiving institution shall report annually the progress of students who transfer from two-year and four-year institutions within the state to each community college and to the Secretary of the Maryland Higher Education Commission.
2. An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.
3. A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator
A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

APPENDIX C

Statement on Transferring Undergraduate College-Level Credits to UMUC

University of Maryland University College actively subscribes to the policy of the Maryland Higher Education Commission on the transfer of undergraduates within Maryland (found in Appendix B) and welcomes transfer students. UMUC is also a designated four-year Servicemembers Opportunity College (SOC); the SOC institutions have developed degree networks corresponding to Army, Navy, Coast Guard, and Marine career specialties. UMUC grants transfer credit for courses graded C or higher if they are applicable to an Associate of Arts (AA), a Bachelor of Arts (BA), or a Bachelor of Science (BS) degree.

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC.

Students must submit official transcripts from all colleges and universities previously attended in order to receive a degree progress report, which includes transfer credit.

Maximum Number of Transfer Credits Accepted

UMUC accepts up to 90 semester hours (45 semester hours for the associate's degree) of transfer credit from all sources combined toward the bachelor's degree. No more than 70 of the 90 semester hours may be accepted from two-year institutions.

Maximum Number of Credits Allowed for Innovative Learning

UMUC allows up to 60 semester hours of credit (one-half the total credit required for the bachelor's degree) for innovative learning that is applicable to the student's curriculum (subject to limitations as follows):

- Up to 30 semester hours of credit for a combination of portfolio assessment, course-challenge examinations, or military occupational specialties, i.e., MOS, NER, etc.
- Up to 60 semester hours of credit for learning evaluated by means of standardized examinations such as the Advanced Placement examinations administered by the College Board, the College-Level Examination Program (CLEP), DANTES examinations, or the Excelsior College Testing Program, if (1) there is no duplication of other academic credit and (2) the scores presented meet the standards of UMUC.
- Up to 15 semester hours of cooperative education credit. However, cooperative education credit does not count toward requirements for graded coursework within the academic major, minor, or certificate. Students seeking a second bachelor's degree may receive up to 9 semester hours of cooperative education credit.
- Up to 60 semester hours of credit for study completed in military service schools, based on the recommendations made by the American Council on Education (ACE) in its Guide to the Evaluation of Educational Experiences in the Armed Services.
- Up to 60 semester hours of credit for professional (not technical) courses that have been evaluated by either (1) the ACE National Guide to Educational Credit for Training Programs or (2) the University of the State of New York National Program on Non-Collegiate-Sponsored Instruction (PONSI) College Credit Recommendations.
- Up to 21 semester hours of coherently related vocational and technical credit from regionally accredited institutions.

Minimum Number of Credits Required for Instruction in the Major and for the Degree

UMUC requires students to complete 120 semester hours of credit for the bachelor's degree. Regardless of the number of transfer credits they present, students must complete a minimum of 30 credits at UMUC. As part of that minimum, students must earn at least one half of the credits required for the major through graded coursework, including at least one course

taken through UMUC. Graded coursework does not include credit earned through portfolio assessment, examination, or internship/Cooperative Education.

Grade Level Acceptable for Transfer

UMUC may accept transfer credits from regionally accredited two- and four-year colleges and universities for courses graded C or above, if they apply to the student's curriculum. The grade of C-minus is not acceptable in transfer.

Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC's general education requirement. For other students, courses are evaluated on a case-by-case basis. UMUC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and at *artweb.usmd.edu* on the Web. Students should see an Academic Advisor for details.

APPENDIX D

Policy on Nondiscrimination

UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by UMUC and/or University System of Maryland policy or by federal, state, or local authorities. UMUC does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status (including Vietnam Era Veterans).

All inquiries regarding UMUC's nondiscrimination statement or compliance with applicable statutes and regulations should be directed to the Equal Opportunity Officer, UMUC Asia, Unit 5060 Box 0100, APO AP 96328; Phone: DSN 225-9559, Commercial 042-552-2510 ext. 5-9559, International (+81) 42-552-2511 Ext. 5-9559; Fax: DSN 225-9889, Commercial 042-539-1804; E-mail *diversity@asia.umuc.edu*.

