2011-2012
CATALOG

SCHOOL OF
Undergraduate
Studies

UMUC
University of Maryland University College

www.asia.umuc.edu

UMUC in Maryland and Around the World

At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC is dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is one of the largest providers of education to the U.S. military worldwide and serves 50,000 active-duty military servicemembers, reservists, veterans and their families. With more than 150 worldwide locations in 27 countries and territories, and more than 100 undergraduate and graduate degree and certificate programs offered entirely online, UMUC makes it possible to earn a widely respected degree from just about anywhere.

UMUC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for students to register for courses, pay tuition, and order textbooks 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, 2011. (Details are listed beginningon p. 50.) Students should keep their Catalog available for easy reference throughout their degree program.

WELCOME TO UMUC

FROM THE VICE PRESIDENT

I am delighted to welcome you to UMUC Asia. Our mission is to serve your needs and provide top quality academic programs and services to members of U.S. military communities throughout the Pacific Command. On these pages you will find information about rich and rewarding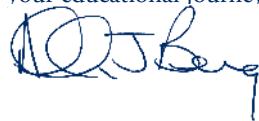 academic programs that will set you on a path of not only achieving your educational goals, but also establishing a solid base for your professional future.

UMUC Asia is pleased to be celebrating more than 55 years of providing quality education to extraordinary people like you. What started off as a noble experiment in 1949 at a few locations in Europe, and then in 1956, at select locations in Asia, has turned into a globally-recognized, award-winning institution that includes 39 sites throughout Asia and 150 sites worldwide.

We continue the tradition of bold innovations in higher education by offering courses in war zones and developing new, flexible formats, such as hybrid courses that combine on-site and online learning. Additionally, this year we are introducing refreshed and invigorated programs and revised courses that have been designed with your career in mind. UMUC programs combine the latest academic theory with the most practical skills that employers need and demand.

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

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

Allan J. Berg, PhD, JD
Vice President and Interim Asia Director

Welcome! University of Maryland University College (UMUC) is now in its 56th 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 and a half 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 enrolls more than 60,000 active-duty military servicemembers, reservists, family members, and veterans. With more than 150 worldwide locations and 100 undergraduate and graduate degree and certificate programs offered entirely online, UMUC makes it possible to earn a widely respected degree from just about anywhere in the world.

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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

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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/policies/adminpolicies/admin04030.cfm*). 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.

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 available 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 compo-

nent 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 programs in Asia in 1956, General Lyman L. Lemnitzer, Pacific Commander, remarked that "the sun never sets on the University of Maryland." His comment is still true today.

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 quickly and easily.

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 and book awards 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.

INTRODUCTION

The success of UMUC's efforts is evident. Year after year, UMUC continues to garner awards from such notable organizations as the Sloan Consortium, the International Council for Open and Distance Education, IMS Global Learning Consortium, Military Advanced Education, and the Council of College and Military Educators.

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 34 majors from a wide variety of academic fields, including business, cybersecurity, humanities, communications, biotechnology, social sciences, legal studies, environmental management, gerontology, and fire science. (A chart of available programs is on) 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 30 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 52.) 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. In fall 2010, 72 percent of UMUC undergraduates worked full-time, and the median age for UMUC undergraduate students was 31 years old.

To help these adult students 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, including evenings and weekends, at locations near where they live and work. 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 the option of keeping up with required coursework online, if they miss class for duty reasons. 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). The rapid growth in undergraduate enrollments at UMUC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.

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. 32–34).

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 100 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.

† It is possible that there could be additional fees not covered by Army Tuition Assistance, notably the UMUC Application Fee. It is the student's responsibility to ensure these fees are taken care of in order to remain in good financial standing with the institution. All outstanding debts will be sent to a collection agency post lapse of delimiting dates.

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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.

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 UMUC 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.

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* **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.

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. Individuals on tourist visas are not eligible to enroll with UMUC Asia.

At the time of this publication, the Bowie State Undergraduate program is only available to students residing on Okinawa.

Questions about eligibility in either program 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.

Students enrolling with UMUC Asia for the first time must complete an Application for Admission. All first-time applicants will be required to pay a nonrefundable $50 fee. Potential students may apply 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.* Upon submission of the common application, the standard UMUC Asia $50 application fee will be incurrred.

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.

* **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.

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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. 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 approved 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 approved 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. Non-Native English speakers who have not yet provided proof of college-level English proficiency, as detailed in the section Noncitizens and Foreign-Educated Students on the next page.

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.

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 if they have previously remitted payment.

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.

Admission of College Graduates

A student who has received a bachelor's degree from an approved U.S. institution is automatically admissible to UMUC as a regular (undergraduate) student upon submission of the admission application and fee. A former graduate student in the University System of Maryland whose time limit in a program has expired may also be admitted as a regular (undergraduate) student. Students who have been admitted to UMUC as graduate students may take undergraduate courses 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,

   - Provide official transcripts showing completion of an English composition course with a grade of "C" or higher at a U.S. college or university.

   or

   - Provide official transcripts showing 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

Bridge Program

UMUC Asia offers the Bridge Program to ESL learners who have had previous study in the English language but have not achieved the required test scores to become regular students. The goals of this program are to improve both oral and written English skills and to facilitate transition into the U.S. higher education system. The classes are designed to build fundamental skills that will provide a foundation for success in future classes.

The Bridge Program is currently established in Okinawa, Misawa, Sasebo, and Yokota. The program may soon expand to other areas in Japan. If there is no Bridge Program available at your location in Japan, you may still be admitted as a regular student. This program is open to individuals with or without SOFA status, though different admission procedures apply.

Non-SOFA Students must have an official certificate of English proficiency from TOEFL, EIKEN, or IELTS prior to admission to the Bridge Program.

Non-SOFA Japanese citizens who wish to take courses with UMUC must first be approved by their prefectural governmental agency*. In areas without a designated agency, please contact the Bridge Program coordinator.

Students with SOFA status for whom English is not a native language are also welcome in the Bridge Program. English proficiency scores will not be required.

*Base employees (IHA/MLC) and students who attended a U.S. High School and/or U.S. college or university and completed an English Composition course can be admitted without a designated agency referral and are not required to have an English Proficiency test. Please contact the UMUC Asia Bridge Program Coordinator at **BridgeProgram@asia.umuc.edu** or 098-959-0002.

Required Test Scores

Test	Bridge	Regular Student
TOEFL PBT	450	550
TOEFL CBT	133	213
TOEFL IBT	45	79
IELTS	4.0	6.5
Eiken	Grade 2	Grade Pre-1

Bridge Course Sequence

Session 1	UMEI 030	Pronunciation Oral Communication for Nonnative Speakers (3 cr)
Session 2	UMEI 020	Writing for Non-Natives (3 cr)
Session 3	EDCP 100 (optional) & EDCP 103X	Principles & Strategies of Successful Learning (3 cr) & Fundamentals of Writing and Grammar (3 cr)
Session 4	WRTG 101X	Introduction to Writing (3 cr)
Session 5	SPCH 100X (optional)	Foundations of Speech Communication (3 cr)

Contacts

Okinawa Area

Okinawa International Exchange & Human Resources Foundation
www.oihf.or.jp
Phone: 098-942-9214

Sasebo Area

Executive Committee for College Study
Liaison Office for U.S. Navy Colleges
Sasebo Municipal Office
Phone: 0956-24-1111 Ext. 2566

Tokyo Area

Fussa Yokota Friendship Club
Phone: 042-530-2506

Misawa Area

Aomori International Exchange Association
www.kokusai-koryu.jp/about/misawa.html
Phone: 017-735-2221

Other Areas

UMUC Asia Bridge Program Coordinator
Jackie Cillizza
BridgeProgram@asia.umuc.edu
Phone: 098-959-0002

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. Details are given on .

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 seven credits 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, written permission from the student's parents and 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. 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, at *SADirector@asia. umuc.edu*.

ADMISSION

REGISTRATION

University of Maryland University College Asia conducts three terms in an academic year, consisting of five eight-week sessions, for both on-site classes and online Distance Education. 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 two months (in 2011-2012: Fall: June 28; Spring: November 22; Summer: April 11) before the start of that term. 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 consti-
tute a withdrawal. TA cancellation does not constitute a course
cancellation nor withdrawal.

Students who officially withdraw from a course receive a mark
of W (described on pages 18 and 38).

Schedule Adjustment

Students may make certain adjustments to their schedules
until the first classroom meeting or start date of a DE class.
The schedule-adjustment options available include changing a
section, dropping a class, or adding a class. Students may drop
or add a class 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 adjust-
ment is available at *www.umuc.edu/students/support/advreg/
registration/*.

GoArmyEd Students

GoArmyEd students (this includes all active duty Army, en-
listed 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 classes 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.

When a student changes his or her degree plan in the
GoArmyEd Portal, the student's SOCAD student agreement
will automatically be 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 with the as-
  sistance of your 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 prepara-
tion 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 con-
sidered to be six credits per session.

No student may register for courses whose scheduled meet-
ing 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 Academic
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 re-
quired.

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 certi-
fied only for the current term and for previous terms. Students
needing a projected graduation date must have completed 12
credits with UMUC Asia, have a GPA of 2.0 or greater, and
have a declared major.

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* 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 withdraw from, or drop, a course are responsible for completing the withdrawal (drop) through MyUMUC or the GoArmyEd Portal. The date a student withdraws will be the date used for calculating 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 for determining 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 mark of W. According to UMUC Asia policy,

- Students who register for on-site classes or weekend seminars must officially withdraw no later than the day before the final class meeting;

- 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 non-refundable fee of $50.00 is payable at the time of admission 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. 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 $50 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 at *ocollections@asia.umuc.edu*.

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.

FEES

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

A fee of $10.00 is charged for each transcript issued. Transcripts sent via express mail or by fax are available for $30.00 each. This includes the $10.00 transcript fee and $20.00 for expedited service by fax or express mail. Payment must accompany each request for a transcript. Express service is not available within the Military Postal System (MPS). Each student receives one complimentary transcript upon their first request.

Fax Fee

A fee of $15.00 is charged for each document faxed.

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 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.

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 or the GoArmyEd* portal. Army students must initiate their drops or withdrawals through 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.

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

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 will receive a mark 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 (*http://de.asia.umuc.edu*), under *Student Links > Session Calendar*. The deadline table below applies to all CAT course students as well.

The withdrawal refund is based on contact hours for the on-site courses and on class days for Distance Education courses. The refund percentage is the same for classroom and Distance Education courses. The number of class meetings held is not a relevant criterion for Distance Education courses because such

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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 On-site and Online sessions 8 weeks in length:

Action	Percent Refundable
Withdrawal before the first class meeting or class start date	100%
Withdrawal if not more than 12.5% of the total class contact hours have elapsed	75%
Withdrawal if more than 12.5% but not more than 25% of the total class contact hours have elapsed	50%
Withdrawal if more than 25% of the total class contact hours have elapsed	0%

For Intensive Format Classes

Action	Percent Refundable
Withdrawal before the class start date	100%
Withdrawal on and after the class start date	0%

Dropping a class (classroom or Distance Education) before the first class will result in a 100% refund. A more detailed description of the withdrawal schedule for online classes may be found on the UMUC Asia DE Web site (*http://de.asia.umuc.edu*), under *Student Links > Session Calendar* (*http://de.asia.umuc.edu/calendar/weekly.cfm*).

The date and time (in Eastern Standard/Daylight Time) of a withdrawal is 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.

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.

FINANCIAL AID

UMUC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, federal work-study, and loans—to help students meet the costs of their educational programs. Aid is available for students who demonstrate financial need, academic merit, or both.

Regardless of income level, all students are encouraged to apply for assistance; many financing alternatives are available. Awards toward textbook costs are also sometimes available.

GENERAL ELIGIBILITY REQUIREMENTS

An eligible applicant for UMUC assistance must

- Be admitted to UMUC as a degree-seeking or eligible certificate-seeking student.

- Be a U.S. citizen or 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 six or more credits per semester. Audited courses, some repeated courses, credit by examination, and Portfolio 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 programs 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), and the Iraq and Afghanistan Service Grant.

The Federal Pell Grant is a grant program for high-need, first-time undergraduates. Awards will range from $555 to $5,500 per academic year and will vary based upon the Expected Family Contribution (EFC) and enrollment status.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** provides up to $500 per semester to eligible students with the greatest financial need. Students must be eligible for and already have been awarded a Federal Pell Grant. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education. Since funds are limited, students are encouraged to apply early.

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

The **UMUC President's Grant** program offers grants to students who demonstrate financial need. Typical awards will range from $100 to $600 per semester, 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 online via MyUMUC (*https://my.umuc.edu*) for consideration. Requirements vary according to the individual scholarship program, but typical awards are $1200 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. Students may receive one UMUC scholarship/grant per academic year. Employees of UMUC and their dependents, as well as persons who receive remission of fees from other institutions, are not eligible to receive UMUC Scholarships or grants.

Loans

Loan programs are available to students enrolled at least half-time per semester. 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 $2000 per semester. 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 *www.studentloans.gov*

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 after the final loan disbursement is made (there is no grace period).

Private Student Loan programs are also an option for UMUC 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. Students who are interested in a private student loan should contact the bank of their choice or visit UMUC's guide to private student loans at *www.umuc.edu/students/aid/loans/upload/Private_Student_Loans_Brochure.pdf* for more information.

Textbook Awards

Awards to be applied toward the cost of textbooks are frequently available via the Financial Aid Office. These awards are typically $100 and can be applied for without completing a FAFSA or writing an essay. Check *www.asia.umuc.edu/finaid* for current availability and eligibility requirements.

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 denied aid following the period of review 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.

FINANCIAL AID

Please see our SAP (satisfactory academic progress) policy at:

- Undergraduate SAP: *http://www.umuc.edu/policies/studentpolicies/stud22032.cfm*

- Graduate SAP: *http://www.umuc.edu/policies/studentpolicies/stud22033.cfm*

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	June 1
Spring Term	November 1
Summer Term	April 1

FEDERAL RETURN OF FUNDS POLICY

Federal student financial aid, including grants and loans, is awarded to students under the assumption that they will be enrolled for a specified period of time, such as a semester. When students receiving these funds do not enroll as expected, the Financial Aid Office is required to determine if the student has been enrolled long enough to keep all of the financial aid paid to them. Therefore, UMUC's Financial Aid Office must calculate a "Return of Title IV Funds" any time a student stops their enrollment (withdraws, drops or stops participating in classes) before the end of the semester. Students who stop their enrollment before they have completed 60% of their registered class(es) will be required to repay a portion of any federal financial aid they received.

FOR FURTHER INFORMATION

Information is 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

The Maryland state grant and scholarships provide financial assistance to Maryland residents based on financial need. For more information, students should contact the Maryland Office of Student Financial Aid at 410-260-4565 or 800-974-1024, or visit *www.mhec.state.md.us*. The priority filing deadline for all state aid programs is March 1.

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.

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.

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, dependents, and veterans who use VA educational benefits for the first time must complete an application through the VA's Web site, called VONAPP (VA ONline APPlication). Once the application for the VA educational benefit has been completed, the student can register for classes. Depending on the student's selected educational benefit, the student should consider paying tuition at the time of registration and being reimbursed. Once the application is processed, the Department of Veterans Affairs (DVA) will send the student a Certificate of Eligibility. The student should submit a copy of this Certificate of Eligibility to the Office of Student Affairs, ATTN: VA.

With certain benefits, 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.

Proper planning is the key when using your VA benefits for the first time. Students have the ability to register for classes two months in advance with UMUC Asia. It may take the VA six to eight weeks to process claims; therefore, it is highly recommended that students register as early as possible. Otherwise, depending on the benefit, students may be expected to pay tuition costs for their first two sessions out of pocket.

Questions About Claims

Questions regarding individual claims and general matters should be addressed directly to:

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

DSN: 315 225-3680, ext. 400
Commercial (in country): 042-552-2510, ext. 53680

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

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 mark of W in a course, UMUC must notify the VA of that fact.

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 submit all necessary documents and obtain a degree plan with UMUC by the deadline as stipulated by the service. Academic Advisors can assist with further information. 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 assistance for students. Academic Advisors maintain offices in Guam, Japan, Korea, and Okinawa. They travel frequently to visit most education centers to meet with 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 degree, 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*.) 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.
- 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*.

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, Advanced Placement, Defense Language Proficiency, 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.

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, then general education requirements, 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

The following is an explanation of terms you may encounter when using the MyUMUC Student Portal:

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.
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.
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 30 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 Portfolio. As many as 30 credits may be earned through a combination of course-challenge examinations and Portfolio and applied toward the bachelor's degree. However, no more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (Portfolio and course-challenge examinations) and credit by examination.

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.

Portfolio

Portfolio is a unique way for students to articulate and identify college-level earning they have gained from work, community or political involvement, or other noncollegiate experiences and gain credit for it. Students wanting more information about this program should contact an Academic Advisor.

To be eligible for Portfolio students must

- Complete an Portfolio 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 Portfolio, the average award is between 15 and 18 credits. These credits are considered UMUC resident credit. However, they do not fulfill requirements for graded course-work 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 Portfolio fees.

Students should carefully review the requirements, rules, and procedures for Portfolio. 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 course-work and must have had an Official Evaluation. The University reserves the right to determine the native language of a student and the level of exam to be taken. Students who have attended elementary or secondary schools 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/undergrad/creditoptions/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 approved institution concurrently.

Transfer credit from approved 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	18-credit Certificate	Associate	Baccalaureate
A. Maximum number of credits transferrable from approved four-year institutions	9 cr.	45 cr.	90 cr.
B. Maximum number of credits transferrable from approved junior or community colleges	9	45	70
C. Maximum number of credits transferable from a combination of the nontraditional sources, listed below, not to exceed:	9	30	60
Breakdown: Maximum number of credits allowed from each nontraditional source			
1. American Council on Education (ACE) approved standardized college examinations (AP, DLPT, CLEP, DSST, and Excelsior), innovative learning and professional training programs	9	30	60
2. Study completed in military service schools and professional credit, on the basis of American Council on Education (ACE) recommendations on credit	9	30	60
3. Study completed in Military Occupational Specialties (e.g. MOS, NER), portfolio assessment (e.g. Portfolio), course-challenge exams, and/or UMUC Asia foreign language exams combined	6	15	30
(maximum of 15 credits from portfolio assessment from a community college)			
D. Maximum number of vocational/technical credits transferable from accredited institutions and military sources, applicable as elective credit only . Note: A maximum combination of military service school/professional credit and military vocational/technical credits cannot exceed 60 credits.	3	12	21
Any combination of the above sources not to exceed	**9**	**45**	**90**

Credit from Other Colleges and Universities

When the grade of at least C has been earned, transfer credits from approved 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 approved 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 approved 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 de-veloped 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 service-members 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/st-louis/military-personnel/*.

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*)

Coast Guard

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

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, and are subject to specific credit source limitations.

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 approved institutions may be accepted for courses that appear on an official transcript with a grade of C (2.0) or better. Students may not receive credit for introductory courses in their native language. Students who have questions about credit by examination are encouraged to consult a UMUC 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	0551
CLEP	5804
DANTES	9357
Excelsior College (ECEP)	02626

WAYS OF EARNING CREDIT

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 College Composition examination, the Mathemat-ics examination, and 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. CLEP subject examinations yield only lower-level credit. Academic Advisors can furnish details.

Application of Credit by Examination

CLEP General Examination	Credit	Duplication of UMUC Courses	GER Application
English			
College Composition	6	None	Second Writing Course
College Composition Modular	3	None	Communications (Non-writing)
Social Sciences and History			
Social Science	3	None	Social Sciences
History	3	None	Arts and Humanities (Historical Perspective)
Natural Science	6	NCSI 100 BIOL 101	Biological or Physical Sciences
Mathematics	6	MATH 106	Mathematics**
Humanities	6		
Fine Arts		ARTH 100	Arts and Humanities
Literature		None	Arts and Humanities

*   For exams taken, the minimum passing scores for credit are set by ACE and vary according to the year or version of exam taken.

**   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.

TRANSCRIPT SERVICES

A transcript is an official record of a student's work. Official academic records are maintained by our Student Affairs Department and are kept in the strictest of confidence. All academic records are confidential; therefore, UMUC Asia releases transcripts only upon receiving a signed request from the student and payment of the appropriate fee. (For students who submit requests online, the student and personal identification numbers are considered an official signature.)

Requests for transcripts should be sent to the last University of Maryland University College campus attended, i.e. Adelphi, Asia, or Europe. Procedures and forms for requesting transcripts are available at education centers and online at *www.asia. umuc.edu/studentservices/transcripts.cfm*. A fee is charged for each UMUC transcript that is issued; an additional fee is charged for rush processing. No transcripts will be released until all financial obligations to the University have been satisfied.