In accordance with this nondiscrimination statement and UMUC's commitment to equal access, UMUC has revised Policy 40.3 (Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment). Students may access the revised policy and procedures online at *www.umuc.edu/policy/admin04030.shtml* or may contact the Office of Diversity Initiatives to have a copy mailed to them.

APPENDIX E

Policy on Religious Observances

(UMUC Policy 51.00)

I. UMUC conforms to the Board of Regents Policy III-5.10 Concerning the Scheduling of Academic Assignments on Dates of Religious Observance, approved on January 11, 1990.

II. So that the academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. Students who miss a course session because of an observance of their religious beliefs must be allowed
   A. To make up any examinations, other written tests, or class work;
   B. To have access to any handouts or other material distributed in class; and
   C. To have the opportunity to obtain or review any duplicated lecture notes or slides presented in class.

III. UMUC prohibits scheduling examinations on the following religious holidays: Rosh Hashanah, Yom Kippur, and Good Friday.

APPENDIX F

Financial Aid—Satisfactory Academic Progress Standard for Undergraduate Students

(UMUC Policy 220.30)

I. Introduction

A. These guidelines have been developed in accordance with federal financial aid statutes and regulations governing student eligibility. Students who receive financial aid must demonstrate financial need and make satisfactory academic progress as determined by University of Maryland University College pursuant to federal law.

B. Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each semester in which they are enrolled. In addition to meeting the academic standards outlined in UMUC Policy 158.00 Academic Level of Progress, financial aid recipients are required to meet the satisfactory academic progress standards outlined in this policy. Satisfactory academic progress for financial aid recipients, as described below, is evaluated three times each year; January, June and

August. Failure to maintain satisfactory academic progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received. Students who are on "Aid Denied" or "Probation" status will be evaluated during the next evaluation period.

II. Minimum Standards for Undergraduate Students

A. UMUC's institutional requirements for minimum satisfactory academic progress requirements for financial aid recipients are defined as follows:
   1. Minimum cumulative grade point average (GPA). The student must maintain a minimum cumulative GPA of 2.0.
   2. Minimum completion rate. The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (66 percent).
   3. Maximum timeframe to completion — Federally mandated maximum timeframe to complete the program or degree. The student must complete his or her educational program within a time frame no longer than 150 percent of the published length of the educational program, as measured by credits attempted and including transfer credits (for example, the student must complete his or her program after attempting a maximum of 180 credits for a 120-credit program).

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

C. Students who do not earn their degree within the maximum timeframe to completion, outlined above, will be placed in Financial Aid Denied status, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent terms/periods of enrollment unless the student has made an appeal of the Financial Aid Denied status and the appeal (described in section VI) is granted.

D. VA Students must have an official evaluation within the first two terms of their first enrollment. Otherwise, the VA may suspend benefits until the evaluation process is complete and a major field of study is declared.

III. Treatment of W, I, AU, F, S, P, RT, H and G Grades; No Grade Reported; and Repeated Coursework:

A. Course withdrawals (W) after the drop/add period are not included in the GPA calculation, but are considered a noncompletion of attempted coursework.

B. Incomplete (I) grades are not included in the GPA calculation and are considered a noncompletion of attempted coursework until the I grade is replaced with a permanent grade and academic progress can be re-evaluated.

C. An audit (AU) grade or a course taken out of sequence (H) grade is considered attempted coursework and it would be included in the completion rate determinations.

D. A satisfactory (S) grade, a passing (P) grade, or a repeat through transfer grade (RT) is treated as attempted credits, which are earned but not included in calculation of the GPA.

E. F grades will be treated as attempted credits that were not earned, and so will be included both in the calculation of the GPA and minimum completion rate. This is true for both F grades (failure, academic) and for FN grades (failure due to nonattendance).

F. If a G grade (grade pending) or no grade is assigned, for any reason, it will not be included in the GPA calculation and will be considered a noncompletion of attempted coursework until a grade is assigned and academic progress can be re-evaluated.

G. 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. No financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course, and UMUC's policy allows students to receive aid for only one repeat of a course where no passing grade has previously been received.

IV. Financial Aid Probation Status:

A. Undergraduate students who fail to meet the minimum 2.0 cumulative GPA standard or fail to complete at least two-thirds of cumulative credits attempted will be placed on Financial Aid Probation for the subsequent semester/period of enrollment.

B. Financial aid can be received during the probationary period.

V. Financial Aid Denied Status:

A. Undergraduate students who, while on Financial Aid Probation fail to maintain the minimum completion rate of 66 percent and/or fail to maintain a minimum cumulative GPA of 2.0 will be placed in Financial Aid Denied status for the following term/period of enrollment. No financial aid will be disbursed during subsequent term/periods of enrollment until the student is removed from Financial Aid Denied status.

B. Undergraduate students who do not earn their degree within the maximum timeframe to completion will also be placed in Financial Aid Denied status. No aid will be disbursed during subsequent terms/periods of enrollment unless the student has made an appeal and the appeal is granted for that term/period of enrollment (section VII of this policy describes appeal procedures). There are no exceptions to this requirement.

VI. Reinstatement of Aid After Financial Aid Denied Status:

A. Reinstatement of financial aid after a student is placed in 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/period of enrollment rather than in Financial Aid Denied status.

2. The student attends UMUC, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility. Students who are in Financial Aid Denied status for failure to graduate within the maximum timeframe to completion cannot regain eligibility this way. Students who are beyond the Maximum Timeframe to Completion cannot regain financial aid eligibility except on a term/period of enrollment - by term/period of enrollment basis through the appeals process.

VII. Appeal Process:

A. The student must submit an appeal of Financial Aid Denied status in writing to the Financial Aid Office.

B. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision after the Appeals Committee meets and makes its determination.

APPENDIX G

Policy on Disclosure of Student Records

(UMUC Policy 210.14)

I. Introduction

UMUC complies with the Family Educational Rights and Privacy Act ("FERPA") of 1974 (also known as "the Buckley Amendment") which protects the privacy of students. In accordance with FERPA, this Policy informs students of their rights to:

A. Inspect and review their education records;

B. Seek an amendment of their education records, where appropriate;

C. Limit disclosure to others of personally identifiable information from education records without the student's prior written consent; and

D. File formal complaints alleging a violation of FERPA with the Department of Education.

II. Definitions

A. "Student" is an individual who is attending or who has attended UMUC. It does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC.

B. "Education records" are records that contain information directly related to a student that are maintained by UMUC or by a third party on behalf of UMUC. The following records are not education records:

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

III. Inspection and Review of Education Records by Students

A. Right of Access

1. Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation received prior to January 1, 1975.
2. A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

B. Custodians of Education Records

The custodian of education records is:

1. For UMUC Adelphi: the registrar located in Adelphi, Maryland.
2. For UMUC Asia: the registrar located in Tokyo, Japan.
3. For UMUC Europe: the registrar located in Heidelberg, Germany.
4. For Mannheim: the registrar located in Heidelberg, Germany.
5. For Schwäbisch Gmünd: registrar located in Adelphi, Maryland.

C. Procedure to Request Review and/or Inspection of Education Records - Requests for review and/or inspection of education records should be made in writing to the appropriate custodian of records, as defined above. The custodian of records or designee will comply with a request for access within a reasonable time by arranging for the student to review his or her records in the presence of a staff member. If facilities permit, a student may obtain copies of his or her records

by paying reproduction costs. The fee for copies is 20 cents per page. UMUC will not provide copies of any transcripts in the student's records other than the student's current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

IV. Amendment of Education Records

Students may request an amendment of their education records in accordance with this procedure:

A. Request to Amend Education Records

1. A student who believes that his or her education records is inaccurate, misleading, or in violation of the student's rights of privacy may ask the custodian of the education records to amend the record. The custodian of the education records or designee will decide whether to amend the record within a reasonable time after the request. If the custodian of the education records or designee decides not to amend the record, he or she will inform the student of the right to a hearing.