Each student may receive one complimentary transcript with his or her initial request. The graduating student will also receive a complimentary copy of his or her UMUC transcript with a UMUC diploma. To receive the complimentary transcript, send a request via e-mail, fax, or postal mail. The fee for all non-complimentary transcripts is $10.00 per transcript. Transcripts faxed or 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 made via MyUMUC or mailed 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.

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 your court order
- Copy of your marriage certificate
- Copy of your military identification card
- 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 approved 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 in UMUC enrollment, the student must complete a new Application for Admission. Following a student's initial enrollment in the new overseas division, the permanent record is automatically transferred.

For information on UMUC's 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 of 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 eight weeks or less, the grading basis can be changed up to one week after the start date, and for classes longer than eight weeks, the grading basis can be changed up to two weeks after the start date.

GRADES AND MARKS

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 Mark of G

The mark 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 mark of Incomplete.

Incomplete: The Mark of I

The mark 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 mark of I must be requested before the end of the course.

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

- The student must ask the teacher for a mark of I. (Teachers cannot award a mark 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 mark of I on the student's record with a grade.

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

The mark of I cannot be removed by means of credit by examination, nor can it be replaced by a mark 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 mark of I is not used in determining grade point averages.

Withdrawal: The Mark of W

Students may receive the mark of W by officially withdrawing from a course. Ceasing to attend class does not constitute an official withdrawal. If you have questions about procedures for withdrawing, ask your local UMUC Field Representative or Academic Advisor, or write to *oregistrar@asia.umuc.edu*.

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 mark 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 mark 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 marks of I and W are not. When the mark 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 may 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 .)

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.

Lambda Pi Eta

Membership in Lambda Pi Eta, the official communication studies honor society of the National Communication Association (NCA), is open to qualified UMUC students. To be eligible, students must have earned at least 60 credits toward the bachelor's degree, including at least 12 credits in communication studies, with a GPA of 3.5 or higher in both communication studies and overall coursework. In addition, students must have completed at least 30 credits at UMUC.

National Society of Collegiate Scholars

The National Society of Collegiate Scholars is an honor society recognizing students who have completed fewer than 60 credits toward an associate's or bachelor's degree and have shown academic excellence. The honor society encourages students to participate in honor society, campus, and community events, and provides resources for students to focus on their professional and leadership development. To be eligible, students must be seeking a first associate's or bachelor's degree. Students must have completed at least 12 credits at UMUC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, students must have completed between 12 and 59 credits toward their degree. Students are invited to join the honor society in the spring semester.

Phi Alpha Theta

UMUC students may qualify for membership in Phi Alpha Theta, the International Honor Society in History. To qualify for membership, students must attain a 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.

Upsilon Pi Epsilon

The Kappa Chapter of Upsilon Pi Epsilon, the international honor society for the computing and information disciplines, is open to graduate and undergraduate students. To qualify for membership, undergraduate students must be pursuing a bachelor's degree with a major in the computing and information disciplines, and must have completed at least 45 credits. Students should have completed at least 30 credits at UMUC in courses graded A, B, C, D, or F, including at least 15 credits in the computing and information disciplines, and must have a GPA of at least 3.5, overall and in all computing and information systems coursework. Students are inducted into the honor society twice a year.

DIPLOMAS AND GRADUATION

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's, and bachelor's degree applicants will receive a graduation review to confirm any remaining degree requirements. If the remaining requirements include marks of Incomplete 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, Okinawa, Seoul, and Guam 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 postal mail.

Information regarding Commencement ceremonies is electronically 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/policies/academicpolicies/aa15025.cfm* 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/policies/studentpolicies/stud15100.cfm*.

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 8-week course in which they are enrolled. Visit the Asia DE Web site

RIGHTS AND RESPONSIBILITIES

(*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 a failing 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/policies/academicpolicies/aa05100.cfm* 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/policies/academicpolicies/aa13070.cfm* 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 31 and online at *www.umuc.edu/students/admissions/transfer/policies.cfm*.) 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. (See *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.

SPECIAL SERVICES

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/students/support/careerservices*.

DISABILITIES 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 *SADirector@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/libhow/netlibrary_tutorial.cfm*.

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 Introduction to Research, 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/writingcenter/*.

SPECIAL SERVICES

OVERVIEW

UMUC Asia offers programs of study leading to University of Maryland University College certificates and degrees in 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, foreign language area studies (Japanese and Korean), 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 Interdisciplinary/Emerging Issues.

Associate of Arts Degree

The Associate of Arts degree requires 60 credits. Of these, 35 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, foreign language area studies (Japanese and Korean), 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, business administration, communication, computer and information science, computer studies, criminal justice, East Asian studies, English, general studies, history, human resource management, information systems management, management studies, political science, psychology, and social science.

EXAMPLES OF PROGRAMS OF STUDY

Programs	Credits Required	Areas of Study	
Certificate Programs	18 cr.	Accounting Computer Studies Management	Foreign Language Area Studies • Japanese • Korean
Associate's Degree	60 cr.	**General Curriculum**	
		Optional Specialized Curriculum:	
		Accounting Business and Management Computer Studies Foreign Language Area Studies (Japanese or Korean)	Management Studies Mathematics
Bachelor of Arts or Bachelor of Science Degree	120 cr.	Accounting Business Administration Communication Studies Computer and Information Science Criminal Justice Digital Media & Web Technologies East Asian Studies English General Studies	History Humanities Human Resource Management Information Systems Management Management Studies Political Science Psychology Social Science

Many more programs available online; see *www.umuc.edu/students/academics/onlinelearning/about.cfm*.

TEACHER EDUCATION PROGRAM ON OKINAWA

UMUC Asia is partnered with Bowie State University to offer undergraduate education courses leading to a Bachelor of Science degree in Elementary Education or Secondary Education. Secondary Education students may pursue a concentration in either English or History/Social Studies. This program is currently available only to students in Okinawa, Japan.

Students who successfully complete the program will be eligible to apply for a State of Maryland teaching license, in addition to licensure in other states and jurisdictions, including DoDEA. Contact a local Academic Advisor or visit UMUC Asia's Bowie State Web site at *www.asia.umuc.edu/teaching* for more information.

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 and students should actively seek their assistance. Please refer to the MyUMUC Student Portal for contact information.

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.

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 fulfilling certificate requirements may also be applied to the more advanced degrees. Advanced certificates, comprised primarily of upper-level courses, may require a combination of both online and classroom courses.

These certificate programs have the following common requirements:

1. Completion of a total of 18 credits, including at least nine credits with UMUC.

2. A grade of C or better for all courses used toward a certificate.

3. Courses may be applied to only one certificate.

4. Students must apply for the completion of the certificate while enrolled in the last course for the certificate.

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, two in foreign language area studies (Japanese and Korean), and management.

ENTRY-LEVEL CERTIFICATES

Accounting Foundations Certificate

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

Accounting Core Courses		**(6 credits)**
ACCT 220	Principles of Accounting I	3
ACCT 221	Principles of Accounting II	3

Accounting-related Courses		**(12 credits)**

Choose from the following courses:

BMGT 110	Introduction to Business and Management	
BMGT 160	Principles of Supervision	
BMGT 161	Managerial Communications Skills	
ACCT	Any upper-level course in accounting	
BMGT 380	Business Law I	
BMGT 381	Business Law II	
CMIS 102	Introduction to Problem Solving and Algorithm Design	
CMST 340	Computer Applications in Management	
ECON 201	Principles of Macroeconomics	
ECON 203	Introduction to Microeconomics	
FINC	Any upper-level course in Finance	

STAT 200	Introduction to Statistics	
or STAT 230	Business Statistics	
IFSM 300	Information Systems in Organizations	
Total credits for Certificate in Accounting		**18**

Computer Studies Certificate

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

Computer Core Courses		**(6 credits)**
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	

Computer Studies-related Courses		**(12 credits)**
CMIS 141	Introductory Programming	3
CMIS 242	Intermediate Programming	3
CMIS, CMST,	Any two upper-level courses	6
or IFSM	*(disciplines must differ)*	
Total credits for Certificate in Computer Studies		**18**

Foreign Language Area Studies Certificate

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

Japanese

Core courses		**(6 credits)**
JAPN 111	Elementary Japanese I	3
JAPN 112	Elementary Japanese II	3

Related Area studies Courses		**(12 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	
ASTD 135	Introduction to Japanese Language and Culture	
ASTD 284	Foundations of East Asian Civilization	
ASTD 285	Introduction to Modern East Asia	
ASTD 301	The Japanese: Adapting the Past, Building the Future	
ASTD 333	Japanese Life and Culture I	
ASTD 334	Japanese Life and Culture II	
ASTD 438	Japanese Literature in Translation	
ASTD	Other courses related to Japanese Studies	
GVPT 453	Recent East Asian Politics	
HIST 482	History of Japan to 1800	
HIST 483	History of Japan since 1800	
JAPN	Japanese language course(s)	
Total credits for Certificate in Foreign Language Area Studies - Japanese		**18**

Korean

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

Core courses (6 credits)

KORN 111	Elementary Korean I	3
KORN 112	Elementary Korean II	3

Related Area studies Courses (12 credits)

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

ANTH 417	People and Cultures of East Asia	
ASTD 155	Introduction to Korean Language and Culture	
ASTD 284	Foundations of East Asian Civilization	
ASTD 285	Introduction to Modern East Asia	
ASTD 302	The Two Koreas: Problems and Prospects	
ASTD 353	Korean Life and Culture	
ASTD	Other courses related to Korean Studies	
GVPT 453	Recent East Asian Politics	
HIST 382	The Korean War	
HIST 383	Korean History	
KORN	Korean language course(s)	

Total credits for Certificate in Foreign Language Area Studies - Korean   **18**

Management Certificate

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

Management-related courses (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	Introduction to 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 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. Before starting the certificate program, students are encouraged to take courses in economics, basic mathematics, and statistics in addition to fulfilling all prerequisites. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in accounting.

Advanced Accounting Certificate Requirements   Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Four required courses (12 credits)

ACCT 310	Intermediate Accounting I	3
ACCT 311	Intermediate Accounting II	3
ACCT 417	Federal Income Tax II	3
ACCT 422	Auditing Theory and Practice	3

Two supporting electives chosen from the following (6 credits)

ACCT 321	Cost Accounting	
ACCT 323	Federal Income Tax I	
ACCT 326	Accounting Information Systems	
ACCT 410	Accounting for Government and Not-for-Profit Organizations	
ACCT 411	Ethics and Professionalism in Accounting	
ACCT 424	Advanced Accounting	
ACCT 425	International Accounting	
ACCT 426	Advanced Cost Accounting	
ACCT 427	Advanced Auditing	
ACCT 436	Internal Auditing	
FINC 330	Business Finance	

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. With appropriate choice of courses, the certificate may be completed while pursuing the Bachelor of Science in psychology.

Clinical Mental Health Care
Certificate Requirements   **Credits**

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Five required courses (15 credits)

PSYC 100	Introduction to Psychology	3
PSYC 300	Research Methods in Psychology	3
PSYC 353	Abnormal Psychology	3
PSYC 335	Theories of Personality	3
PSYC 436	Introduction to Clinical Psychology	3

A supporting elective or electives totaling 3 credits chosen from the following (3 credits)

PSYC 301	Biological Basis of Behavior	
PSYC 307X	Substance Abuse: An Introduction	
PSYC 309C	Psychology of Eating Disorders	
PSYC 309X	Ethics in Mental Health and Psychological Treatment	
PSYC 310	Sensation and Perception	
PSYC 451	Tests and Measurements	

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. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the Bachelor of Science in computer studies or in computer and information science.

Database Design and Implementation
Certificate Requirements   **Credits**

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Four required courses (12 credits)

CMIS 170	Introduction to XML	3
CMIS 320	Relational Database Concepts and Applications	3
CMIS 420	Advanced Relational Database Concepts and Applications	3
CMIS 485	Web Database Development	3

Two supporting electives chosen from the following (6 credits)

CMIS 430	Enterprise Database Administration Using Oracle	
CMST 385	Principles of Web Design and Technology I	
CMST 460	Web Application Development Using ColdFusion	

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-related 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. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in computer studies.

Database Management
Certificate Requirements   **Credits**

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

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

CMIS 102	Introduction to Problem Solving and Algorithm Design	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)

CMIS 320	Relational Database Concepts and Applications	3
CMIS 420	Advanced Relational Database Concepts and Applications	3
CMIS 430	Enterprise Database Administration Using Oracle	3

Two supporting electives chosen from the following (6 credits)

CMIS 485	Web Database Development	
CMST 460	Web Application Development Using ColdFusion	
IFSM 304	Ethics in Information Technology	
IFSM 461	Systems Analysis and Design	

Total credits for Certificate in
Database 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. It enables students to understand and recognize developmental milestones across the life span and examines age-specific related topics. The program is particularly useful for individuals either working or desiring to work in settings such as childcare, adult care, boys' and girls' clubs, and other community-related settings. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in psychology.

Human Development
Certificate Requirements   Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Five required courses   (15 credits)

PSYC 100	Introduction to Psychology	3
PSYC 300	Research Methods in Psychology	3
PSYC 351	Lifespan Development	3
PSYC 352	Child and Adolescent Psychology	3
PSYC 357	Adulthood and Aging	3

A supporting elective chosen from the following   (3 credits)

PSYC 332	Psychology of Human Sexuality
PSYC 334	Psychology of Interpersonal Relationships
PSYC 338	Psychology of Gender

**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 with the theory and practical knowledge 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. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the Bachelor of Science in human resource management.

Human Resource Management
Certificate Requirements   Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Three required courses   (9 credits)

BMGT 364	Management and Organization Theory	3
HRMN 300	Human Resource Management	3
HRMN 400	Human Resource Management: Issues and Problems	3

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

HRMN 362	Labor Relations
HRMN 365	Conflict Management in Organizations

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

BMGT 391	Supervision
BMGT 464	Organizational Behavior
BMGT 465	Organization Development and Transformation
BMGT 484	Managing Teams in Organizations
HRMN 367	Organizational Culture
HRMN 395	The Total Awards Approach to Compensation Management
HRMN 406	Employee Training and Development
HRMN 495	Contemporary Issues in Human Resource Management Practice

**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. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the Bachelor of Science in cybersecurity.

Information Assurance
Certificate Requirements   Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Two required courses (6 credits)

CSIA 302	Telecommunications in Information Systems	3
CSIA 303	Foundations of Information System Security	3

Four supporting electives chosen from the following
                                                    (12 credits)

CMIT 265	Fundamentals of Networking	
CMIT 320	Network Security	
CSIA 454	Information System Security Mechanisms	
CSIA 457	Cyberterrorism and Cyber Crime	
CSIA 459	Evaluating Emerging Technologies	
IFSM 432	Business Continuity Planning	
IFSM 433	Information Security Planning and Needs Assessment	

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. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in information systems management.

**Information Management
Certificate Requirements**   **Credits**

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

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

CMIS 102	Introduction to Problem Solving and Algorithm Design	
CMST 306	Introduction to Visual Basic .NET Programming	
	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)**

CMIS 320	Relational Database Concepts and Application	3
IFSM 300	Information Systems in Organizations	3
IFSM 461	Systems Analysis and Design	3

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

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

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

CSIA 303	Foundations of Information System Security	
IFSM 438	Information Systems Project Management	

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 with the theory and practical knowledge necessary to advance to a higher level. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in business administration.

**Management Foundations
Certificate Requirements**   **Credits**

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

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	
FINC 331	Finance for the Nonfinancial Manager	

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

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

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 included. With appropriate choice of courses, this certificate may be completed while pursuing the Bachelor of Science in information systems management.

Project Management for IT Professionals Certificate Requirements — Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Four required courses **(12 credits)**

IFSM 201	Concepts and Applications of Information Technology	3
IFSM 300	Information Systems in Organizations	3
IFSM 438	Information Systems Project Management	3
IFSM 461	Systems Analysis and Design	3

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

CSIA 302	Telecommunications in Information Systems	
CSIA 303	Foundations of Information System Security	
CSIA 457	Cyberterrorism and Cyber Crime	
IFSM 302	Workplace Productivity	
IFSM 303	Human Factors in Information Systems	
IFSM 304	Ethics in Information Technology	

Total credits for Certificate in Project Management for IT Professionals **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. With appropriate choice of major and elective courses, this certificate may be completed while pursuing the bachelor of arts in communication studies.

Workplace Communications Certificate Requirements — Credits

Note: Courses may be applied to only one certificate. Further, some prerequisites may need to be fulfilled before beginning certificate courses.

Four required courses **(12 credits)**

WRTG 101	Introduction to Writing	3
IFSM 201	Concepts and Applications of Information Technology	3
CMST 310	Fundamentals of Electronic Publishing	3
WRTG 293	Introduction to Professional Writing	3

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

WRTG 393	Advanced Technical Writing	
WRTG 394	Advanced Business Writing	

An editing course chosen from the following **(3 credits)**

WRTG 289	Principles of Text Editing	
WRTG 489	Advanced Technical Editing	

Total credits for Certificate in Workplace Communications **18**

Additional Certificates

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

- Accounting—Advanced
- Applied Behavioral and Social Sciences
- Business Project Management
- Clinical Mental Health Care
- Computer Graphics and Design
- Computer Networking
- Criminal Justice Intelligence
- Database Design and Implementation
- Database Management
- Desktop Publishing
- Diversity Awareness
- Financial Management
- Fraud Investigation
- Game Development
- Health Issues for Aging Adults
- Human Development
- Human Resource Management
- Information Assurance
- Information Management
- Internet Technologies
- Management Foundations
- Object-Oriented Design and Programming
- Paralegal Studies
- Project Management for IT Professionals
- Terrorism and Institutions: Prevention and Response
- Visual Basic Programming
- Web Design
- Workplace Communications
- Workplace Spanish

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

Undergraduate Degree Programs

UMUC Asia offers programs of study leading to UMUC associate's and bachelor's degrees. The programs and the specific requirements for each are described in detail in the following pages. 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. 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, 35 credits must be earned in courses that fulfill the general education requirements listed below. The remaining 25 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. A student should pay special attention to continuous enrollment requirements as well as pre-requisite considerations when pursuing any degree program.

General Education Requirements (35 credits)

The general education requirements for the associate's degree are presented in the accompanying table. They generally correspond to those for the bachelor's degree (listed on) with the following exception: The second computing course and the upper-level advanced writing course are not required for the associate's degree. With the exception of the laboratory science course and LIBS 150, all GER requirements must be met by courses that are at least 3 credits.

Curriculum Requirements (25 credits)

In addition to the general education requirements, students must take 25 credits of coursework related to their educational goals. Students may choose a general curriculum or a specialized curriculum with its own particular requirements (detailed in the following pages). Students must earn a grade of C or higher in all core or core-related curriculum courses. For the specialized curricula, at least 9 credits of coursework taken through UMUC must be earned in core or core-related courses for the chosen curriculum. Students who anticipate seeking a bachelor's degree should select courses that will advance that goal.

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 approved 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.

ASSOCIATE-LEVEL GENERAL EDUCATION REQUIREMENTS (35 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.

A. Communications — Credits 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)

All 3-credit WRTG courses (except WRTG 288, 388, 486A, or 486B); ENGL 102, 294, 303, and 485; and JOUR 201 apply.

A course in communication, writing, or speech (3 credits)

All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, 294, 303, 384, and 485; and JOUR 201 apply.

No more than 3 credits in writing may be earned 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), GRCO, 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). Note: not all ASTD, CCJS, & GERO courses apply.

D. Biological and Physical Sciences — 7

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

Any other science course (3 credits).

Courses from the following disciplines may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, 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.

Students should refer to the specific curriculum for requirements or recommendations.

Must be completed within the first 18 credits with UMUC.

Placement test required.

F. Interdisciplinary or Emerging Issues — 4

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

IFSM 201 or CMST 303 (3 credits)

Total General Education Requirements — 35

ASSOCIATE OF ARTS, GENERAL CURRICULUM

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

Requirements for the general curriculum

Students may choose related courses from several disciplines, explore several interests at once, or choose a variety of courses from UMUC's offerings. Students in this program accept responsibility for developing a curriculum that meets their objectives. It is in the best interest of students to seek assistance from Academic Advisors in arranging their curriculum as appropriate to their personal interests and future educational plans.

Intended Program Outcomes

The AA degree in general studies will allow students to

- Utilize academic skills to transition to further academic and professional studies.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the general studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an Advisor whenever taking advantage of other options.

General 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	Introduction to Research	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 arts and humanities/historical perspective course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	

WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
GVPT 170	American Government	3
	or other behavioral and social sciences course	
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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or JOUR 201	Writing for the Mass Media	
	or other communication, writing, or speech course	
Curriculum course		3
	(to be selected based on educational and career goals)	
Curriculum course		3
	(to be selected based on educational and career goals)	
Curriculum course		3
	(to be selected based on educational and career goals)	

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

Specialized curricula are recommended but optional within the AA degree in General Studies. These specialized curricula are for adult students who wish to pursue a specific career or educational goal, often as a basis for further study toward the bachelor's degree. Appropriate coursework for each of the specialized curricula is indicated with ♦. Students should take careful note of course prerequisites and recommended course sequences. Curricula may be available in only limited geographic areas.

Accounting Curriculum

Intended Program Outcomes

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

- Demonstrate competencies in fundamental accounting practices in accounting and related fields.

- Utilize academic skills to transition to further academic and professional studies.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Coursework for AA in General Studies with Accounting Curriculum

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

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

- Accounting-related courses (9 credits): Chosen from any ACCT and FINC courses; BMGT 110, 364, 380, 381, and 496; CMIS102; 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 outlines all the requirements for the AA along with the coursework for the accounting curriculum. 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 note prerequisites and other sequencing requirements and consult an Advisor whenever taking advantage of other options. Information on possible alternate courses to fulfill general education requirements may be found on

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	Introduction to Research	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-related course for the curriculum 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	Introduction to Microeconomics	
	(required for BS in accounting)	
	or other behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	

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

PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
♦ 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 arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 490	Writing for Managers	
	or other communication, writing, or speech course	
♦ BMGT 380	Business Law I	3
or STAT 230	Business Statistics	
	or other accounting-related course for the curriculum	
♦ BMGT 364	Management and Organization Theory	3
	or other accounting-related course for the curriculum	
♦ 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 in General Studies with Accounting Curriculum   **60**

PROGRAMS OF STUDY

Business and Management Curriculum

Intended Program Outcomes

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

- Utilize core business concepts and principles to pursue related professional and educational goals.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

- Utilize academic skills to transition to further academic and professional studies.

Coursework for AA in General Studies with Business and Management Curriculum

- 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)

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

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

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the business and management curriculum. 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 note prerequisites and other sequencing requirements and consult an Advisor whenever taking advantage of other options. Information on possible alternate courses to fulfill general education requirements may be found on

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	Introduction to Research	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
	(required for BS in Business Administration; strongly recommended)	
	or other behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course	
WRTG 291	Research Writing	3
	or other communications/writing course	
♦ IFSM 201	Concepts and Applications of Information Technology	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 arts and humanities course	

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

♦ STAT 200	Introduction to Statistics	3
or STAT 230	Introductory Business Statistics	
	(core course for the curriculum)	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (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 biological and physical sciences lecture course	
♦ ECON 203	Introduction to 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 arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 490	Writing for Managers	
	or other communication, writing or speech course	
♦ Management-related course for the curriculum		3
	(course required for BS in Business Administration is recommended)	
♦ Management-related course for the curriculum		3
	(course required for BS in Business Administration is 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 in General Studies with Business and Management Curriculum — **60**

Computer Studies Curriculum

Intended Program Outcomes

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

- Apply selected range of fundamental computer-based skills to advance professional and educational goals.

- Utilize academic skills to transition to further academic and professional studies.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Coursework for AA in General studies with Computer Studies Curriculum

- Required core courses (3 credits): CMIS 102 or a programming language course

- Computer studies-related course (12 credits): Any CMIS, CMST, CMIT, CMSC, CSIA, or IFSM courses

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

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the computer studies. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should note prerequisites and other sequencing requirements and consult an Advisor whenever taking advantage of other options. Information on possible alternate courses to fulfill general education requirements may be found on .

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	Introduction to Research	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
	(required for BS in computer studies; first required core	

course for the curriculum)

♦ Computer studies-related course for the curriculum		3
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
♦ Computer studies-related course for the curriculum		3
WRTG 291	Research Writing	3
	or other communications/writing course	
GVPT 170	American Government	3
	or other behavioral and social sciences course	

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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 490	Writing for Managers	
	or other communication, writing, or speech course	
♦ Computer studies-related course for the curriculum		3
♦ Computer studies-related 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 a computing field are recommended)

	10

Total credits for AA in General Studies with Computer Studies Curriculum — **60**

Foreign Language Area Studies

Intended Program outcomes

Within the overall outcomes of the AA degree in general studies, the specialized curriculum in foreign language area studies will allow students to

- Utilize intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

- Utilize academic skills to transition to further academic and professional studies.

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the foreign language area studies curriculum (all courses must be from the same area: Japanese or Korean). 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 note prerequisites and other sequencing requirements and consult an Advisor whenever taking advantage of other options. Information on possible alternate courses to fulfill general education requirements may be found on .

Japanese

Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Japanese

- 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

- Elective (1 credit): Any courses related to the student's interests and goals

Foreign language Area Studies Curriculum Courses - Japanese   Credits

First Courses (within first 18 credits)

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

LIBS 150	Introduction to Research	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 biological and physical sciences lecture and laboratory course	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course	
♦ JAPN 112	Elementary Japanese II	3
♦ JAPN 114	Elementary Japanese III	3
GVPT 200	International Political Relations	3
	or other behavioral and social sciences course	
♦ JAPN 115	Elementary Japanese IV	3

Additional Required Courses for the Associate of Arts Degree (taken after first and introductory courses)

♦ ASTD 284	Foundations of East Asian Civilization	3
or ASTD 285	Introduction to Modern East Asia	
	(or other course related to Japanese Studies)	
♦ 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 fulfill the biological and physical sciences lecture requirement	
ANTH 102	Introduction to Cultural Anthropology	3
	or other course to fulfill the second behavioral and social sciences requirement (discipline must differ from first)	
PHIL 140	Contemporary Moral Issues	3
	or other arts and humanities course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
	or other communication, writing, or speech course	
♦ GVPT 453	Recent East Asian Politics	3
	(or other course related to Japanese Studies)	

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

	1

Total credits for AA in General Studies with Foreign Language Area Studies Curriculum - Japanese   60

Korean

Coursework for AA in General Studies with Foreign Language Area Studies Curriculum - Korean

- 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

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

Foreign language Area Studies Curriculum Courses - Korean Credits

First Courses (within first 18 credits)

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

LIBS 150	Introduction to Research	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 biological and physical sciences lecture and laboratory course	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course	
◆ KORN 112	Elementary Korean II	3
◆ KORN 114	Elementary Korean III	3
GVPT 200	International Political Relations	3
	or other behavioral and social sciences course	
◆ KORN 115	Elementary Korean IV	3

Additional Required Courses for the Associate of Arts Degree (taken after first and introductory courses)

◆ ASTD 284	Foundations of East Asian Civilization	3
or ASTD 285	Introduction to Asian Studies II	
	(or other course related to Korean Studies)	
◆ ASTD 353	Korean Life and Culture I	3
	(or other course related to Korean Studies)	
◆ ASTD 302	The Two Koreas: Problems and Prospects	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 fulfill the biological and physical sciences lecture requirement	
ANTH 102	Introduction to Cultural Anthropology	3
	or other course to fulfill the second behavioral and social sciences requirement (discipline must differ from first)	
PHIL 140	Contemporary Moral Issues	3
	or other arts and humanities course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
	or other communication, writing, or speech course	
◆ GVPT 453	Recent East Asia Politics	3
	(or other course related to Korean Studies)	

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

	1

Total credits for AA in General Studies with Foreign Language Area Studies Curriculum - Korean   60

Management Studies Curriculum

Intended Program outcomes

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

- Apply knowledge from management-related disciplines to advance professional and educational goals.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

- Utilize academic skills to transition to further academic and professional studies.

Coursework for AA in General Studies with Management Studies Curriculum

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

- Elective (10 credits): Any courses related to the student's interests and goals

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the management studies curriculum. 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 possible alternate courses to fulfill general education requirements may be found on .

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	Introduction to Research	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 management-related course for the curriculum for students with no prior business experience; also required for BS in Business Administration)

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

GVPT 170	American Government	3
	or other behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Introduction to Microeconomics	
	(required for BS in management studies) or other behavioral and social sciences course (discipline must differ from first)	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	

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

♦ STAT 230	Business Statistics	3
	(recommended management-related course for the curriculum; required for BS in management studies)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course	
	(discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 394	Advanced Business Writing	
	or other communication, writing, or speech course	
♦ BMGT 364	Management and Organization Theory	3
or BMGT 160	Principles of Supervision	
	or other management-related course for the curriculum	
♦ Management-related course for the curriculum		3
	(courses that may be applied to BS in management studies are recommended)	
♦ Management-related course for the curriculum		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 in General Studies with Management Studies Curriculum   60

Mathematics Curriculum

Intended Program outcomes

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

- Employ appropriate mathematical methods and technologies to accomplish quantitative tasks in professional and educational contexts.

- Utilize academic skills to transition to further academic and professional studies.

- Employ academic skills and specialized knowledge to succeed and advance in chosen career and professional fields.

Coursework for AA in General Studies with Mathematics Curriculum

- 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)

- Mathematics-related course (3 credits): Chosen from any MATH course numbered 108 or higher; or any course chosen from ACCT or FINC; CHEM 103 and 113; CMIS 102, 170 (or CMSC 150) and 242; ECON 201, 203, 430, and 440; and PHYS 111 or higher

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

Recommended Sequence

The following course sequence outlines all the requirements for the AA along with the coursework for the Mathematics curriculum. 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 note prerequisites and other sequencing requirements and consult an Advisor whenever taking advantage of other options. Information on possible alternate courses to fulfill general education requirements may be found on

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	Introduction to Research	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 *(prerequisite for later courses)*	3

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

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865 *or other arts and humanities/historical perspective course*	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory *or other biological and physical sciences lecture and laboratory course*	1
WRTG 291	Research Writing *or other communications/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Principles of Microeconomics *or other behavioral and social sciences course*	
♦ MATH 130	Calculus A *(required core course for the curriculum)*	3
♦ MATH 131	Calculus B *(required core course for the curriculum)*	3
♦ MATH 132	Calculus C *(required core course for the curriculum)*	3

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

BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy *or other biological and physical sciences lecture course*	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology *or other behavioral and social sciences course (discipline must differ from first)*	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication *or other communication, writing, or speech course*	3
♦ MATH 241	Calculus III *(required core course for the curriculum)*	4
♦ MATH 240	Introduction to Linear Algebra	3-4
or MATH 246	Differential Equations *(required core course for the curriculum)*	
♦ STAT 230	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics *(required core course for the curriculum)*	
♦ A mathematics-related course for the curriculum		3

Total credits for AA in General Studies with Mathematics Curriculum **60-61**

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 fulfill 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. Through that experience, 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 decisionmaking and the ability to apply them

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

In pursuit of an academic major (and minor), the UMUC student acquires mastery of a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities a student is expected to acquire 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 2011-2012.

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 fulfill 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.

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, 388, 486A, or 486B); ENGL 102, 294, 303, and 485; and JOUR 201 apply.

A course in communication, writing, or speech (3 credits)

All 3-credit COMM, SPCH, and WRTG courses (except 486A and 486B); ENGL 102, 281, 294, 303, 384, and 485; and JOUR 201 apply.-

An upper-level advanced writing course (3 credits)

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

No more than 3 credits in writing may be earned 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), GRCO, 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 may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, 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, CSIA, and IFSM and ACCT 326 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

B. Academic Minor (15-17 credits)

Choosing a minor is strongly encouraged even though it is optional for all but accounting majors. Students may not take a major and minor in the same area and may not receive a 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. No grade may be lower than a C. 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 consist of vocational or technical credit. Pass/fail credit, up to a maximum of 18 credits, may be applied toward electives only.

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 credits may be earned in any part of the curriculum.

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

Total Degree Requirements	**120 Credits**

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 approved 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.

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

Students must complete all requirements for the major. If any of these requirements were satisfied in the previous degree, the 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.

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.

KEY TO MAJORS AND MINORS

Discipline	Major	Minor
Accounting	Page 72	Page 74
African American Studies		*www
Art		*www
Art History		*www
Biology		*www
Biotechnology	*www	
Business Administration	Page 74	Page 75
Business Law and Public Policy		*www
Business Supply Chain Management		*www
Communication Studies	Page 76	Page 77
Computer and Information Science	Page 78	
Computer Networking and Security	*www	
Computer Science	*www	
Computing		Page 79
Criminal Justice	Page 80	Page 81
Customer Service Management		*www
Cybersecurity	*www	
Digital Media and Web Technologies	Page 81	
East Asian Studies	Page 83	Page 84
Economics		*www
Emergency Management	*www	*www
English	Page 85	Page 86
Environmental Management	*www	*www
Finance	*www	*www
Fire Service Administration	*www	*www
Forensics		*www
General Studies	Page 86	
Gerontology	*www	*www
Global Business and Public Policy	*www	
Graphic Communication	*www	
History	Page 88	Page 89
Homeland Security	*www	*www
Humanities	Page 90	Page 91
Human Resource Management	Page 91	Page 93
Information Systems Management	Page 93	
International Business Management		*www
Investigative Forensics	*www	
Journalism		*www
Laboratory Management	*www	
Legal Studies	*www	
Management Studies	Page 95	
Marketing	*www	*www
Mathematical Sciences		*www
Microbiology		*www
Natural Science		*www
Philosophy		*www
Political Science	Page 97	Page 98
Psychology	Page 98	Page 100
Social Science	Page 100	
Sociology		Page 102
Speech Communication		*www
Strategic and Entrepreneurial Management		*www
Women's Studies		*www

Note: Students may have access to these additional programs through study with UMUC Stateside (*www.umuc.edu/students/academics) or in Europe (*www.ed.umuc.edu/undergrad/index.html).

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. Except where otherwise stated, 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.

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

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

Majors Available in Asia for the Bachelor of Arts*

- Communication Studies
- East Asian 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 Systems Management
- Management Studies
- Political Science
- Psychology
- Social Science

For a list of all available degrees, including those primarily offered online, see .

**Students must consult an Academic Advisor before selecting this major. General Studies is not available for a dual major.*

ACCOUNTING

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

Major in Accounting

The accounting major combines theory and practice to prepare students for analysis of and reporting on the economic activities of organizations and communicating of that information to decision makers. Students develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting. The major prepares students for a range of accounting careers in profit, not-for-profit, and government organizations.

Intended Program Outcomes

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

- Work effectively with interdisciplinary professionals and diverse stakeholders.

- Communicate with financial and nonfinancial audiences in a clear and concise manner, by making appropriate decisions about relevancy, reliability, and medium.

- Research, prepare, analyze, and review financial and business data by applying accounting and business management principles and standards to produce financial and business reports.

- Proficiently use current technology and analytical tools to perform business functions, work collaboratively, and facilitate decision making.

- Employ analysis, critical thinking, and problem solving to identify, test, and validate processes, systems, and financial data to advise stakeholders.

- Define, develop, and demonstrate ethical business practices and accountability by identifying and addressing current and emerging ethical and regulatory issues.

- Develop professionally by collaborating, training, mentoring, negotiating, solving problems creatively, and participating in networking activities to demonstrate and develop leadership skills.

Degree Requirements

A degree with a major in Accounting requires the successful completion of 120 credits of coursework, including 54 credits for the major and mandatory minor in business administration; 41 credits in general education requirements (GERs); and 25 elective credits. At least 18 credits in the major and 9 credits

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

Requirements for the Accounting Major

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

- Required 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); ACCT 411 (or BMGT 496); BMGT 364 and 380; FINC 330; and MRKT 310

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

Recommended Sequence

The following course sequence outlines all the requirements for the BS in accounting. 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 .

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	Introduction to Research	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 fulfills the first behavioral and social sciences requirement)	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1

	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	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 arts and humanities course	
◆ STAT 230	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
ECON 203	Introduction to Microeconomics	3
	(related requirement for the major)	
GVPT 170	American Government	3
	or other behavioral and social sciences course (discipline must differ from first)	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (discipline must differ from first)	
BIOL 101	Concepts of Biology	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
◆ ACCT 310	Intermediate Accounting I	3
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities perspective course (discipline must differ from other humanities course)	
◆ ACCT 321	Cost Accounting	3
SPCH 100	Foundations of Oral Communication	3
or WRTG 490	Writing for Managers	
	or other communication, writing or speech course	
ACCT 326	Accounting Information Systems	3
or IFSM 300	Information Systems In Organizations	
	fulfills 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	Federal Income Tax I	3
◆ ACCT 411	Ethics and Professionalism in Accounting	3
or BMGT 496	Business Ethics	
◆ ACCT 422	Auditing Theory and Practice	3
WRTG 394	Advanced Business Writing	3
	or other communications/upper-level advanced writing course	
◆ ACCT 410	Accounting for Government and Not-for-Profit Organizations	3
	or other upper-level ACCT course (supplemental major course)	
◆ ACCT 425	International Accounting	3
	or other supplemental major course	
◆ FINC 330	Business Finance	3
◆ ACCT 433	Audit and Control of Information Technology	3

or other supplemental major course
♦ BMGT 380   Business Law I   3
♦ ACCT 427   Advanced Auditing   3
           or other supplemental major course
♦ 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

Recommended elective
ACCT 426   Advanced Cost Accounting
           (may meet requirements for certain graduate degree programs at UMUC)

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.

Requirements for the Minor

A minor in accounting requires the completion of 15 credits of coursework in Accounting. Any ACCT courses apply. Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

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

BUSINESS ADMINISTRATION

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

Major in Business Administration

The business administration curriculum provides the skills and knowledge necessary for a successful career in business and management. It includes studies in accounting, business law and public policy, business supply chain management, customer service and operations management, ethics and social responsibility, finance, human resource management and labor relations, international business, strategic and entrepreneurial management, organizational behavior, marketing and sales, and statistical analysis. A major in business administration prepares graduates for careers in for-profit and not-for-profit organizations and the public sector.

Intended Program Outcomes

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

- Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization in the business environment.

- Employ critical thinking to evaluate qualitative and quantitative data and effectively communicate across all layers of the organization.

- Develop, communicate, implement, and follow policies and procedures that inform and guide operations to reduce cost and organizational risk and promote ethical practices.

- Manage people, time, and resources by utilizing effective employment practices, encouraging team building, and mentoring junior members of the staff.

- Design and execute personal and employee development systems to enhance job performance and leadership skills.

Degree Requirements

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

Requirements for the Business Administration Major

Coursework for a major in Business Administration includes the following:

- Required foundation courses (12 credits): BMGT 110 (or prior business experience and an additional course chosen from ACCT, BMGT, ENMT, FINC, HRMN, or MRKT courses), ACCT 220 and 221, and STAT 230 (or STAT 200)

- Required core courses (21 credits): BMGT 364, 365, 380, and 496; FINC 330; HRMN 300; and MRKT 310

- Required capstone course (3 credits): BMGT 495

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

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Business Administration. 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 69.

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	Introduction to Research	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 an additional business course in the last 60 credits of study)	

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

ECON 201	Principles of Macroeconomics	3
	(related requirement for the major; also fulfills the first behavioral and social sciences requirement)	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	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 arts and humanities course	

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

♦ STAT 230	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
GVPT 170	American Government	3
	or other behavioral and social sciences course (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 biological and physical sciences lecture course	
ECON 203	Introduction to Microeconomics	3
	(related requirement for major)	

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	
	or other communication, writing or speech course	
IFSM 300	Information Systems in Organizations	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also fulfills the interdisciplinary issues/computing 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 communications/upper-level advanced writing course	
♦ BMGT 365	Organization Leadership	3
♦ MRKT 310	Marketing Principles	3
♦ BMGT 380	Business Law I	3
♦ HRMN 300	Human Resource Management	3
♦ FINC 330	Business Finance	3
♦ BMGT 496	Business Ethics	3

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

♦ BMGT 495	Strategic Management	3

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

		40

Recommended Minors

Human Resource Management, Marketing, Finance, or other business-related minor

Recommended Electives

MATH 140	Calculus I	
	(for students who plan to go on to graduate school; students should note prerequisites)	
WRTG 490	Writing for Managers	

Total credits for BS in Business Administration   120

Minor in Business Administration

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

Requirements for the Minor

A minor in Business Administration requires the completion of 15 credits of coursework in Business Administration. Any ACCT, BMGT, FINC, HRMN, and MRKT courses apply. It Is recommended that students take BMGT 364 as the first

course in the minor (if they have not already applied the course to other requirements).

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

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

COMMUNICATION STUDIES

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

Major in Communication Studies

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

Intended Program Outcomes

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

- Apply analytical skills in interpreting, using, and delivering information, particularly through mass media.

- Create professional written, oral, and visual communication for specific purposes and diverse audiences, applying structural and stylistic conventions.

- Design, create, and/or select multimedia components and integrate them into print, broadcast, and online media-rich resources.