B. Hearings

1. A student may submit a written request for a hearing to challenge the content of his or her education records to the university registrar. The written request must state what records the student believes are inaccurate, misleading, or in violation of the privacy rights of the student.
2. A hearing will be conducted by the university registrar or designee. The hearing may take place via telephone or video conferencing. The student will be given an opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
3. Within a reasonable period of time after the conclusion of a hearing, the university registrar will notify the student in writing of his decision. The written decision will include a summary of the evidence and the reasons for the decision.
   a. If the university registrar determines that the education record is inaccurate, misleading, or in violation of the privacy of the student, the education records will be amended. The University Registrar and Vice Provost, Student Affairs will inform the student of the amendment in writing.
   b. If, as a result of the hearing, the university registrar decides that the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, he will inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. Disclosures

UMUC will not disclose education records or the personally identifiable information contained therein unless permitted by FERPA and under the following circumstances:

A. Prior Written Consent - The Custodian of the Records will provide the education records or personally identifiable information contained therein if the student provides prior written consent that the information may be disclosed. The consent must:
   1. Specify the records that may be disclosed;
   2. State the purpose for the disclosure;
   3. Identify to whom the disclosure is to be made; and
   4. Be signed and dated by the student.

   At the student's request and expense, a copy of the records disclosed will be provided to the student.

B. Directory Information
   1. UMUC designates the following categories of information as directory information:
      a. Name;
      b. Major field of study;
      c. Dates of attendance;
      d. Degrees and awards received;
      e. Previous educational institution most recently attended.
      f. Birth Date
   2. Directory information may be disclosed in the absence of consent unless the student files a written notice, within three weeks of the first day in which the student is enrolled, informing UMUC not to disclose any or all of the categories. To prevent automatic disclosure of directory information, this notice must be filed annually within the time allotted above, with the appropriate custodian of the education records, as defined in this Policy.

C. Additional Disclosures without Prior Consent - Prior consent is not required for disclosure of education records or the personally identifiable information contained therein in the following circumstances:
   1. The disclosure is to other school officials generally within the University System of Maryland or UMUC who have legitimate educational interests.
      a. "School officials" includes internal and external instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate educational objective, such as to provide student services. This includes, but is not limited to, faculty, staff members, and security personnel.
      b. "Legitimate educational interests" include interests directly related to the academic environment.
   2. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled. Upon

his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.

3. The disclosure is to authorized representatives of the comptroller general of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities.
4. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid—but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
5. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders, and the information is destroyed when it is no longer needed for those purposes.
7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.
8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)
9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action.
10. The disclosure is in connection with a health or safety emergency.
11. The disclosure is to an alleged victim of any crime of violence, of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.
12. The disclosure is to an alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.

D. Record of Disclosures - UMUC maintains with the student's education records a record of each request and each disclosure, except for:

1. Disclosures to the student himself or herself.
2. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
3. Disclosures to USM instructional or administrative officials.
4. Disclosures of directory information. This record of disclosures may be inspected by the student, the official custodian of the records, and other officials of UMUC and governmental officials.

VI. Right to File Complaint

A student alleging that UMUC has not complied with the Family Educational Rights and Privacy Act (FERPA) may file a student grievance in accordance with UMUC's Student Grievance Procedures (Policy 130.70) or submit a written complaint to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

APPENDIX H

Policy on Shared Governance

In accordance with Board of Regents 1-6.00 Policy on Shared Governance in the University System of Maryland, UMUC developed a new worldwide shared governance structure. Each of the three primary stakeholder groups—students, faculty, and staff—of UMUC has an advisory council consisting of elected representatives. These councils advise senior UMUC leadership on broad issues related to the university's strategic planning, communications, academic initiatives, and other issues. Further, there is a University Advisory Council, made of representatives from each of the three stakeholder councils, to advise and assist the president of UMUC.