- Manage successful communication activities within the ethical, legal, and financial parameters of the project and of the profession.

- Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations.

- Use an understanding of diverse and intercultural perspectives as they affect communication practices.

- Design and/or employ specific research methodologies and tools to gather information for specific purposes.

Degree Requirements

A degree with a major in Communication Studies requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements (GERs); and 46 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Communication Studies Major

Coursework for a major in Communication Studies includes the following:

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

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

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

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

- Specialization courses chosen from a single area (9 credits):
  - Professional writing: Chosen from WRTG 393, 394, 489, 490, 493, 494, and 496
  - Speech communication: Chosen from any upper-level SPCH courses
  - Media studies: Chosen from COMM 400 and 493 and any JOUR courses

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

- Capstone course (3 credits): COMM 495

Recommended Sequence

The following course sequence outlines all the requirements for the BA in Communication Studies. 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 69.

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	Introduction to Research	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)

♦ SPCH 100	Foundations of Oral Communication	3
	or any speech course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
SOCY 100	Introduction to Sociology	
or GVPT 170	American Government	3
	or other behavioral and social sciences course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	

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

♦ COMM 300	Communication Theory	3
♦ COMM 302	Mass Communication and Media Studies	3
PSYC 100	Introduction to Psychology	3
or BEHS 210	Introduction to Social and Behavioral Science	
	or other behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course (discipline must differ from other humanities course)	
JOUR 201	Introduction to News Writing	3
	or other communication, writing or speech course	
CMST 310	Fundamentals of Electronic Publishing	3

or CMIS 111	Social Computing and Cybersecurity Best Practices	
	or other interdisciplinary issues/computing course	

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 communication/upper level advanced writing course	
♦ COMM 400	Mass Media Law	3
	or other mass communication course for the major	
♦ COMM 380	Language in Social Contexts	3
	or other diversity communication course for the major	
♦ SPCH 482	Intercultural Communication	3
	or other diversity communication course for the major	
♦ SPCH 324	Communication and Gender	3
	or other specialization course for the major	
♦ SPCH 426	Conflict Management	3
	or other specialization course for the major	
♦ SPCH 470	Effective Listening	3
	or other specialization course for the major	
♦ COMM 480	Research Methods in Communication Studies	3

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

♦ COMM 495	Senior Seminar in Communication Studies	3

Minor and/or Elective Courses

  46

(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 and a greater understanding of human interaction.

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. It is recommended that students take COMM 300 early in the minor (if they have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply 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 68-72.

COMPUTER AND INFORMATION SCIENCE

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

Major in Computer and Information Science

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

Intended Program Outcomes

The student who graduates with a major in Computer and Information Science will be able to

- Design, implement, secure, and maintain databases that meet user requirements for both transaction processing and data warehouses.

- Design, develop, implement, secure, and maintain software applications that meet user requirements, using current best practices and tools for all application interfaces and domains.

- Design, implement, and maintain a reliable and secure network and services infrastructure.

- Plan, manage, and provide appropriate documentation and communication through all phases of the software development life cycle to ensure successful implementation of an information technology (IT) project that is on time and within budget.

- Identify, learn, and adapt to local and global IT trends, technologies, legalities, and policies, as well as appropriately communicate their impact to key stakeholders.

- Work independently or as an effective member of an application development team to determine and implement systems that meet customer requirements.

Degree Requirements

A degree with a major in Computer and Information Science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 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:

- Introductory course (3 credits) CMIS 170 or CMIS 111

- Programming language sequence (6 credits): Chosen from
  - PC/Java: CMIS 141 and 242
  - Mac/Objective C: CMIS 115 and 215
  - PC/Microsoft: CMIS 125 and 225

- Core courses (6 credits) CMIS 320 and 330

- Supplemental major courses (6 credits): Chosen from CMIS 102 (for students with no prior programming experience), 255, 310, 315, and 325 (Note: Students should take CMIS 102 before core courses and may apply it toward the interdisciplinary issues/computing requirement rather than toward the major.)

- 400-level supplemental major courses (6 credits): Chosen from any 400-level CMIS courses (except CMIS 486A and 486B)

- Required capstone course (3 credits): CMSC 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Computer and Information Science. 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 .

**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	Introduction to Research	1
WRTG 101	Introduction to Writing	3
MATH 107	College Algebra	3
	or MATH 106 or a higher-level math course	
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	(fulfills the interdisciplinary issues/computing requirement and prerequisite for later courses)	

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

IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other arts and humanities course	
♦ CMIS 170	Introduction to XML	3
or CMIS 111	Social Computing and Cybersecurity Best Practices	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
♦ CMIS 115	Programming in Objective-C for the Mac	3
or CMIS 125	Programming in C#	
or CMIS 141	Introductory Programming	3
GVPT 170	American Government	3
	or other behavioral and social sciences course	

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

WRTG 291	Research Writing	3
	or other communications/writing course	
♦ CMIS 215	Programming for the iPhone and iPad	3
or CMIS 225	Developing Windows Presentation Foundation Applications Using C#	
or CMIS 242	Intermediate Programming	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from the other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	
	or other communication, writing or speech course	
♦ CMIS 320	Relational Database Concepts and Applications	3

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

WRTG 393	Advanced Technical Writing	3
	or other communications/upper-level advanced writing course	
♦ CMIS 330	Software Engineering Principles and Techniques	3
	or other supplemental major course	
♦ CMIS 310	Computer Systems and Architecture	3
	or other supplemental major course	
♦ CMIS 325	UNIX with Shell Programming	3
	or other supplemental major course	
♦ CMIS 420	Advanced Relational Database Concepts and Applications	3
	or other 400-level supplemental major course	
♦ CMIS 485	Web Database Development	3
	or other 400-level supplemental major course	

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

♦ CMSC 495	Current Trends and Projects in Computer Science	3

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

	49

Recommended Minor:
Computing

**Total credits for BS in
Computer and Information Science** | **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.

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 networking and security, computer science, computer studies, and information systems management; at least 9 credits must be earned in upper-level courses (numbered 300 or above). Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. Prerequisites apply for all courses.

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

PROGRAMS OF STUDY

CRIMINAL JUSTICE

Students may seek either an academic major or minor in Criminal Justice.

Major in Criminal Justice

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

Intended Program Outcomes

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

- Accurately communicate orally and in writing to complete organizational missions in order to ensure public safety.

- Apply critical thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment.

- Manage and evaluate organizational efforts to ensure effective cooperation with stakeholders in order to prevent, control and manage crime to ensure public safety.

- Utilize ethical principles and an understanding of legal precedents to make decisions as a criminal justice professional.

- Develop specialized technical knowledge and skills relevant to subspecialties within the field of criminal justice in order to ensure public safety.

- Use interpersonal and leadership skills to work both independently and cooperatively as a member of a criminal justice team.

Degree Requirements

A degree with a major in Criminal Justice requires the successful completion of 120 credits of coursework, including 30 credits for the major; 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 (12 credits): CCJS 340, 345, 380, and 497

- Supplemental major courses (9 credits): Any 3-credit CCJS courses (Note: Taking courses within a single topic area - law enforcement, law, corrections, security management, forensics, intelligence, or leadership -is highly recommended.)

- Capstone course (3 credits) CCJS 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Criminal Justice. 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 .

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	Introduction to Research	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 behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	

IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	

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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communications, writing, or speech course	
CMIS 111	Social Computing and Cybersecurity Best Practices	3
or IFSM 304	Ethics in Information Technology	
	or other interdisciplinary issues/computing course	
♦ CCJS 340	Law-Enforcement Administration	3

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

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

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

| ♦ CCJS 495 | Issues in Criminal Justice | 3 |

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

| | | 49 |

Recommended Electives

| ANTH 334 | Culture and Language | |
| CCJS 230 | Criminal Law in Action | |

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.

Requirements for the Minor

A minor in Criminal Justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply.

It is recommended that students take CCJS 100, CCJS 105, or CCJS 230 as the first course in the minor (if they have not already applied the course toward other degree requirements).

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

DIGITAL MEDIA AND WEB TECHNOLOGIES

Students may seek an academic major in digital media and web technologies.

Major in Digital Media and Web Technologies

The digital media and Web technologies 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.

Intended Program Outcomes

The student who graduates with a major in Digital Media and Web technologies will be able to

- Design, develop, and manage digital media using current and emerging technologies that adhere to industry standards.

- Analyze needs and effectively manage projects and resources, applying sound business principles and technology.

- Design and develop digital, interactive, and Web-based media to meet customer requirements and usability standards.

- Develop, test, and implement Web and multimedia applications using sound techniques for scripting and programming.

- Effectively apply relevant theories, practices, and principles when designing and developing works of digital media.

Degree Requirements

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

Requirements for the Digital Media and Web Technologies Major

Coursework for a major in Digital Media and Web Technologies includes the following:

- Foundation courses (6 credits): Chosen from CMST 290 and 295

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

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

- Required capstone course (3 credits): CMST 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Digital Media and Web Technologies. 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

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	Introduction to Research	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 arts and humanities course	
IFSM 201	Concepts and Applications of Information Technology	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 biological and physical sciences lecture and laboratory course(s)	
CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	(fulfills the interdisciplinary issues/computing requirement and prerequisite for later courses)	
GVPT 170	American Government	3
	or other behavioral and social sciences course	
WRTG 291	Research Writing	3
	or other communications/writing 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 behavioral and social sciences course(discipline must differ from first)	
♦ CMST 295	Fundamentals of Digital Media	3
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course	
	(discipline must differ from other humanities course)	
♦ CMST 290	Introduction to Interactive Design	3
	or other foundation course for the major	
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	
	or other communications, writing, or speech course	

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

WRTG 393	Advanced Technical Writing	3
	or other communications/upper-level advanced writing course	
♦ CMST 385	Principles of Web Design and Technology I	3
or CMST 341	Principles of Multimedia I	

or CMST 310   Fundamentals of Electronic Publishing

♦ CMST 386   Principles of Web Design and Technology I   3
or CMST 342   Principles of Multimedia II
or CMST 311   Advanced Electronic Publishing

♦ CMST 306   Introduction to Visual Basic .NET Programming   3
or other supplemental major course

♦ CMST 388   Fundamentals of JavaScript   3
or other supplemental major course

♦ CMST 450   Web Development Using XML   3
or other supplemental major course

♦ CMST 460   Web Application Development Using ColdFusion   3
or other supplemental major course

♦ CMST 463   Web Application Development Using PHP/MySQL   3
or other supplemental major course

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

♦ CMST 495   Current Trends and Projects in Digital Media and Web Technology   3

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

Recommended Electives

CMIS 111   Social Networking and Cybersecurity Best Practices
IFSM 304   Ethics in Information Technology
WRTG 490   Writing for Managers

Recommended Minor

Business Administration

Total credits for BS in Digital Media and Web Technologies   120

EAST ASIAN STUDIES

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

Major in East Asian Studies

The East Asian Studies major provides an interdisciplinary overview of the history, economics, politics, culture, and languages of the East Asian region, including China, Korea, and Japan. It examines the region's rich past and continuing contributions to the global community. The curriculum emphasizes an understanding of East 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.

Intended Program Outcomes

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

- Interpret, communicate, educate, and advise others based on understanding, research, and analysis of the social, historical, and cultural contexts of East Asia.

- Use knowledge of East Asia to identify, create, facilitate, and promote opportunities for interaction and cooperation between Asia and the global community, as well as mediate and negotiate between East Asians and others.

- Apply knowledge of East Asian diversity, values, and expectations to perform in a culturally appropriate way in personal and professional settings.

- Communicate in both written and spoken form in an East Asian language, integrating interpersonal skills and cultural knowledge.

Degree Requirements

A degree with a major in East Asian Studies requires the successful completion of 120 credits of coursework, including 30 credits for the major; 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 East Asian Studies Major

Coursework for a major in East Asian Studies includes the following:

- Required foundation courses (6 credits): ASTD 284 and 285

- Required Asian language sequence (9 credits): Either JAPN 111, 112, and 114; KORN 111, 112, and 114; or CHIN 111, 112, and 114

- Required intercultural communication course: SPCH 482

- Supplemental major courses (9 credits): Chosen from ANTH 417; PHIL 348; or any upper-level ASTD, JAPN, KORN, Asian HIST, or Asian GVPT courses (consult an Academic Advisor for course options in addition to those recommended)

- Required capstone course (3 credits): ASTD 485

Recommended Sequence

The following course sequence outlines all the requirements for the BA in East Asian Studies. 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 69.

East 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	Introduction to Research	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 arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
♦ ASTD 284	Foundation of East Asian Civilization	3
GVPT 170	American Government	3
	or other behavioral and social sciences course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	

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

♦ JAPN 111	Elementary Japanese I	3
or CHIN 111	Elementary Chinese I	
	or other first Asian language course for the major	
ANTH 102	Introduction to Cultural Anthropology	3
	or other behavioral and social sciences course (discipline must differ from first)	
♦ ASTD 285	Introduction to Modern East Asia	3
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 141	Western Civilization I	3
or HIST 142	Western Civilization II	
	or other arts and humanities/historical perspective course (discipline must differ from the other humanities course)	

♦ JAPN 112	Elementary Japanese II	3
or CHIN 112	Elementary Chinese II	
	or other second Asian language course for the major	
CMIS 111	Social Computing and Cybersecurity Best Practices	3
	or other interdisciplinary isses/computing course	
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communication, writing or speech course	
♦ JAPN 114	Elementary Japanese III	3
or CHIN 114	Elementary Chinese III	
	or other third Asian language course for the major	

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

WRTG 391	Advanced Research Writing	3
	or other communications/upper-level advanced writing course	
♦ PHIL 348	Religions of the East	3
	or other supplemental major course	
♦ HIST 481	History of China from the Opium War to Deng Xiaoping	3
	or other supplemental major course	
♦ HIST 483	History of Japan Since the Late Edo Period	3
	or other supplemental major course	
♦ SPCH 482	Intercultural Communication	3

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 East Asian Studies — **120**

Minor in East Asian Studies

The East 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.

Requirements for the Minor

A minor in East Asian Studies requires the completion of 15 credits of coursework in Asian Studies, which must include ASTD 284 and ASTD 285. Courses allowable for the major in East Asian Studies apply. Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 68-72.

ENGLISH

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

Major in English

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

Intended Program Outcomes

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

- Interpret literature and apply language in a thoughtful and articulate way in order to reflect on the human condition in today's world.

- Apply models from literature that reflect diversity and cultural competence to promote fair and inclusive interactions in the workplace and the larger society.

- Apply models from literature to ethical leadership and strategic management in for-profit and not-for-profit organizations.

- Access, research, and analyze information using current technologies and library resources to accomplish professional objectives.

- Create professional written and oral communications for specific purposes and provide feedback on grammatical and stylistic conventions.

Degree Requirements

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

Requirements for the English Major

Coursework for a major in English includes the following:

- Required foundation courses (6 credits): ENGL 240 and 303

- Historical background courses (9 credits): Chosen from ENGL 309, 310, 311, 312, and 386

- Period course (3 credits): ENGL 345, 425, 430. 433, 441, or 457

- Major authors courses (9 credits): Chosen from ENGL 363, 364, 406, 434, 439, and 454

- Supplemental major course (3 credits): Any ENGL course or WRTG 387

- Required capstone course (3 credits): ENGL 495

Recommended Sequence

The following course sequence outlines all the requirements for the BA in English. 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 .

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	Introduction to Research	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 arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
GVPT 170	American Government	3
	or other behavioral and social sciences course	

| IFSM 201 | Concepts and Applications of Information Technology | 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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
◆ ENGL 240	Introduction to Fiction, Poetry, and Drama	3
	or other supplemental course for the major	
CMIS 111	Social Computing and Cybersecurity Best Practices	3
	or other interdisciplinary issues/computing course	
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communication, writing or speech course	
◆ ENGL 303	Critical Approaches to Literature	3

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

WRTG 391	Advanced Research Writing	3
	or other communications/upper-level advanced writing course	
◆ ENGL 309	Medieval Literature	3
	or other historical background course for the major	
◆ ENGL 310	Renaissance Literature	3
	or other historical background course for the major	
◆ ENGL 311	17th- and 18th-Century British Literature	3
	or other historical background course for the major	
◆ ENGL 425	20th-Century British Literature	3
	or other period course for the major	
◆ ENGL 364	African American Authors from 1900 to the Present	3
	or other major authors course for the major	
◆ ENGL 406	Seminar in Shakespeare Studies	3
	or other major authors course for the major	
◆ ENGL 454	Modern World Drama	3
	or other major authors course for the major	
◆ ENGL 481	Seminar in Creative Writing: Fiction and Creative Nonfiction	3
	or other supplemental major course	

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

| ◆ ENGL 495 | Advanced Seminar in English Language and Literature | 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 English   120

Minor in English

The English minor complements the skills the student gains in his or her major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Requirements for the Minor

A minor in English requires the completion of 15 credits of English coursework. All ENGL courses apply. It is recommended that students take ENGL 240 and 303 as the first courses in the minor (if they have not already applied these courses toward other degree requirements).

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

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

GENERAL STUDIES

The General Studies major is available only to active-duty military personnel and certain others who conform to specific stipulations. Students outside UMUC Europe and UMUC Asia should not select this major.

Major in General Studies

The General Studies major allows students to draw from various disciplines that provide a body of knowledge appropriate to an identified area of interest (for example, an aspect of culture, a historical period, or a geographical location). The interdisciplinary approach emphasizes analysis and synthesis of diverse theory and practice.

Intended Program Outcomes

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

- Communicate effectively, both orally and in writing, with individuals and groups to convey ideas and knowledge and to establish professional competency.

- Develop the skills and competencies required for sustainable professional success.

- Use appropriate resources to research and critically analyze real-world situations.

- Cultivate an awareness of one's changing relationship to diverse social, historical, and cultural contexts.

- Understand and apply key concepts from chosen disciplines.

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 fulfill 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 outlines all the requirements for the BS in General Studies if course selection in the major is approved. Since some recommended courses fulfill more than one requirement, substituting courses for those listed may make it necessary to take additional courses to meet degree requirements. Students should consult an 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 .

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	Introduction to Research	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 arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
GVPT 170	American Government	3
	or other behavioral and social sciences course	
IFSM 201	Concepts and Applications of Information Technology	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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
IFSM 304	Ethics in Information Technology	3
	or other interdisciplinary issues/computing course	
SPCH 100	Foundations of Oral Communication	3
or ENGL 281	Standard English Grammar, Usage, and Diction	
	or other communications/writing, or speech course	
HUMN 351	Myth in the World	3
	(recommended elective)	

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

WRTG 391	Advanced Research Writing	3
	or other communications/upper-level advanced writing course	

♦ **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.

Intended Program Outcomes

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

- Organize and use primary and secondary sources for research, interpretation, and presentation of historical knowledge.

- Convey historical information by writing and speaking clearly and appropriately for different audiences and with an appreciation of diverse viewpoints.

- Engage in history as a moral and ethical practice, recognizing a diversity of backgrounds and perspectives.

- Cultivate historical habits of mind, apply historical precedents to contemporary developments, remain open to historical interpretation as an incomplete process, and develop self-reflection to mitigate bias.

- Demonstrate a chronological understanding of the different peoples, events, and cultures that have shaped human civilization.

Degree Requirements

A degree with a major in History requires the successful completion of 120 credits of coursework, including 33 credits for the major; 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:

- Foundation course (3 credits): HIST 289

- Required U.S. history sequence (6 credits): HIST 156 and 157

- Required methodology course (3 credits): HIST 309

- World history sequence (6 credits): HIST 115-116 or HIST 141-142

- U.S. distribution course (3 credits): HIST 360, 361, 362, 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 341, 342, 353, 354, 382, 383, 389, 392, 464, 465, 466, 480, 481, 482, 483, or 485

- Supplemental major course (3 credits): Any upper-level HIST course

- Capstone course (3 credits): HIST 495

Recommended Sequence

The following course sequence outlines all the requirements for the BA in History. 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 .