Student Advisory Council

The Student Advisory Council consists of twelve (12) student representatives from UMUC locations worldwide and includes both undergraduate and graduate students. Student Advisory Council representatives serve on the overall University Advisory Council. The Student Advisory Council provides senior management with critical input on a wide variety of institutional initiatives that affect students and student life at UMUC. To learn more about the Student Advisory Council or contact a representative, students should visit the Web page at *www.umuc.edu/gov/stac*.

INDEX

A

Academic Advisors 24-25, 28, 31, 33, 51, 143
Academic Integrity 159
Academic Warning 39
Accounting. 52, 53, 60, 71-73, 105-107
Accreditation 4, 177
Administrative Offices 143
Admission 9-12
Advanced Placement 3
AFELA/Degree Completion. 35-36
Alumni Association 48
Anthropology. 107
Appealing a Grade 45, 159-161
Application fee 16
Application for Certificate/Degree 42
Application for Withdrawal 46
Art 107-108
Art History. 108
Asian Division 4-5, 143-146
Asian Studies 73-75, 108-109
Associate of Arts Degree 50, 58-67
Astronomy 109-110
Attendance. 44
Audit 16, 19, 23, 26, 37, 171
Automated Services 47

B

Baccalaureate Honors 40
Bachelor's Degrees 50-67-104
Behavioral and Social Sciences 110
Biology. 110-112
Bowie State University 51
Business Administration 75-77
Business and Management 61, 112-113

C

Career Services 48
CCAF (Community College of the Air Force) 33
Certificate of Enrollment 14
Certificate Programs, Advanced 53-57
Certificate Programs, Entry Level 53-54
Certificates, Application 42
Change of Grade 38
Change of Grading Basis 37
Change of Name 35
Chemistry 113
CLEP (College Level Examination Program) 33
Clinical Mental Health Care Certificate 53
Code of Civility 159
Code of Student Conduct 45
Commencement. 43
Communication Studies. 77-79
Community College Credit 31
Computer and Information Science 79-81, 113-115
Computer Labs 44, 49
Computer Studies 52, 62, 81-83, 117
Computing 83
Conference Courses 43
Confidentiality of Student Records. 35, 172
Cooperative Education. 29-30
Course Load. 14
Couse Challenge Exams 28
Credit. 27-34
Criminal Justice 83-85, 118-119
Curriculum Planning Sheet 36

D

DANTES Subject Standardized Tests (DSST) 34
Database Design and Implementation Certificate. 53
Database Management Certificate 54
Dean's List 40
Degrees, Application 42
Degree Progress Report 48
Disabled Students. 48
Dismissal 10, 11, 12, 39, 169
Distance Education . 13, 14, 22, 28, 35, 45, 46, 67, 105, 145
Divisional Transfer 35

E

Economics 119-120
Education Courses 120-121
Education Program on Okinawa 51
Eligibility for Admission. 9
Eligibility for Financial Aid 19
English. 85-87, 121-122
European Division 5, 7, 11, 35, 105, 149-150, 160, 162, 172
Evaluation, Official 25
Evaluation of Service School Training. 25, 31-33, 169
Examination, Credit by 33-34
Examinations 46
EXCEL through Experiential Learning. 28-29

INDEX

Excelsior College 33-34

F

FERPA 35, 36, 172-174
Fees 16-18
Finance Courses 122-123
Financial Aid 19-23, 170-172
Financial Management 54
Foreign-Educated Students 11
Foreign Language Credit 29

G

General Curriculum AA 59
General Education Requirements, Associate 58-59
General Education Requirements, Bachelor's 68-69
General Studies Major 87-88
Geography 123
Geology 123-124
GoArmyEd 7, 14-16, 18, 26, 46
Government and Politics 124-125
Grade Point Average 36-41
Grading Basis 37
Graduate Program 5
Graduation Review 42
Grants 19-20
Grievance Procedures 46, 174