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	Introduction to Research	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 arts and humanities course

Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	

    or other biological and physical sciences lecture and laboratory course(s)

WRTG 291	Research Writing	3

    or other communications/writing course

◆ HIST 115	World History I	3
or HIST 141	Western Civilization I	

    or other first course in required world history sequence for the major

GVPT 170	American Government	3

    or other behavioral and social sciences course

IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
◆ HIST 116	World History II	3
or HIST 142	Western Civilization II	

    or other second course in required world history sequence for the major

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

PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	

    or other behavioral and social sciences course (discipline must differ from first)

NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	

    or other biological and physical sciences lecture course

◆ HIST 156	History of the United States to 1865	3
ARTH 372	History of Western Art I	3

    or other arts and humanities/historical perspective course (discipline must differ from other humanities course)

SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	

    or other communication, writing, or speech course

CMIS 111	Social Networking and Cybersecurity Best Practices	3
◆ HIST 157	History of the United States since 1865	3
◆ HIST 289	Historical Methods	3

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

WRTG 391	Advanced Research Writing	3

    or other communications/upper-level advanced writing course

◆ HIST 309	Historical Writing	3
◆ HIST 364	Emergence of Modern America: 1900 to 1945	3

    or other U.S. distribution course for the major

◆ HIST 337	Europe's Bloodiest Century	3

    or other European distribution course for the major

◆ HIST 481	History of China from the Opium Wars to Deng Xiaoping	3

or HIST 483	History of Japan Since the Late Edo Period	

    or other world regions distribution course for the major

◆ HIST 465	World War II	3

    or other supplemental major course

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

◆ HIST 495	Senior Thesis in History	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 History	**120**

Minor in History

The History minor complements the skills the student gains in his or her major discipline by offering a historical perspective and by developing critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Requirements for the Minor

A minor in History requires the completion of 15 credits of coursework in history. All HIST courses apply. It is recommended that students take HIST 309 as the first course after all other courses in the minor.

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

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

HUMANITIES

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

Major in Humanities

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

Intended Program Outcomes

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

- Use the knowledge, experiences, and skills gained from the study of the humanities to develop one's identity as a lifelong learner and contributing member of one's community and society.

- Plan, communicate, and implement coherent and justifiable practices that improve human conditions.

- Critically analyze ideas and defend recommendations for improving the conditions of all members of society.

- Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience.

Degree Requirements

A degree with a major in humanities requires the successful completion of 120 credits of coursework, including 33 credits for the major; 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 introductory course (3 credits): HUMN 100

- Required foundation courses (12 credits): ARTT 205, HIST 115-116 (or HIST 141-142), and PHIL 140

- Core courses (12 credits): ARTH 372 (or ARTH 373), an upper-level ENGL course; and two upper-level courses designated HUMN and/or PHIL

- Supplemental major course (3 credits): Any upper-level ARTT, ARTH,GRCO, HUMN, MUSC, PHIL, or THET course

- Required capstone course (3 credits): HUMN 495

Recommended Sequence

The following course sequence outlines 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 .

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	Introduction to Research	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)

ENGL 240	Introduction to Fiction, Poetry, and Drama	3
	or other arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
♦ HUMN 100	Introduction to the Humanities	3
GVPT 170	American Government	3
	or other behavioral and social sciences course	
WRTG 291	Research Writing	3
	or other communications/writing course	

| IFSM 201 | Concepts and Applications of Information Technology | 3 |
| *or* CMST 303 | Advanced Application Software | |

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

♦ HIST 115	World History I	3
or HIST 141	Western Civilization I	
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
♦ HIST 116	World History II	3
or HIST 142	Western Civilization II	
HIST 157	History of the United States Since 1865	3
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
CMIS 111	Social Networking and Cybersecurity Best Practices	3
	or other interdisciplinary issues/computing course	
♦ PHIL 140	Contemporary Moral Issues	3
SPCH 100	Foundations of Oral Communication	3
or ENGL 281	Standard English Grammar, Usage, and Diction	
	or other communication, writing, or speech course	
♦ ARTT 205	Art Appreciation	3

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

WRTG 391	Advanced Research Writing	3
	or other course to fulfill the communications/upper-level advanced writing requirement	
♦ ARTH 372	History of World Art I	3
or ARTH 373	History of World Art II	
	(arts breadth course for the major)	
♦ ENGL 433	Modern American Literature: 1914-1945	3
	or other upper-level ENGL core course for the major	
♦ HUMN 351	Myth in the World	3
	or other PHIL or HUMN core course for the major	
♦ PHIL 336	Ideas Shaping the 21st Century	3
	or other PHIL or HUMN core course for the major	
♦ PHIL 348	Religions of the East	3
	or other supplemental major course	

Capstone Course for the Major (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.

Requirements for the Minor

A minor in Humanities requires the completion of 15 credits of coursework in humanities. Courses allowable for the major apply. Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level 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 .

HUMAN RESOURCE MANAGEMENT

Students may seek either an academic major or minor in Human Resource Management.

Major in Human Resource Management

The human resource major provides 21st-century skills, knowledge, and understanding of human resource functions in private- and public-sector organizational settings. These functions include human resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; management of performance appraisal, compensation, and benefit programs; and development of personnel policies and procedures. The curriculum also covers management and organization theory, organizational behavior and development approaches, labor relations theory and practice, interpersonal skill development, and special perspectives such as women in management. Students are prepared for work in business administration and human resources in the for-profit, nonprofit, or public sector. Through the proper selection of courses, the student can prepare for the certification examinations for Professional in Human Resources, Senior Professional in Human Resources, and Global Professional in Human Resources, which are offered by the Society for Human Resource Management.

Intended Program Outcomes

The student who graduates with a major in Human Resource Management will be able to

- Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and self-improvement to develop strategic competencies and position the organization competitively.

- Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with all applicable regulations and where all employees are motivated and valued.

- Develop, implement, and assess training, development, and total rewards programs that foster employee and organizational learning and development.

- Recognize the different cultures and world views that inform human thinking and action and respond constructively to human and global differences in workplaces, communities, and organizations.

- Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner that educates and influences others.

Degree Requirements

A degree with a major in Human Resource Management requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements (GERs); and 43 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above).

Requirements for the Human Resource Management Major

Coursework for a major in Human Resource Management includes the following:

- Required foundation courses (12 credits): BMGT 110 (or BMGT 364), ACCT 301 (or ACCT 221), FINC 331, and MKTG 310

- Required core courses (18 credits): HRMN 300, 362, 395, 400, 406, and 408

- Supplemental major courses (3 credits): Chosen from any HRMN courses or BMGT 365, 465, and 484

- Required capstone course (3 credits): HRMN 495

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

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Human Resource Management. 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 69.

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	Introduction to Research	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)

♦ BMGT 110	Introduction to Business and Management	3
or BMGT 364	Management and Organization Theory *(for students with business experience)*	
ECON 201	Principles of Macroeconomics	3
or ECON 203	Introduction to Microeconomics *or other behavior and social sciences course*	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory *or other biological and physical sciences lecture and laboratory course(s)*	1
WRTG 291	Research Writing *or other communications/writing course*	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course	*or other arts and humanities 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 behavioral and social sciences course (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 biological and physical sciences lecture course*	

HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
IFSM 300	Foundations of Enterprise and Information Systems	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also fulfills the interdisciplinary issues/computing requirement; students should note prerequisite)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	
	or other communication, writing, or speech course	
♦ MRKT 310	Marketing Principles	3
♦ FINC 331	Finance for Nonfinancial Managers	3

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

WRTG 394	Advanced Business Writing	3
	or other communications/upper-level advanced writing course	
♦ HRMN 300	Human Resource Management	3
♦ HRMN 362	Labor Relations	3
♦ HRMN 395	The Total Rewards Approach to Compensation Management	3
♦ HRMN 400	Human Resource Management: Issues and Problems	3
♦ HRMN 406	Employee Training and Development	3
♦ HRMN 408	Employment Law for Business	3
♦ HRMN 302	Organizational Communication	3
or HRMN 367	Organizational Culture	
	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 Practice	3

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

Recommended Electives

BMGT 365	Organizational Leadership
BMGT 465	Organizational Development and Transformation
BMGT 484	Managing Teams in Organizations
HRMN 342	Organizational Communication
HRMN 365	Conflict Management in Organizations
HRMN 392	Stress Management in the Workplace
STAT 200	Introduction to Statistics

Recommended Minors

Business administration, finance, or other business-related discipline	43

Total credits for BS in Human Resource Management   **120**

Minor in Human Resource Management

The Human Resource Management minor complements the skills the student gains in his or her major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career development; management of labor relations; and development of a human resource department implementation plan.

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

For a listing of all the requirements for the bachelor's degree, students should refer to their major requirements listing and the overall degree requirements outlined on pages 68-72.

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.

Intended Program Outcomes

The student who graduates with a major in Information Systems Management will be able to

- Evaluate, select, and apply appropriate analytical and measurement methods/tools and system development life cycle (SDLC) methodologies to meet organizational needs.

- Research, assess, recommend/select, and implement information technology that aligns with business needs and meets business objectives.

- Effectively communicate with stakeholders orally, visually, and in writing to determine stakeholders' business requirements, explain how their requirements will be met, and provide ongoing audience-appropriate information.

- Responsibly protect organizations' critical information and assets by integrating cybersecurity best practices and risk management throughout global enterprises.

- Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects.

Degree Requirements

A degree with a major in Information Systems Management requires the successful completion of 120 credits of coursework, including 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 Systems Management Major

Coursework for a major in Information Systems Management includes the following:

- Required foundation courses (12 credits): IFSM 300, 301, 304, and 310

- Core courses (15 credits): CMIS 320; CSIA 302; and IFSM 311, 438, and 461

- Supplemental major courses (3 credits): Any upper-level CMIS, CMIT, CMSC, CMST, CSIA, or IFSM courses

- Required capstone course (3 credits): IFSM 495

- Required related courses (6 credits), which may be applied anywhere in the degree: CMIS 102 (or programming language course) and IFSM 201

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Information Systems Management. 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 .

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	Introduction to Research	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 the within first 30 credits)

CMIS 102	Introduction to Problem Solving and Algorithm Design	3
	or another programming language course (related requirement for the major)	
PHIL 140	Contemporary Moral Issues	3
or ENGL 240	Introduction to Fiction, Poetry, and Drama	
	or other arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
IFSM 201	Concepts and Applications of Information Technology	3
	(related requirement for the major; also fulfills the interdisciplinary issues/computing requirement)	
WRTG 291	Research Writing	3
	or other communications/writing course	
GVPT 170	American Government	3
	or other behavioral and social sciences 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 behavioral and social sciences course (discipline must differ from first)	
♦ IFSM 300	Information Systems in Organizations	3
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
♦ IFSM 301	Foundations of Enterprise and Information Systems	3
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	

or other communication, writing, or speech course

◆ IFSM 304   Ethics in Information Technology   3

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

WRTG 393   Advanced Technical Writing   3
or other communications/upper-level advanced writing course

◆ IFSM 310   Software and Hardware Infrastructure Concepts   3
◆ CSIA 302   Telecommunication in Information Systems   3
◆ CMIS 320   Relational Database Concepts and Applications   3
◆ IFSM 311   Enterprise Architecture and Systems   3
◆ IFSM 438   Information Systems Project Management   3
◆ IFSM 461   Systems Engineering   3
◆ IFSM 432   Business Continuity Planning   3
or other supplemental major course

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

◆ IFSM 495   Current Issues and Trends in Information Systems Management   3

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

46

Recommended Electives

ANTH 344   Culture and Language
MATH 140   Calculus I
(for students who plan to go on to graduate school; students should note prerequisites)
WRTG 490   Writing for Managers

Recommended Minors

Computing, business administration, psychology, or marketing.

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.

Intended Program Outcomes

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

- Apply leadership skills to promote communication, ethical behavior, and quality performance.

- Implement appropriate employment practices, encourage team building, and mentor junior members of the staff.

- Effectively communicate with culturally diverse audiences using a variety of formats and technology.

- Assess and develop performance measures, feedback, and coaching that facilitate employee development.

- Employ self-reflection and mindfulness of individual and cultural differences when interacting with others

- Research, plan, and develop processes and procedures that ensure organizational performance.

Degree Requirements

A degree with a major in Management Studies requires the successful completion of 120 credits of coursework, including 36 credits for the major; 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 (or ACCT 301), HRMN 302, and STAT 230

- Required core courses (9 credits): BMGT 364, 365, and 464 (or 465)

- Supplemental major courses (12 credits): Any ACCT, BMGT, ENMT, FINC, HRMN, and MRKT courses

- Required capstone course (3 credits) BMGT 485

- Required related courses (6 credits), which may be applied anywhere in the degree: IFSM 300 (or ACCT 326) and ECON 201 (or 203)

PROGRAMS OF STUDY

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Management Studies. 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 require-ments (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on .

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	Introduction to Research	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)

ECON 201	Principles of Macroeconomics	3
or ECON 203	Introduction to Microeconomics	
NSCI 100	Introduction to Physical Science	3
and NSCI 101	Physical Science Laboratory	1
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
	or a foreign language course	
	or other arts and humanities course	

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

♦ STAT 230	Introductory Business Statistics	3
or STAT 200	Introduction to Statistics	
GVPT 170	American Government	3
	or other behavioral and social sciences course	
♦ ACCT 220	Principles of Accounting I	3
PSYC 100	Introduction to Psychology	3
or SOCY 100	Introduction to Sociology	
	or other behavioral and social sciences course (discipline must differ from first)	
BIOL 101	Concepts of Biology	3

or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or WRTG 293	Introduction to Professional Writing	
	or other communication, writing, or speech course	
IFSM 300	Foundations of Enterprise and Information Systems	3
or ACCT 326	Accounting Information Systems	
	(related requirement for the major; also fulfills the interdisciplinary issues/computing requirement; students should note prerequisites)	
♦ HRMN 302	Organizational Communication	3

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

WRTG 394	Advanced Business Writing	3
	or other course to fulfill the communications/ upper-level advanced writing requirement	
♦ BMGT 364	Management and Organization Theory	3
♦ BMGT 365	Organizational Leadership	3
♦ BMGT 464	Organizational Behavior	3
or BMGT 465	Organizational Development and Transformation	
♦ 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 317	Decision Making	3
	or other supplemental major course	

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

♦ BMGT 485	Leadership for the 21st Century	3

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

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

Intended Program Outcomes

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

- Analyze and participate in the formulation and implementation of public policy at the local, state, federal, and international level by building consensus and using effective lobbying techniques.

- Participate in and/or influence government at all levels through an understanding of the establishment, structure, and interaction of such governmental institutions.

- Use effective writing, research, analysis, advocacy, and coalition-building skills to develop and influence policy at the national and international levels.

- Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments.

- Apply knowledge of ethical principles and issues to public policy and politics.

Degree Requirements

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

Requirements for the Political Science Major

Coursework for a major in Political Science includes the following:

- Required foundation courses (6 credits): GVPT 100 and 101

- Required statistics course: (3 credits) STAT 200

- Core courses (9 credits): GVPT 170 (or 200), 280, and 444 (or 457)

- Supplemental major courses (9 credits): Any 400-level GVPT courses

- Required capstone course (3 credits): GVPT 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Political Science. 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 .

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	Introduction to Research	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)

◆ GVPT 100	Introduction to Political Science	3
SOCY 100	Introduction to Sociology	3
	or other behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communication/writing course	
IFSM 201	Concepts and Applications of Information Technology	3

or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	
◆ GVPT 101	Introduction to Political Theory	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 arts and humanities/historical perspective course (discipline must differ from other humanities course)	
◆ GVPT 170	American Government	3
or GVPT 200	International Political Relations	
PSYC 100	Introduction to Psychology	3
	or other behavioral and social sciences course (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	
◆ GVPT 280	Comparative Politics and Government	3
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communication, writing, or speech course	
◆ STAT 200	Introduction to Statistics	3
CMIS 111	Social Networking and Cybersecurity Best Practices	3
	or other interdisciplinary issues/computing course	

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

WRTG 391	Advanced Research Writing	3
	or other communications/upper-level advanced writing course	
◆ GVPT 444	American Political Theory	3
or GVPT 457	American Foreign Policy	3
◆ GVPT 401	Understanding 21st-Century Global Challenges	3
	or other supplemental major course	
◆ GVPT 403	Law, Morality, and War	3
	or other supplemental major course	
◆ GVPT 406	Global Terrorism	3
	or other supplemental major course	

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

◆ GVPT 495	Advanced Seminar in Political Science	3

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

		49

Total credits for BS in 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.

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. It is recommended that students 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 already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

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

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.

Intended Program Outcomes

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

- Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate studies or careers in which psychological training is relevant.

- Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts.

- Apply knowledge of human behavior to inform personal growth, communicate effectively, solve problems, make decisions, and interact with individuals, communities, and organizations.

- Use critical and creative thinking, skeptical inquiry, and where possible appropriate technology, and the scientific approach to solve problems related to current and emerging trends within the domains of psychology.

- Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various sociocultural and international populations.

Degree Requirements

A degree with a major in Psychology requires the successful completion of 120 credits of coursework, including 33 credits for the major; 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 300 and STAT 225

- Biological science psychology courses (6 credits): Chosen from BIOL 362 and PSYC 301, 310, and 341

- Professional psychology courses (6 credits): Chosen from PSYC 335, 353, 432, 436, and 437

- Social psychology courses (6 credits): Chosen from PSYC 321, 351, 354, and 361

- Supplemental major courses (6 credits): Any PSYC courses (but no more than three 1-credit courses)

- Required capstone course (3 credits): PSYC 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Psychology. 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 .

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	Introduction to Research	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 arts and humanities course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
♦ PSYC 100	Introduction to Psychology	3
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
SOCY 100	Introduction to Sociology	3
	or other behavioral and social sciences course	
♦ STAT 225	Introduction to Statistics for the Behavioral Sciences	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 behavioral and social sciences course (discipline must differ from first)	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
CMIS 111	Social Networking and Cybersecurity Best Practices	3
	or other interdisciplinary issues/computing course	
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communication, writing, or speech course	
♦ PSYC 300	Research Methods in Psychology	3

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

WRTG 391	Advanced Research Writing	3
	or other communications/upper-level advanced writing course	
♦ PSYC 321	Social Psychology	3
	or other social psychology course for the major	

◆ PSYC 301	Biological Basis of Behavior *or other biological psychology course for the major*	3
◆ PSYC 353	Abnormal Psychology *or other professional psychology course for the major*	3
◆ PSYC 354	Cross-Cultural Psychology *or other social psychology course for the major*	3
◆ PSYC 310	Sensation and Perception *or other biological psychology course for the major*	3
◆ PSYC 436	Introduction to Clinical Psychology *or other professional psychology course for the major*	3
◆ PSYC 352	Child and Adolescent Psychology *or other supplemental major course*	3
◆ PSYC 334	Psychology of Interpersonal Relationships *or other supplemental major course*	3

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

◆ PSYC 495	Senior Seminar in Psychology	3

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

    43

Recommended Electives

PSYC 415	History and Systems *(for students who plan to go on to graduate school)*	
PSYC 451	Tests and Measurements	

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.

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 300	Research Methods in Psychology
STAT 225	Introduction to Statistics for the Behavioral Sciences

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

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

minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

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

SOCIAL SCIENCE

Students may seek an academic major in Social Science.

Major in Social Science

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

Intended Program Outcomes

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

- Analyze issues, identify improvements, and recommend solutions using statistics, data analysis, and appropriate quantitative and qualitative methods for social science research and/or program evaluation.

- Communicate effectively to professional and nonprofessional individuals and groups through an appropriate media to provide information about social science research, services, or programs.

- Apply an understanding of the relationship between micro- and macro-level problems and issues to identify and evaluate individual and community needs.

- Analyze complex social problems and work towards realistic solutions using diversity awareness and global multicultural perspectives.

- Recognize and apply ethical principles and standards to support the professional responsibilities and conduct of social scientists in the workplace.

- Apply critical and creative thinking, information literacy, technology, and an interdisciplinary perspective to solve practical problems in the social sciences

Degree Requirements

A degree with a major in Social Science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 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 Social Science Major

Coursework for a major in Social Science includes the following:

- Required foundation courses (6 credits): BEHS 210 and 220

- Other foundation course (3 credits) SOCY 100, ANTH 102, PSYC 100, or GERO 100

- Required statistics course (3 credits): STAT 225 (or 200 or 230)

- Required research methods course (3 credits): BEHS 300

- Core courses (9 credits in a single focus area): Chosen from upper-level ANTH, SOCY, GERO, or PSYC courses

- Supplemental major course (3 credits): Chosen from any ANTH, BEHS, GERO, GEOG, PSYC, or SOCY courses or WMST 200

- Required capstone course (3 credits): BEHS 495

Recommended Sequence

The following course sequence outlines all the requirements for the BS in Social Science. 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

Social 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	Introduction to Research	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)

Note: General education courses may not be applied to major requirements.

GVPT 170	American Government	3
	or other behavioral and social sciences course	
Both BIOL 101	Concepts of Biology	3
and BIOL 102	Laboratory in Biology	1
or BIOL 103	Introduction to Biology	
	or other biological and physical sciences lecture and laboratory course(s)	
WRTG 291	Research Writing	3
	or other communications/writing course	
IFSM 201	Concepts and Applications of Information Technology	3
or CMST 303	Advanced Application Software	
PHIL 140	Contemporary Moral Issues	3
or a foreign language course		
	or other arts and humanities course	
PSYC 100	Introduction to Psychology	3
	or other behavioral and social sciences course (discipline must differ from first)	
♦ BEHS 210	Introduction to Social Sciences	3

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

CMIS 111	Social Networking and Cybersecurity Best Practices	3
	or other interdisciplinary issues/computing course	
♦ STAT 225	Introduction to Statistics for the Behavioral Sciences	3
or STAT 200	Introduction to Statistics	
or STAT 230	Introductory Business Statistics	
NSCI 100	Introduction to Physical Science	3
or ASTR 100	Introduction to Astronomy	
	or other biological and physical sciences lecture course	
♦ SOCY 100	Introduction to Sociology	3
	or other foundation course for the major	
HIST 142	Western Civilization II	3
or HIST 157	History of the United States Since 1865	
	or other arts and humanities/historical perspective course (discipline must differ from other humanities course)	
SPCH 100	Foundations of Oral Communication	3
or COMM 380	Language in Social Contexts	
	or other communication, writing, or speech course	
♦ BEHS 220	Diversity Awareness	3

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

	WRTG 391	Advanced Research Writing	3
		or other course to fulfill the communications/upper-level advanced writing requirement	
♦	BEHS 300	Research Methods in the Social Sciences	3
♦	The first of three core courses in a single area		3
		(recommendations available on social science degree planning worksheet)	
♦	A second core course for the major		3
		(in the same discipline as the first)	
♦	A third core course for the major		3
		(in the same discipline as the first and second)	
♦	ANTH 344	Culture and Language	3
		or another supplemental major course	

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

♦	BEHS 495	Advanced Seminar in Social Sciences	3

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

	49

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

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.

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

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

OVERVIEW

University of Maryland University College Asia offers courses that are primarily focused on the needs of our students. Courses are carefully selected and scheduled based on input from local Education Services Officers, assessment of the academic and logistical needs of students, and availability of qualified faculty members. Regularly taught courses in UMUC Asia are listed in this Catalog but courses listed in other UMUC catalogs may also be offered.

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	Upper level, primarily junior courses
400-499	Upper level, primarily senior courses

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 session dates.

WebTycho, the University's online classroom 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 locations 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.*

COURSE OFFERINGS

INDEX TO COURSE DESCRIPTIONS

The courses listed on the following pages 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.

ACCOUNTING

Courses in Accounting (designated ACCT) may be applied as appropriate (according to individual program requirements) toward

- a major in accounting, business administration, finance, global business and public policy, human resource management, management studies, or marketing;

- a minor in accounting, business administration, customer service management, human resource management, management studies, marketing, or strategic and entrepreneurial management;

- a certificate in Introductory Accounting, Advanced Accounting, Fraud Investigation, or a number of other business-related areas;

- certain UMUC graduate degree programs, where recognized as equivalent coursework (specific equivalencies are detailed in the UMUC graduate catalog); and

- electives.

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job order and process costing, cost-volume-profit analysis, and budgets. Students may receive credit

for only one of the following courses: ACCT 221, ACCT 301, BMGT 221, MGMT 301, or MGST 301.

ACCT 310 Intermediate Accounting I (3)

Prerequisites: ACCT 221. This is a professional course requiring intensive study and analysis and is not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

ACCT 321 Cost Accounting (3)

Prerequisite: ACCT 221. A study of basic cost accounting concepts. The goal is to apply basic cost accounting concepts, use technology to prepare financial deliverables, evaluate business and financial data, and communicate financial information. Topics include the evaluation of business and financial data to make profit-maximizing decisions and ethics and corporate social responsibility. Discussion also covers the role of accountants in decision making; cost behavior; cost planning and control; and costing methods, such as standard costing, budgeting, and inventory valuation. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 323 Federal Income Tax I (3)

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

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 ACCT326. A study of advanced accounting theory, applied to specialized topics and contemporary problems. The aim is to prepare, present, and explain financial statements in five sectors--consolidated, international, partnership, not-for-profit, and state and local governments--and analyze a firm's dissolution or reorganization. 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 426 Advanced Cost Accounting (3)

Prerequisite: ACCT 321. An in-depth study of advanced costing concepts that emphasizes managerial planning and control, problem solving, performance measurement, and profit maximization. The aim is to evaluate financial and nonfinancial data, conduct high-level research on contemporary issues, apply best practices and tools, and prepare and present findings to management and clients. Research, technology, and global practices are used in evaluating financial and nonfinancial decision making from both and entity and an industry perspective. Leadership skills are developd through collaborative assignments. Students may receive credit for only one of the following courses: ACCT 426 or BMGT 426.

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.

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 East Asian studies;
- a certificate in Diversity Awareness; and
- electives.

ANTH 101 Introduction to Biological 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 Cultural Anthropology (3)

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

ANTH 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 Drawing and Design (3)

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

ARTT 205 Art Appreciation (3)

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

ARTT 210 Drawing (3)

Prerequisite: ARTT 110. A continuing examination of materials and techniques of drawing. The objective is to apply drawing techniques and visual principles to various subjects, communicate through drawing, and critique works of art. More advanced media, compositions, techniques, and subjects are explored. Students may receive credit for only one of the following courses: ARTS210 or ARTT210.

ART HISTORY

Courses in Art History (designated ARTH) may be applied as appropriate (according to individual program requirements) toward

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

ARTH 204 Film and American Culture Studies (3)

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

ARTH 334 Understanding Movies (3)

(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334 or 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 East Asian 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 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 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 284 Foundations of East Asian Civilization (3)

(Formerly HIST 284.) A survey of the foundations of East Asian civilization from its beginnings to the 17th century. Focus is on China, Korea, and Japan. The goal is to analyze the region from a number of perspectives, including philosophical, historical, artistic and political. Topics include East Asian belief systems (including Confucianism and Buddhism), dynasties, warrior culture, and the role of class and gender in early East Asian society. Students may receive credit for only one of the following courses: ASTD 150, ASTD 284, or HIST 284.

ASTD 285 Introduction to Modern East Asia (3)

(Formerly HIST 285.) An interdisciplinary survey of East Asia from the late 17th century—beginning with Qing China, Tokugawa Japan, and Choson Korea—to the present. The objective is to trace how transformations on global, regional, and local levels led to the development of the modern nation-states of East Asia and to examine how those developments affected the culture of the area. Topics include the rise of imperialism and colonialism; cross-cultural interactions; and issues of gender, class, and ethnicity in East Asian culture. Students may receive credit for only one of the following courses: ASTD 160, ASTD 285, or HIST 285.

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 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 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 485 Great Issues in Asian Studies (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ASTD 284 (or ASTD 150) and 285 (or ASTD 160). A project-based, interdisciplinary study of East Asia that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. Discussion covers emerging issues and current scholarship in East Asian studies.

ASTRONOMY

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

- the general education requirement in the biological and physical sciences;
- a minor in natural science; and
- electives.

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

ASTR 100 Introduction to Astronomy (3)

(Not open to students who have taken or are taking any astronomy course numbered 250 or higher. For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. A discussion of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. For students not majoring or minoring in a science.) Prerequisite or corequisite: ASTR 100. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy, as well as the use of astronomical instruments and tools.

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;
- a minor in women's studies;
- a certificate in Applied Behavioral and Social Sciences or Diversity Awareness; and
- electives.

BEHS 210 Introduction to Social Sciences (3)

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

BEHS 220 Diversity Awareness (3)

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

BEHS 300 Research Methods in the Social Sciences (3)

Prerequisite: BEHS 210. Recommended: STAT 225. An introduction to the core concepts, research methods, and skills that apply to work in the social sciences. The goal is to begin the process of conducting social science research. Discussion covers the scientific method, as well as quantitative and qualitative research methods specific to the social science disciplines of psychology, sociology, anthropology, and gerontology. Topics also include reliability and validity of data, correlation versus causality, research ethics, institutional review boards, proposal writing, and the unique contribution of "interdisciplinarity" in social science research.

BEHS 343 Parenting Today (3)

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

BEHS 364 Alcohol in U.S. Society (3)

An interdisciplinary examination of the use, abuse, and addiction of the drug alcohol from the perspectives of psychology, physiology, sociology, medicine, counseling, law, and public health. Students will explore the effects of alcohol throughout the life span in relation to gender, families, race, age, the workplace, and public safety. Analysis covers current research and trends in the treatment of alcohol abuse and dependence, including prevention, assessment, and intervention as well as exploring history, etiology, effects, and current treatment practices.

BIOLOGY

Courses in biology (designated BIOL) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the biological and physical sciences;
- a major in biotechnology, homeland security, investigative forensics, laboratory management, psychology;
- a minor in biology, forensics, microbiology, natural science, or psychology; and
- electives (including related requirements for the environmental management major).

BIOL 101 Concepts of Biology (3)

(For students not majoring in a science.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge on human societies. Students may receive credit for only one of the following courses: BIOL 101, BIOL 103, BIOL 105, or BSCI 105.

BIOL 102 Laboratory in Biology (1)

(For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A hands-on study of the concepts underlying the structure and function of living organisms. The goal is to apply the scientific method and to use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, cell structure and function, and the classification of organisms. Students may receive credit for only one of the following courses: BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

COURSE OFFERINGS

BIOL 103 Introduction to Biology (4)

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

BIOL 160 Human Biology (3)

(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The aim is to use scientific reasoning to make informed decisions about topics related to human biology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Discussion also covers pertinent health topics. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

BIOL 161 Laboratory in Human Biology (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160. A laboratory study that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 181 Life in the Oceans (3)

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

BIOL 182 Marine Biology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light.

The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

BIOL 201 Human Anatomy and Physiology I (4)

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

BIOL 202 Human Anatomy and Physiology II (4)

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

BIOL 211 Environmental Science (3)

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

BIOL 212 Environmental Science Laboratory (1)

(For students not majoring in science . Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and interrelated forms of human environmental impact. Topics explored include principles of ecology, population dynamics, food supply alternatives and impact, sustainable water supplies, energy alternatives, pollution control, greenhouse gases, recycling, and conservation technologies.

BIOL 301 Human Health and Disease   (3)

(For students majoring in both science and non-science disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 302 Bacteria, Viruses, and Health (3)

(For students majoring in both science and non-science disciplines.) An introductory study of the basic structure, genetic and regulatory systems, and life cycles of bacteria and viruses. Students may receive credit for only one of the following courses: BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 304 The Biology of Cancer (3)

(For students majoring in both science and non-science disciplines.) An overview of the biological basis of cancer. The development and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

BUSINESS AND MANAGEMENT

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward

- a major in business administration, emergency management, finance, global business and public policy, homeland security, human resource management, laboratory management, management studies, or marketing;

- a minor in business administration, business law and public policy, business supply chain management, customer service management, international business management, or strategic and entrepreneurial management;

- a certificate in various business-related areas; and

- electives.

BMGT 110 Introduction to Business and Management (3)

(For students with little or no business background. Recommended preparation for many other BMGT courses.) An introduction to the fundamental concepts of business management and leadership. The objective is to understand the interrelated dynamics of business, society, and the economy. Discussion covers business principles and practices in the context of everyday business events and human affairs and from a historical perspective.

BMGT 140 Personal and Family Finance (3)

An examination of the principles of managing one's personal and family finances. Among the topics included are financial goal setting and budgeting, managing checking accounts, life and liability insurance, the use and management of personal credit, and saving and investing for long-term financial security.

BMGT 160 Principles of Supervision (3)

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

BMGT 364 Management and Organization Theory (3)

Prerequisites: BMGT 110 or at least two years of business and management experience. An examination of the four functions of management–planning, organizing, leading, and controlling–with emphasis on the application of management concepts and theories to achieve organizational goals. The aim is to develop strategies, goals, and objectives to enhance performance and sustainability. Topics include ethics, social responsibility, globalization, and change and innovation. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3)

Prerequisite: BMGT 110 or BMGT 364. An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to be able to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Topics include vision, values, culture, ethics, and the interaction between the organization and the external environment. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 380 Business Law I (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles and concepts relevant to the conduct and understanding of commercial business transactions in the domestic and global environments. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include the legal, ethical, and social environment of business, civil and criminal law, agency, types of business organizations, and contracts and sales agreements.

BMGT 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. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include personal and real property, leases, antitrust, business insurance, accountants' liability, negotiable instruments, secured transactions, government regulation affecting consumer protection, environmental protection, debtor/creditor relationships, and bankruptcy and reorganization.

BMGT 392 Global Business (3)

Prerequisite: BMGT 110 or at least two years of business and management experience. An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 110 (or at least two years of business and management experience), 364, and 365. An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. The aim is to participate, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics, group dynamics, and organizational structure, polices, and culture have on employee behaviors and organizational outcomes (i.e. productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship).

BMGT 495 Strategic Management (3)

(Access to spreadsheet, word processing, and presentation software is required. Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: BMGT 364 and 365, FINC 330 (or BMGT 340), and MRKT 310. A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Students may receive credit for only one of the following courses: BMGT 495, HMGT 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)

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

CHEMISTRY

Courses in chemistry (designated CHEM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the physical and biological sciences;
- a major in investigative forensics;
- a minor in natural science; and
- electives (including related requirements for the environmental management major).

CHEM 103 General Chemistry I (4)

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

CHEM 113 General Chemistry II (4)

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

CHEM 121 Chemistry In the Modern World (3)

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

CHEM 122 Laboratory Chemistry (1)

(Fulfills the laboratory science requirement.) Prerequisite or corequisite: CHEM 121. May not be used to satisfy the lab science requirement without credit for CHEM 121. Laboratory experimentation illustrating chemical principles and applications in the modern world. Students may receive credit for only one of the following courses: CHEM 103, CHEM 104, CHEM 113, CHEM 122, CHEM 233, CHEM 243, or CHEM 245.

COMMUNICATION STUDIES

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;

- a major in communication studies or laboratory management;

- a minor in communication studies, journalism, or speech communication;

- a certificate in Desktop Publishing; and

- electives.

COMM 200 Military Comm and Writing (3)

(Fulfills the general education requirement in communication.) A study of managing business communication in a military context. Topics include communication theories, research methods, organization of information, formats, writing and editing strategies, guiding subordinate communication, interviews and meeting management. Assignments may include speech presentation, classroom instruction, interviewing, meeting management, and the writing and editing of reports, letters, e-mails, proposals, and personnel evaluations.

COMM 300 Communication Theory (3)

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

COMM 302 Mass Communication and Media Studies (3)

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

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 networking and security, computer science, digital media and Web technology, or information systems management;

- a minor in computing;

- a certificate in various computer- and information science-related areas; and

- electives.

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two academic sessions students should not take two (or more) courses that involve programming.

CMIS 102 Introduction to Problem Solving Algorithm Design (3)

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. The objective is to design programs using pseudocode and partici-

pate in hands-on debugging, testing, and documenting activities. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, or CMSC 130.

CMIS 170 Introduction to XML (3)

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

CMIS 242 Intermediate Programming (3)

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

CMIS 320 Relational Database Concepts and Applications (3)

Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim of the course is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

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 networking and security, cybersecurity, digital media and Web technology, or information systems management;
- a minor in computing;
- a certificate in various computer-related areas; and
- electives.

CMIT 202 Fundamentals of Computer Troubleshooting (3)

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

CMIT 265 Fundamentals of Networking (3)

(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: CMIT 202. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system connectivity) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)

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

CMIT 350 Interconnecting Cisco Devices (3)

(Designed to help prepare for the Cisco Certified Network Associate Examination 640-802.) Prerequisite or corequisite: CMIT 265. Presentation of and practice in the concepts and commands required to configure Cisco switches and routers in multiprotocol Internetworks. Focus is on developing the skills necessary to install, configure, and operate Cisco routers and switches within local area network and wide area network environments, including VoIP (voice over Internet protocol) and wireless networks. Discussion covers routing and switching

concepts (Layer 2 and Layer 3 technologies) using Cisco switches and routers. Projects include configuring various protocols, including IP, RIP, IGRP, EIGRP, OSPF, RSTP, and Frame Relay. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

COMPUTER STUDIES

Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;
- a major in computer networking and security, digital media and Web technology, or information systems management;
- a minor in computing;
- a certificate in various computer-related areas; and
- electives.

CMST 303 Advanced Application Software (3)

Prerequisite: CMST 103 or extensive experience with office application software, including word processing, spreadsheet, presentation, and database programs. A hands-on, project-based survey of advanced features of office application software. The aim is to use advanced application features to produce documents for professional and personal communication. Topics include information systems, application integration, computer hardware and software, storage, and networking. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 310 Fundamentals of Electronic Publishing (3)

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

CMST 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 Principles of Web Design and Technology I (3)

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

CMST 386 Principles of Web Design and Technology II (3)

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

COURSE OFFERINGS

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, cybersecurity, homeland security, or investigative forensics;

- a minor in African American studies, criminal justice, or forensics;

- a certificate in Criminal Justice Intelligence, Fraud Investigation, or Terrorism and Institutions: Prevention and Response; and

- electives.

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 100 Introduction to Criminal Justice (3)

(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the administration of criminal justice in a democratic society, emphasizing the history and theories of law enforcement. The objective is to conduct research, analyze criminological theory to inform the development of criminal justice policies, and make appropriate criminal justice decisions. Discussion covers the principles of organization and administration in law enforcement, including specific activities and functions (such as research and planning, public relations, personnel and training, inspection and control, and formulation and direction of policy). Students may receive credit for only one of the following courses: CCJS 100 or CJUS 100.

CCJS 105 Introduction to Criminology (3)

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

CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. A study of the history, nature, sources, and types of criminal law. The objective is to identify the elements of crime, recognize parties to crime, and explain the historical development of criminal law and punishment in the United States. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of select 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 and evidence. The goal is to interpret statutes and case law, identify relevant issues, and evaluate the integrity and admissibility of evidence. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed.

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

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 370 Race, Crime, and Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A historical and theoretical study of the role and treatment of racial/ethnic minorities in the criminal justice system. The objective is to identify and apply appropriate preventative measures and master the aspects of the field of victimology.

CCJS 400 Criminal Courts (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of contemporary criminal courts in the United States at all levels. The objective is to apply knowledge of the criminal court system, its culture, and appropriate technologies. Topics include the roles of judges, prosecutors, defenders, clerks, courthouse administrators, and people employed in related courthouse fields; problems of administration; and modernization of the traditional court setting. Students may receive credit for only one of the following courses: CCJS 400 or CJUS 400.

CCJS 420 Medical and Legal Investigations of Death (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 320. An intensive look at medical and legal investigations into causes of death. Topics include the difference between the medical (or pathological) and legal (or criminal) components of investigations into causes of death, medical and investigative terminology, and the impact of ethics on prosecutions and convictions. Case studies illustrate practical applications of various forms of forensic styles and parameters.

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.

CYBERSECURITY

Courses in cybersecurity (designated CSIA) may be applied as appropriate (according to individual program requirements) toward

- a major in computer networking and security, cybersecurity, digital media and Web technology, emergency management, homeland security, information systems management, or investigative forensics;
- a minor in computing;
- a certificate in Information Assurance, Information Management, or Project Management for IT Professionals;
- certain UMUC graduate degree programs, where recognized as equivalent coursework; and
- electives.

CSIA 302 Telecommunications in Information Systems (3)

(Formerly IFSM 450.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CSIA 302, CMIS 370, CMSC 370, or IFSM 450.

CSIA 303 Foundations of Information System Security (3)

(Formerly IFSM 430.) Prerequisite: CSIA 301 or IFSM 300. A survey of various means of establishing and maintaining a practical cyber and information security program to protect key organizational assets. The aim is to develop an information security program that is aligned with organizational strategy and to evaluate and recommend information and security technologies to support the information security program. Discussion covers the integration of confidentiality, integrity, and availability into an organization's security program through the use of physical and logical security controls. Topics include data protection, telecommunications systems, applications, and emerging technologies. Threats and vulnerabilities are assessed to determine the level of risk. Students may receive credit for only one of the following courses: CSIA 303, IFSM 430, IFSM 433, or IFSM 498N.

CSIA 457 Cyberterrorism and Cyber Crime (3)

(Formerly IFSM 457.) Prerequisites: CSIA 302 (or CMIT 265) and CSIA 303. In-depth analysis of differences between cyberterrorism and cyber crime and the motivations that drive cyber adversaries. The goal is to assess cyberterrorism and cyber crime-related vulnerabilities, understand the use of network analysis tools, and identify the differences between computer network defense and offense and the difficulties associated with a global threat space. Students may receive credit for only one of the following courses: CSIA 457, IFSM 457, or IFSM 497C.

ECONOMICS

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in finance or homeland security;
- a minor in economics;
- a certificate in Financial Management;
- related requirements for most business-related majors and minors; and
- electives.