H

High School Seniors 12, 33
History 89-91, 125-126
Homeland Security 126-127
Honor Societies 40-41
Human Development Certificate 54-55
Human Resource Management 55, 93-95, 127-128
Humanities 91, 128

I

Information Assurance 55-56, 95-97
Information Management Certificate 55-56
Information Systems Management 97-98, 128-130
International Records 25
Internet Access 44

J

Japanese Language 52, 63, 130

K

Korean Language 52-53, 64-65, 130-131

L

Library Facilities 8
Library Research 49, 58
Library Skills 131
Loans 20
Locations 146, 147, 150

M

Majors 69-71
Management Foundations Certificate 59
Management Studies 53, 65-66, 98-100, 131-132
Marketing 132
Mathematics 66-67
Minors 69-71
Music 134
MyUMUC Student Portal 18, 26, 35, 47

N

Name Change 35
Natural Science 134-135
Noncitizens 11
Nondiscrimination 170
Nutrition 135

O

Official Evaluation 25

P

Philosophy 135
Physics 135-136
Plagiarism 161-163
Political Science 100-102
Prerequisites 105
Prior Learning 28-29
Probation 39
  and Financial Aid 171-172
Project Management for IT Professionals Certificate 56
Promotion 36
Psychology 102-104, 136-138

R

Recognition Ceremonies 43

Reenrollment 10
Refund Policy 18
Registration 13-14
Religious Observances 46-170
Resident Credit 46

S

Scholarships 19-20
Service Schools 32-33
Servicemembers Opportunity College 32
Sociology 104, 138-139
Spanish Language 139-140
Speech 140
Statistics and Probability 140
Student Advisory Council (STAC) 49, 174
Student Indebtedness 17
Student Grievance 46, 174
Student Records 35-36, 172-174
Student Responsibilities 8, 44-46, 166
and VA 23
Student Status 9-10

T

Test of English as a Foreign Language (TOEFL) 11
Theatre 142
Transcripts 17, 25, 35, 166-168, 173
Transfer Credit 30-31
Transfer, Divisional 35
Transfer of UMUC Credit 35, 46
Tuition 16

U

Undergraduate Degree Programs 50, 58-104
University of Maryland University College 1, 4-6
University System of Maryland 46, 148

V

Veterans Affairs 21-23, 143
Vocational/Technical Credit 31

W

Withdrawal and Refunds 18
Women in Business Certificate 56-57
Workplace Communications Certificate 57
Writing Center 46, 49, 161
Writing Courses 141-142
Writing Standards 46

University Policy Statements

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Accreditation

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

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www.asia.umuc.edu

About UMUC Asia

University of Maryland University College (UMUC) in Asia offers academic programs to United States military communities throughout Asia and the Pacific. While serving overseas, students can take a single course or many courses 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 programs in Asia are in all respects comparable to those at public institutions of higher learning in the United States. Courses offered both in the classroom and online are taught by faculty whose credentials meet standards set by appropriate University of Maryland University College academic departments in Adelphi, Maryland. All UMUC courses taught in Asia carry University of Maryland University College resident credit. UMUC is committed to maintaining standards of academic excellence. The past 53 years demonstrate that those standards can be maintained in overseas settings.

Academic Calendar 2009-2010

First Day to Enroll:

Fall June 29 | Spring November 23 | Summer April 12

Traditional Course Dates

Term	Term Dates
Fall Session 1	AUG 24 - OCT 18
Fall Session 2	OCT 26 - DEC 20
Spring Session 1	JAN 18 - MAR 14
Spring Session 2	MAR 22 - MAY 16
Summer	JUN 7 - AUG 1

On-line Course Dates

Term	Term Dates
Fall Session 1	AUG 31 - NOV 8
Fall Session 2	NOV 9 - JAN 24
Spring Session 1	JAN 25 - APR 4
Spring Session 2	APR 5 - JUN 13
Summer	JUN 14 - AUG 21

on-line DE term begins

traditional Term begins

DE Term ends

Term ends

U.S. holiday

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