ECON 201 Principles of Macroeconomics (3)

An introduction to the study of the macroeconomy. The objective is to apply select macroeconomic theories to real world situations. Discussion covers economic growth, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real world situations. Emphasis is on market theory. Topics include the implications of government intervention, the advantages and disadvantages of different market structures, and income distribution and poverty.

ECON 301 Current Issues in 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 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 is partnered with Bowie State University to offer undergraduate education courses leading to a Bachelor of Science degree in Elementary Education or Secondary Education. This program is currently available only to students in Okinawa, Japan. Individuals interested in learning more about this undergraduate program should contact their local education program representative or visit UMUC Asia's Bowie State Web site at *www.asia.umuc.edu/teaching*.

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 103 does not fulfill the general education requirement in Communications and can 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 academic, interpersonal, and life-management skills and attitudes needed to thrive in the academic setting. A series of self-assessments serve as tools to identify values and goals for individual life planning and educational achievement.

EDCP 103 Fundamentals of Writing and Grammar (3)

(Does not fulfill the general education requirement in communications. Recommended as preparation for WRTG 101, WRTG 101X, or upper-level writing courses.) A review of basic writing skills. The objectives are to learn and apply specific steps within the writing process; write effective sentences, paragraphs, and short essays; and edit writing for grammar and punctuation. Topics include the writing process; strategies for developing academic paragraphs and essays; and key aspects of grammar, punctuation, and mechanics. Practice in refining writing skills is provided. Students may receive credit for only one of the following courses: EDCP 103, EDCP 103X, or ENGL 100.

EDCP 103X Fundamentals of Writing and Grammar (3)

(Does not fulfill the general education requirement in communications. Enrollment restricted to students for whom English is a not a first language. Recommended as preparation for WRTG 101, WRTG 101X, 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 in English or humanities;
- a minor in African American studies, English, humanities, or women's studies; and
- electives.

ENGL 102 Composition and Literature (3)

Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. (Fulfills the general education requirements in Communications or Arts and Humanities.) Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature through a variety of modes such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisites: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introduction to fiction, poetry, drama, film, and the literary essay, with an emphasis on developing critical reading and writing skills. The objective is to identify elements of literature and explicate texts. Study may be organized either by genre or by theme. Writers covered vary from term to term. Films may be included. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 281 Standard English Grammar (3)

(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer's goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

ENGL 294 Introduction to Creative Writing: Fiction and Creative Nonfiction (3)

(Fulfills the general education requirements in communications.) Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An introductory survey and practical study of key areas of creative writing in creative nonfiction and fiction. The objective is to write original fiction and creative nonfiction and critique, revise, and edit writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the craft. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Fulfills the general education requirement in communications. Designed as a foundation for other upper-level literature courses.) Prerequisites: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. A study of the techniques of literary criticism, emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 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 439 Major American Writers (3)

Prerequisites: WRTG 101 or ENGL 101. A study of works by selected American authors. The goal is to understand the place these authors and their works hold in the canon of American literature. Authors may include Mark Twain, Stephen Crane, Ernest Hemingway, William Faulkner, Edgar Allan Poe, Emily Dickinson, Langston Hughes, Truman Capote, Harper Lee, and Cormac McCarthy, among others. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. May be repeated to a maximum of 6 credits when topics differ.

ENGL 454 Modern World Drama (3)

Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of 20th-century theatre, with an emphasis on the social, cultural, and historical context of drama. The goal is to analyze the elements of drama, evaluate human motivations and behavior, and interpret the dramatic re-creation of historical events. Drama from around the globe is examined. Discussion covers the works of major playwrights, such as Ibsen, Strindberg, Chekhov, Shaw, O'Neill, Miller, Williams, Brecht, Pirandello, Hansberry, Orton, Ionesco, Beckett, Pinter, Fugard, Albee, Stoppard, or Shepard.

ENGL 457 The Modern Novel (3)

Prerequisite: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X. An examination of the development of the novel from the late 19th century to the present, with emphasis on British and American works. Authors and works vary each session 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 laboratory management;
- a minor in finance, business administration, international business management, 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 aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. 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 wealth creation that blends financial theory and application. The goal is to develop personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) and understand elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, and the role of insurance in protecting income and assets). 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 388F, BMGT 388N, FINC 321, or 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. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, FINC 330, MGMT 398D, or TMGT 320.

FINC 331 Finance for the Nonfinancial Manager (3)

(Formerly BMGT 341). Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management.

Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

GEOGRAPHY

Courses in geography (designated GEOG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences; and

- electives.

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

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

GEOG 110 The World Today: A Regional Geography (3)

An examination of the major regions that make up the world today. Study is organized around the framework of modern and traditional lifestyles.

GEOLOGY

Courses in geology (designated GEOL) may be applied as appropriate (according to individual program requirements) toward

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

- a minor in natural science; and

- electives.

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

GEOL 100 Physical Geology (3)

(For students not majoring or minoring in a science.) Geology is the study of the Earth, the materials of which it is made, the structure of those materials, and the processes acting upon them. This course surveys the rocks and minerals composing Earth, the movement within it, and its surface features and the agents that form them and our environment. Energy and mineral resources will also be discussed. The goal is to prepare students to communicate about geological principles and how

humans impact geological processes. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

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 East Asian studies, emergency management, homeland security, or political science;

- a minor in African American studies or political science;

- a certificate in Terrorism and Institutions: Prevention and Response; and

- electives.

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 170 American Government (3)

A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 200 International Political Relations (3)

A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing worldviews, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 401 Understanding 21st-Century Global Challenges (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, nonstate 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)

Prerequisite: WRTG 101. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 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)

Prerequisite: WRTG 101. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 457 American Foreign Relations (3)

Prerequisite: WRTG101. A study of the principles and machinery of American foreign relations. The goal is to apply historical themes of American foreign policy to contemporary international relations, incorporate tenets of international law into American diplomatic approaches, and inform and influence policy making. Emphasis is on the conduct of the U.S.

Department of State and the Foreign Service. Analysis covers the major foreign policies of the United States.

HISTORY

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

- the general education requirements in the arts and humanities;
- a major in history, East Asian studies, or humanities;
- a minor in African American studies, East Asian studies, history, or women's studies;
- a certificate in Terrorism and Institutions: Prevention and Response; 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)

Recommended: WRTG 101. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

Recommended: WRTG 101. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

HIST 156 History of the United States to 1865 (3)

Recommended: WRTG 101. A survey of the United States from colonial times to the end of the Civil War. The establish-

ment and development of national institutions are traced. The aim is to locate, evaluate, and use primary and secondary sources and interpret and interpret current events and ideas in a historical context. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)

Recommended: WRTG 101. A survey of economic, intellectual, political, and social developments since the Civil War. The objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 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 364 Emergence of Modern America: 1900 to 1945 (3)

Prerequisite: A writing course. Recommended: WRTG 101 and WRTG 291. A study of the emergence of modern American institutions and identities in the years 1900-45. The aim is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include the presidencies of McKinley, Roosevelt, Taft, and Wilson; the world wars; the Great Depression; and the period of the New Deal. Discussion also covers emerging issues such as the role of women and African Americans, corporate enterprises, and the welfare state.

HIST 365 Recent America: 1945 to the Present (3)

Prerequisite: A writing course. Recommended: WRTG 101 and WRTG 291. An investigation of U.S. history from the end of World War II to the events of September 11, 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role

of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.

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 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 A History of China from Confucius to the Demise of the Qing Dynasty(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 China from the Opium War to Deng Xiaoping (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 at the center of the civilized world to that of a nation-state in a complex international environment.

HIST 482 History of Japan to the late Edo Period (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 the Late Edo Period (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 in homeland security, criminal justice, emergency management, or fire service administration;

- a minor in homeland security;

- certain UMUC graduate degree programs, where recognized as equivalent coursework (specific equivalencies are detailed in the UMUC graduate catalog); and

- electives.

HMLS 302 Introduction to Homeland Security (3)

Prerequisite: WRTG 101. An introduction to the theory and practice of homeland security in both the public and private sector at the national, regional, state, and local level. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

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;

- a certificate in Diversity Awareness; 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 societies express their ideas through art, literature, architecture, music, and philosophy. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth in the World (3)

A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.

HUMAN RESOURCE MANAGEMENT

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- a major in human resource management, business administration, global business and public policy, or management studies;

- a minor in human resource management, business administration, business law and public policy, customer service management, global business and public policy, or strategic and entrepreneurial management;

- a certificate in Business Project Management, Human Resource Management, or Management Foundations; and

- electives.

HRMN 300 Human Resource Management (3)

A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are

analyzed through case histories, exercises, and projects. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)

A survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 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: Issues and Problems (3)

Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 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.

INFORMATION SYSTEMS MANAGEMENT

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in computing;

- a major in information systems management, computer networking and security, digital media and Web technology, cybersecurity, emergency management, homeland security, investigative forensics, or laboratory management;

- a minor in computing;

- a certificate in various computer-related disciplines; and

- electives.

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) A practical application of information technology for personal and professional productivity. The objective is to use technology appropriately and fluently to organize, analyze, and communicate information. Topics include hardware, software, office applications, information security and ethics, and the Internet. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

(Access to Microsoft Office Professional required.) Prerequisite: IFSM 201. An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes. Discussion covers concepts of business processes and alignment of information systems solutions to strategic goals.

IFSM 301 Foundations of Enterprise and Information Systems (3)

Prerequisite: IFSM 300 and CMIS 102. A basic study of information systems. The goal is to apply information technology best practices and methodologies to identify and evaluate enterprise solutions for the best fit for organizational strategic outcomes.

IFSM 302 Workplace Productivity (3)

Recommended: IFSM 201. A survey of techniques for improving the productivity of practices and procedures in the work-

place. 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 Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 438 Information Systems Project Management (3)

Prerequisite: IFSM 301. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: BMGT 487, IFSM 438, or TMGT 430.

IFSM 461 Systems Analysis and Design (3)

Prerequisite: CMIS 320, IFSM 311, and IFSM 438. A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build,

and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, and IFSM 461.

JAPANESE

Courses in Japanese (designated JAPN) 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 East Asian studies; and
- electives.

UMUC offers a limited number of foreign language courses each session.

JAPN 111 Elementary Japanese I (3)

(Not open to native speakers of Japanese: assumes no prior knowledge of Japanese. Students with prior experience with the Japanese language should take a placement test to assess appropriate level.) An introduction to spoken and written Japanese language. The objective is to communicate in Japanese in some concrete, real-life situations using culturally appropriate language; read and write hiragana; and read some katakana words in context.

JAPN 112 Elementary Japanese II (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 111 or appropriate score on a placement test. A continued introduction to spoken and written Japanese. The goal is to communicate in Japanese in concrete, real-life situations using culturally appropriate language; read and write katakana; and recognize some kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 114 Elementary Japanese III (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 112 or appropriate score on a placement test. Further study of spoken and written Japanese. The aim is to communicate in Japanese in a variety of concrete, real-life situations, using culturally appropriate language and to expand recognition of kanji characters in context. Practice is provided in improving pronunciation and developing the oral and written skills used in everyday communication.

JAPN 115 Elementary Japanese IV (3)

(Not open to native speakers of Japanese.) Prerequisite: JAPN 114 or appropriate score on a placement test. Further development of skills in elementary spoken and written Japanese. The aim is to interact effectively with native speakers of Japanese in a variety of real-life situations using culturally appropriate language and to recognize and distinguish more commonly used kanji characters in context. Practice is provided in fine-tuning pronunciation and applying language skills to a range of contexts.

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.

JOURNALISM

Courses in journalism (designated JOUR) may be applied as appropriate (according to individual program requirements) toward

- a major or minor in communication studies
- a minor in journalism; and
- electives

JOUR 201 fulfills the general education requirements in communications. UMUC offers only a limited number of courses each session in this discipline.

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or ENGL 101. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing—from mechanics (grammar, spelling, punctuation and journalistic style) to content (accuracy, completeness, audience and readability)—and reporting.

KOREAN

Courses in Korean (designated KORN) 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 East Asian studies; and
- electives.

UMUC offers a limited number of foreign language courses each session.

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.

COURSE OFFERINGS

LIBRARY SKILLS AND INFORMATION LITERACY

Courses in library skills (designated LIBS) may be applied toward

- the general education requirement in information literacy; and

- electives.

Degree-seeking students must complete LIBS 150 (or present its equivalent in transfer) during the first 18 credits of enrollment at UMUC.

LIBS 150 Introduction to Research (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information–including selecting appropriate print and electronic sources and effectively using Web search engines and UMUC Information and Library Services' electronic resources to find information–and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

MARKETING

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward

- a major in marketing, business administration, global business and public policy, graphic communication, or management studies;

- a minor in marketing, business administration, business supply chain management, or customer service management;

- a certificate in Management Foundations; and

- electives.

MRKT 310 Marketing Principles (3)

A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Students may re-

ceive 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 comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology-related tools and metrics to support management's assessment of customer relationship management efforts. 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, 009 and 012);

- a minor in mathematical sciences;

- a major in computer science; and

- a certificate in Game Development;

- electives.

Students who are planning to major or minor in management, computing, or science-related fields of business administration, computer and information science, or the biological or social sciences should consider courses from sequence I. Students who are planning a major or minor in computer science, mathemati-

cal sciences, or the physical and engineering sciences should consider courses from sequence II. Students in other majors or minors should refer to their chosen curriculum for mathematics requirements.

Sequence I

MATH 001 Pre-Algebra

MATH 009 Introductory Algebra

MATH 012 Intermediate Algebra

MATH 106 Finite Mathematics

MATH 107 College Algebra

MATH 220 Elementary Calculus I

MATH 221 Elementary Calculus II

Approved course in statistics

Sequence II

MATH 001 Pre-Algebra

MATH 009 Introductory Algebra

MATH 012 Intermediate Algebra

MATH 115* Pre-Calculus

MATH 140 Calculus I

MATH 141 Calculus II

MATH 240 Introduction to Linear Algebra

MATH 241 Calculus III

* or MATH 107–108

Degree-seeking students must complete the general education requirement in mathematics (or present the equivalent in transfer) during their first 18 credits of enrollment at UMUC. When enrolling in mathematics courses, students should pay special attention to pre-requisites and sequencing of courses and should contact an Academic Advisor if in doubt. Students are expected to own and use scientific calculators in all mathematics and statistics courses.

Special note regarding Math 001, 009, and 012:

Beginning-level courses such as MATH 001, 009, and 012 are designed to 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. Due to their preparatory nature, the institutional credits earned for Math 001, 009, and 012 do not apply toward a degree and will not transfer to other colleges and universities. 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). 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.) Prerequisite: An appropriate result on the placement test. A study of whole numbers, integers, fractions, decimals and real numbers, variable expressions, first degree equations, ratio and proportion, percent, and geometry. All topics are employed to solve applied problems. Students may receive credit for only one of the following courses: MATH 001, MATH 100, or UCSP 198 Transitional Mathematics.

MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite MATH 001 or an appropriate result on the placement test. A comprehensive review of real number properties and operations, including fractions, percentages, operations with signed numbers, and geometric formulas. The objective is to develop fluency in the language of introductory algebra; develop number sense and estimation skills; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include linear equations and inequalities, equations of lines, graphs on number lines and rectangular coordinate systems, rules of exponents, and operations on polynomials. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.

MATH 012 Intermediate Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate result on the placement test. A study of problem-solving techniques in intermediate-level algebra. The goal is to demonstrate number sense and estimation skills; interpret mathematical ideas using appropriate terminology; manipulate, evaluate, and simplify real-number and algebraic expressions; and translate, solve, and interpret applied problems. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as finance, science, and the physical world). Topics include polynomials; factoring; exponents and their notation; rational expressions and equations; rational exponents and radical expressions; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

COURSE OFFERINGS

MATH 106 Finite Mathematics (3)

(Not intended for students planning to take MATH 107 or higher-numbered mathematics courses.) Prerequisite: MATH 012 or an appropriate result on the placement test. A study of mathematical models in finite mathematics, including linear models, systems of linear equations, linear programming, sets and counting, probability, descriptive statistics, and the mathematics of finance. The aim is to demonstrate fluency in the language of finite mathematics; find, solve, and graph linear equations and inequalities; describe sample spaces and event; assign probabilities to events and apply probability rules; and apply the mathematics of finance to formulate and solve problems.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107/ MATH 108. An alternative to MATH 115). Prerequisite: MATH 012 or an appropriate result on the placement test. An introduction to equations, inequalities, and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real number, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 and MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107/ MATH 108. An alternative to MATH 115). Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 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. An explication of equations, functions, and graphs. The goal is to demonstrate fluency in pre-calculus; communicate mathematical ideas appropriately; solve equations and inequalities; analyze and graph functions; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and analytical geometry. 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. The goal is to determine fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, MATH 140, or MATH 220.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real-world scenarios. Focus is on techniques of integration, improper integrals, and applications of real-world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, MATH 141, or MATH 221.

MATH 240 Introduction to Linear Algebra (4)

Prerequisite: MATH 140. An explication of the basic concepts of linear algebra. The aim is to analyze and evaluate matrices to determine solubility and solve systems of linear equations. Topics include systems of linear equations, linear transformations, vectors, vector spaces, matrix separations, products and separations, subspaces, bases, and linear independence. Discussion also covers solutions of problems in physics, engineering, and the sciences. 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 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. The objective is to use multivariate calculus to solve real-world problems.

MUSIC

Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the arts and humanities;

- a major in humanities;

- a minor in African American studies or humanities; and

- electives.

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

MUSC 210 Music as Cultural Expression (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 (according to individual program requirements) toward

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

- a major in biotechnology or laboratory management;

- a minor in natural science; and

- electives.

NSCI 100 Introduction to Physical Science (3)

(For students not majoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world. Students may receive credit for only one of the following courses: GNSC 100 or NSCI 100.

NSCI 101 Physical Science Laboratory (1)

(For students not majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: MATH 012 or higher. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world.

NSCI 110 Introduction to Oceanography (3)

(Not for students majoring or minoring in science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

NSCI 170 Concepts of Meteorology (3)

(For students not majoring or minoring in a science.) Prerequisite: MATH 012 or higher. An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midlatitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Laboratory Meteorology (3)

(For students not majoring or minoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 170 or GNSC 170.) Prerequisite: MATH 012 or higher. Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

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.

NUTR 200 Nutrition for Health services (3)

Prerequisites or corequisites: BIOL 101/102 or BIOL 103 or BIOL 160/161. CHEM 103 is recommended. A survey of the role of nutrition in maintaining normal health and preventing disease. Nutritional requirements for individuals in different stages of development are covered. Current topics of concern to the professional health services worker are highlighted. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

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 Asian Studies and Humanities; and
- electives.

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Students are encouraged to become aware of the significance of philosophical problems and to learn to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 127 Living Religions of the World (3)

(Formerly HUMN 127.) An examination of the cultural construction of religious or nonreligious identity within the diverse world community. The goal is to understand the role of religion in current events. Discussion covers the world's major living religious traditions: Hinduism, Buddhism, Christianity, Judaism, and Islam. Students may receive credit for only one of the following courses: HUMN 127, RLST 125, or PHIL 127.

PHIL 140 Contemporary Moral Issues (3)

An exploration of how philosophical analysis can serve as a foundation for thinking clearly about moral issues. The aim is to offer rational argument about ethical problems. Problems analyzed include such widely debated issues as abortion, euthanasia, the death penalty, homosexuality, pornography, reverse discrimination, business ethics, sexual equality, and economic equity. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

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.

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 a 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.

PSYCHOLOGY

Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in the behavioral and social sciences;
- a major in psychology or social science;
- a minor in psychology or women's studies;
- a certificate in various disciplines; and
- electives.

PSYC 100 Introduction to Psychology (3)

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 300 Research Methods in Psychology (3)

(Formerly PSYC 305.) Prerequisites: PSYC 100 and STAT 225 (or PSYC 200). Recommended: PSYC 306A. A survey of research methods focusing on the fundamentals of research design and behavior. The aim is to apply research methodologies critically and creatively to effectively communicate about the domains of psychology. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.

PSYC 301 Biological Basis of Behavior (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to effectively communicate about the biological basis of behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, and language), as well as the basic functioning of the nervous system.

PSYC 310 Sensation and Perception (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)

Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 335 Theories of Personality (3)

(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. The goal is to explain and evaluate major concepts in personality. Topics include trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.

PSYC 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. The aim is to apply knowledge of cultural and historical influences relating to gender. Topics include conceptions of gender, gender roles, and gender similarities and differences.

PSYC 341 Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to basic models; methods of research; and findings in the fields of memory, problem solving, and language. The ob-

jective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 342 Foundations of Learning (3)

(Formerly PSYC 441.) Prerequisite: PSYC 100. Recommended: PSYC 300 and 301. An examination of learning theories and their application to real-world situations involving individuals, communities, and organizations. The goal is to apply concepts of learning and analyze learning commonalities and differences across real-life situations. Students may receive credit for only one of the following courses: PSYC 441 or PSYC 342.

PSYC 351 Lifespan Development (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An integrated study of the biological, socioemotional, and cognitive development of humans from conception through death. The aim is to apply knowledge of lifespan development to interpersonal, community, and organizational relationships. Emphasis is on the interaction of nature and nurture on one's physiology, capability, and potential at each progressive stage of development.

PSYC 352 Child and Adolescent Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of research and theory focusing on psychological development, from conception through adolescence. The objective is to apply knowledge of child and adolescent development through critical and creative analysis of cases and situations. Topics include physiological, conceptual, and behavioral changes and the social and biological context in which individuals develop.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 357 Adulthood and Aging (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An overview of the development of physiological, intellectual, and interpersonal social functioning from early adulthood through the end of life. The objective is to apply knowledge of adult development critically and creatively to explain particular cases. Topics include theory and research in adult development.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

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, African American studies, or women's studies;

- a major in homeland security or social science;

- various certificates; and

- electives.

SOCY 100 Introduction to Sociology (3)

An introduction to the basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, and social change. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 105 Introduction to Contemporary Social Problems (3)

An exploration of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems range from drugs, divorce, crime, mental illness, and alienation in modern society to the environment and national and global economic and political conflicts. Special attention is paid to issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105 or SOCY 210.

SOCY 300 American Society (3)

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 how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 424 Race and Ethnic Relations (3)

Prerequisite: SOCY 100. An analysis of race- and ethnic-related issues in society. The goal is to examine, analyze, project future trends in, and communicate effectively about minority-majority issues. Discussion covers the impact of inequality, prejudice, and discrimination on minority/majority relations. Topics include theories of race relations; the historical emergence, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

SOCY 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. Topics include the family's 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.

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 (according to individual program requirements) toward

- the general education requirements in the arts and humanities;
- a certificate in Workplace Spanish; and
- electives.

Students with prior experience in the Spanish language—either through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMUC—should take a placement exam before enrolling. Students with oral proficiency in Spanish who wish instruction in written Spanish should also take the placement test.

UMUC offers a limited number of foreign language courses each session.

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish. Students with prior experience with the Spanish language should take a placement test to assess appropriate level.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

(Not open to native speakers of Spanish.) Prerequisite: SPAN 111 or appropriate score on a placement test. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPEECH

Courses in speech communication (designated SPCH) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;
- a minor in speech communication, communication studies, or women's studies;

- a major in communication studies, East Asian studies, or laboratory management;

- a certificate in Diversity Awareness; and

- electives.

SPCH 100 Foundations of Oral Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 125 Introduction to Interpersonal Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An exploration of the role interpersonal communication plays in our personal and professional lives. The aim is to apply theoretical frameworks and key concepts in communication to personal behavior and personal and professional contexts. Topics include self-identity, perception, listening, verbal and nonverbal communication, relationship development, and conflict management.

SPCH 482 Intercultural Communication (3)

Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

STATISTICS AND PROBABILITY

Courses in statistics (designated STAT) may be applied as appropriate (according to individual program requirements) toward

- a minor in mathematical sciences or psychology;

- the statistics requirement for a variety of majors and minors;

- a certificate in Applied Behavioral and Social Sciences; and

- electives.

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

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

STAT 200 Introduction to Statistics (3)

Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students who receive credit for STAT 200 may not receive credit for the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 225, or STAT 230.

STAT 225 Introduction to Statistical for the Behavioral Sciences (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 Introductory Business Statistics (3)

Prerequisite: MATH 103, MATH 106, or MATH 107 (preferably in the last two years). An introduction to the essential concepts of statistics for business and management. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Emphasis is on applications in business and management. Topics include sampling methods; measures of dispersion and central tendency; probability; random variables; binomial experiments; normal distribution; hypothesis testing; z-, t- and chi-square tests; margin of error and confidence intervals; linear regression and correlation; and analysis of variance (ANOVA). Software programs are used to analyze and present

data. Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MGMT 316, PSYC 200, SOCY 201, STAT 200, STAT 225, or STAT 230.

THEATRE

Courses in theatre (designated THET) may be applied as appropriate (according to individual program requirements) toward

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

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

THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Students learn how to engage with theatrical performances as informed audience members and to assess their own roles within the script-performance-audience dynamic. Students must attend two live professional performances or view them online if that option is not available. Students may receive credits for only one of the following: HUMN 100 or THET 110.

WRITING

Courses in writing (designated WRTG) may be applied as appropriate (according to individual program requirements) toward

- the general education requirement in communications;
- a major in communication studies or English;
- a minor in communication studies;
- a certificate in Business Project Management, Desktop Publishing, or Workplace Communications; and
- electives (including related requirements in various majors).

Degree-seeking students must complete WRTG 101 (or present its equivalent in transfer) during their fi rst 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. Placement tests are required for enrollment in WRTG 101. Students may visit www.umuc.edu/testing for times and locations of tests or contact Exams and

Testing Services by phone at 800-888-UMUC, ext. 2-2600, or by e-mail at exams@umuc.edu.

WRTG 391, 393, and 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement in upper-level advanced writing.

Specific WRTG courses may be recommended in relation to specific majors and minors. Students should check the descriptions of their curricula.

WRTG 101 Introduction to Writing (3)

(Formerly ENGL 101) Prerequisite: Satisfactory performance on a placement test or EDCP 103. Practice in effective writing and clear thinking at all levels, including the sentence and paragraph, with emphasis on the essay and research report. The objective is to apply specific steps within the writing process, including formulating purpose, identifying an audience, and selecting and using research resources and methods of development. Revision and recursive writing practice are emphasized and encouraged. Assignments include comparison-contrast and research essays, as well as other rhetorical tasks. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, or WRTG 101X.

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 Research Writing (3)

(Formerly ENGL 291. Fulfills the general education requirement in communications.) Prerequisites: WRTG 101 or ENGL 101. Continued practice in critical reading, thinking, and writing skills. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing projects. Assignments include prewriting exercises, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Professional Writing (3)

Prerequisite: WRTG 101 or ENGL 101. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

WRTG 391 Advanced Research Writing (3)

(Formerly ENGL 391. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or ENGL 101. Instruction and practice in academic research skills. The objectives are to critically analyze scholarly sources and effectively integrate source material into a complex argument. Assignments include prewriting exercises, a critique, a critical annotated bibliography, a literature review, and a statement of proposed research. Students may receive credit for only one of the following courses: ENGL 391/391X or WRTG 391/391X.

WRTG 391X Advanced Research Writing (3)

(Formerly ENGL 391X. Enrollment restricted to students for whom English is a second language. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101/101X or ENGL 101/101X. 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, ENGL 391X, WRTG 391, or WRTG 391X.

WRTG 393 Advanced Technical Writing (3)

(Formerly COMM 393. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101 or ENGL 101. Recommended: WRTG 291 or WRTG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393/393X, ENGL 393/393X, WRTG 393/393X.

WRTG 393X Advanced Technical Writing (3)

(Formerly COMM 393X. Enrollment restricted to students for whom English is not a first language. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101/101X, ENGL 101/101X. The writing of technical papers and reports. Focus is on building skills in critical thinking, research, and document design. Assignments include composing a total of 6,000 words (approximately 25 pages) in various formats (e.g., the oral presentation, the résumé, correspondence, manuals, procedures, instructions, and different types of reports, including proposal, progress, analytic, and feasibility). Students may receive credit for only one of the following courses: COMM 393, COMM 393X, ENGL 393, ENGL 393X, WRTG 393, or WRTG 393X.

WRTG 394 Advanced Business Writing (3)

(Formerly COMM 394. Fulfills the general education requirement in upper-level advanced writing). Prerequisite: WRTG 101 or ENGL 101. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards to business writing. Topics include context, purpose, audience, style, organization, format, results, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394/394X, ENGL 394/394X, or WRTG 394/394X.

WRTG 394X Advanced Business Writing (3)

(Formerly COMM 394X. Enrollment restricted to students for whom English is not a first language. Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 101/101X or ENGL 101/101X. An introduction to professional workplace writing. Topics include context, purpose, audience, style, organization, format, technology, results, and strategies for persuasion when writing typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates data analysis and support for conclusions or recommendations is required. Assignments include composing a total of 6,000 words (approximately 25 pages). Students may receive credit for only one of the following courses: COMM 394, COMM 394X, ENGL 394, ENGL 394X, WRTG 394, or WRTG 394X.

WRTG 490 Writing for Managers (3)

(Formerly WRTG 390. Fulfills the general education requirement in communications.) Prerequisite: WRTG 101 or ENGL 101. A practicum in the kinds of communication skills that managers need for the workplace. The objective is to develop persuasive managerial communication for organizational decision making and action. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, WRTG 390, or WRTG 490.

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EDUCATION CENTERS SERVED BY UMUC ASIA

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Alice Springs

CENTRAL JAPAN

Atsugi

Camp Fuji

Camp Zama

Iwakuni

Misawa

Negishi (Yokohama)

Sasebo

Yokosuka

Yokota

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

Torii Station

SINGAPORE

U.S. Navy Region
Singapore (NRS)

SOUTH KOREA

Camp Carroll

Camp Casey

Camp Henry

Camp Humphreys

Camp Red Cloud

Camp Stanley

Chinhae

K-16

Kunsan

Osan

Suwon

Yongsan

THAILAND

JUSMAG-THAI/U.S.
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Stateside Service and Classroom Locations

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

ARIZONA

Davis-Monthan Air Force Base

Fort Huachuca

CALIFORNIA

Balboa Naval Hospital

Camp Pendleton

Coronado Naval Base

Fort Irwin

Miramar (Marine Corps Air Station)

Point Loma Naval Base

San Diego

   Coast Guard Air Station

   Marine Corps Recruiting Base

   Naval Base

Travis Air Force Base (Test Center)

Twenty-nine Palms (Marine Corps Air Ground Combat Center)

COLORADO

Air Force Academy

Buckley Air Force Base

Fort Carson

Peterson Air Force Base

Schriever Air Force Base

DELAWARE

Dover Air Force Base

DISTRICT OF COLUMBIA

Anacostia Bolling (Joint Base)

Walter Reed Army Medical Center

FLORIDA

Eglin Air Force Base

Hurlburt Air Force Base

Jacksonville Naval Air Station

Mayport Naval Station

Pensacola Naval Air Station

Tyndall Air Force Base

GEORGIA

Fort Gordon

Fort Stewart

Kings Bay Naval Submarine Base

HAWAII

Camp Smith

Hickam Air Force Base

Honolulu (Coast Guard Integrated Support Command)

UNIVERSITY SYSTEM OF MARYLAND

Kaneohe Bay Marine Corps Base
Pearl Harbor Naval Station
Schofield Barracks
Tripler Army Medical Center

KENTUCKY

Fort Campbell
Fort Knox

MARYLAND

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

MISSISSIPPI

Keesler Air Force Base
Camp Lejeune
Cherry Point Marine Corps Air Station
Fort Bragg
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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/cip/vail/*), 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 approved 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), a Bachelor of Science (BS), or a Bachelor of Technical and Professional Studies (BTPS) degree.

Credit earned elsewhere during a period of disciplinary dismissal or suspension may not be applied toward a degree from UMUC.

Students must submit official transcripts from all colleges and universities previously attended in order to receive a degree progress report, which includes transfer credit. (More information on credit evaluation is given in the chapter "Ways of Earning 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 com-

bined 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 approved 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 approved two- and four-year colleges and universities for courses graded C or above, if they apply to the student's curriculum. The grade of C-minus is not acceptable in transfer.

Statement on Transfer of General Education Requirements

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will have met UMUC's general education requirement. 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 225-3680, Commercial 042-552-2510 ext. 5-3680, International (+81) 42-552-2510 Ext. 5-3680; 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/policies/adminpolicies/admin04030.cfm* 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 annually, at the conclusion of the spring semester. For students enrolled in eligible programs of one academic year or less, SAP is evaluated at the conclusion of the fall and spring semesters. 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.

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 (67 percent).

3. Maximum timeframe to complete the program/ degree. The student must complete his or her educational program within a time frame no longer than 150 percent of the published length of the educational program, 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). Students who have graduated from one program at UMUC and then enroll in a second eligible program should contact the Financial Aid Office to determine their SAP status under their new program of study.

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. No financial aid will be disbursed for the student during subsequent semesters/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.

III. Treatment of W, I, AU, F, S, P, G Grades; No Grade Reported; Repeated Coursework and Transfer Credits:

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 non-completion of attempted coursework until the grade is replaced with a permanent grade and academic progress can be re-evaluated.

C. Audit (AU) grades are not considered attempted coursework and are not included in completion rate determinations.

D. Satisfactory grades (S) and passing grades (P) are treated as attempted credits, which are earned but not included in calculation of the GPA.

E. Failure (F) and Failure due to Nonattendance (FN) 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 FN grades (failure due to nonattendance).

F. If a Grade Pending (g) 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. Each repeated course attempt will be included in the completion rate and maximum timeframe determinations.

H. Transfer credits will be counted as attempted and completed credits for the calculation of completion rate and maximum timeframe but will not affect the student's GPA calculation.

IV. Financial Aid Denied Status:

A. Undergraduate students who fail to maintain the minimum completion rate of 67 percent and/or fail to maintain a minimum cumulative GPA of 2.0 will be placed in Financial Aid Denied status for the following semester of enrollment. No financial aid will be disbursed for the student during subsequent semesters/periods of enrollment unless the student has made an appeal of the Financial Aid Denied status. (Reinstatement is discussed in section V of this policy.)

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 semesters of enrollment unless the student has made an appeal and the appeal is granted for that semester (section V of this policy describes appeal procedures). There are no exceptions to this requirement.

C. Students placed in Financial Aid Denied status will be notified via e-mail.

V. 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 next semester of enrollment. Financial aid probation means that the student who failed to make satisfactory academic progress and who has appealed has had eligibility for aid reinstated. At the end of that probationary semester, his or her satisfactory academic progress will be re-evaluated. The student must meet all satisfactory academic progress requirements at the end of that semester or he or she will return to Financial Aid Denied status and must re-establish eligibility as described in item 2 (below).

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.

3. Students who are beyond the maximum timeframe to completion cannot regain financial aid eligibility except on a semester-by-semester basis through the appeal process.

B. Appeal Process

1. The student must submit a written appeal of Financial Aid Denied status before the deadline to the Financial Aid Office. The appeal must include documentation of the circumstance that led to their not meeting satisfactory academic progress standards, as well as a description as to how they will be able to meet satisfactory academic progress at the end of the next enrollment period. Circumstances which may be considered include death of a family member, unexpected injury or illness of the student, or other circumstances as supported with documentation.

2. 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. Appeals will not be granted unless the student's proposed enrollment in the upcoming semester would be adequate to re-establish his or her progress under these standards.

3. All decisions of the Financial Aid Appeals Committee are final.

4. Deadlines are as follows:
Fall: November 1
Spring: April 1
Summer: July 1

VI. Effective Date
This policy is effective July 1, 2011, and will be first calculated for students on probation under the prior policy at the conclusion of the fall 2011 semester. Note: Students who fail to enroll after an appeal has been granted may be suspended again and may be required to submit a new appeal before they will be eligible to receive financial aid.

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. A "student" does not include any applicant for admission to UMUC who does not matriculate, even if he or she previously attended UMUC.

B. "Education records" are records that contain information directly related to a student that are maintained by UMUC or by a third party on behalf of UMUC. The following records are not education records:

1. Campus police or security ("law enforcement unit") records maintained solely for law enforcement purposes and maintained by that law enforcement unit.

2. Employment records, except where a currently enrolled student is employed as a result of his or her status as a student.

3. Records of a physician, psychologist, or other recognized professional or paraprofessional if made or used only for treatment purposes and available only to persons providing treatment.

4. Records that contain only information relating to a person's activities after that person is no longer a student at UMUC.

III. Inspection and Review of Education Records by Students

A. Right of Access

1. Each student has a right of access to his or her education records, except financial records of the student's parents and confidential letters of recommendation received prior to January 1, 1975.

2. A student may, by a signed writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. UMUC will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified, upon written request, of the names of all persons making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time; and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in

effect.

B. Custodians of Education Records

The custodian of education records is:

1. For UMUC 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 the former campus at Mannheim: the registrar located in Heidelberg, Germany.
5. For the former campus at Schwäbisch Gmünd: the registrar located in Adelphi, Maryland.

C. Procedure to Request Review and/or Inspection of Education Records

Requests for review and/or inspection of education records should be made in writing to the appropriate custodian of records, as defined above. The custodian of records or designee will comply with a request for access within a reasonable time by arranging for the student to review his or her records in the presence of a staff member. If facilities permit, a student may obtain copies of his or her records by paying reproduction costs. The fee for copies is 50 cents per page. UMUC will not provide copies of any transcripts in the student's records other than the student's current UMUC transcript. Official transcripts (with the seal of UMUC) will be provided for a separate fee.

IV. Amendment of Education Records

Students may request an amendment of their education records in accordance with this procedure:

A. Request to Amend Education Records

1. A student who believes that his or her education record 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 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 or she 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" include
      i. Internal and external instructional or administrative personnel who are or may be in a position to use the information in furtherance of a legitimate educational objective, such as to provide student services or to pursue a debt owed to UMUC. This includes, but is not limited to, faculty, staff members, and security personnel.
      ii. A contractor, consultant, volunteer, or other party to whom UMUC has outsourced institutional services or functions instead of employees while under the direct control of UMUC. The contractor, consultant, volunteer, or other party will not redisclose personally identifiable information and will destroy the information when it is no longer needed for those purposes.
   b. "Legitimate educational interests" include interests directly related to the academic environment.

2. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled for purposes related to the student's enrollment or transfer. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.

3. The disclosure is to authorized representatives of the comptroller general of the United States, the Secretary of the U.S. Department of Education, and state or local educational authorities.

4. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid—but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.

5. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.

6. The disclosure is to organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, pursuant to a written agreement. The studies shall be conducted so as not to permit personal identification of students or parents to individuals other than the representatives of the organization conducting the study who have

legitimate interests in the information and so that the information is destroyed or returned to UMUC when it is no longer needed for those purposes.

7. The disclosure is to accrediting organizations for purposes necessary to carry out their functions.

8. The disclosure is to the parent of a student who is dependent for income tax purposes. (Note: UMUC may require documentation of dependent status, such as copies of income tax forms.)

9. The disclosure is to comply with a judicial order or lawfully issued subpoena. Unless expressly prohibited by the subpoena, UMUC will make a reasonable effort to notify the student or parent of the order or subpoena in advance of compliance in order to give them time to seek protective action, unless
   a. The subpoena is issued by a federal grand jury and the court ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or
   b. The subpoena is issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

10. The disclosure is to comply with an ex parte order obtained by the U.S. attorney general (or designee not lower than an assistant attorney general) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

11. The disclosure is in connection with a health or safety emergency.

12. The disclosure is to an alleged victim of any crime of violence or nonforcible sex offense of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime or offense.

13. The disclosure is to an alleged victim of any crime of violence of the results of any disciplinary proceeding conducted by UMUC against the alleged perpetrator of that crime with respect to that crime.

14. The disclosure concerns sex offenders and other individuals required to register under 42 U.S.C. 14071 and the information was provided to UMUC under that federal law or applicable federal regulations.

D. Record of Disclosures

1. UMUC maintains with the student's education records a record of each request and each disclosure, except for:
   a. Disclosures to the student himself or herself.
   b. Disclosures made pursuant to the written consent of the student (the written consent itself suffices as a record).
   c. Disclosures to USM instructional or administrative officials.

d. 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.

2. When information from an education record is disclosed pursuant to a health or safety emergency, UMUC will maintain a record with the following additional information:

   a. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for this disclosure, and

   b. The parties to whom UMUC disclosed the information.

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

I. Introduction

A. University of Maryland University College (UMUC) is one of 11 degree-granting institutions within the University of System Maryland (USM). Governance is vested in the Board of Regents and by the Board delegated to the chancellor of the USM and to the presidents of the constituent institutions of the USM.

B. The president of UMUC is the senior officer of the university and is responsible for the overall implementation and continued management of UMUC's mission and vision. The provost and chief academic officer (or "provost") is UMUC's senior academic officer, and the senior vice president for policy and administration (or "senior vice president") is UMUC's senior administrative officer. The Executive Committee and the Cabinet serve as the senior advisory councils to the president.

C. The provost heads the governance structure for all academic affairs at UMUC. Academic affairs include, but are not limited to, the following: academic policies and procedures, research and training, faculty and student services, and academic programs and courses. The major contributors to the academic governance system are the Academic Affairs Council, the Undergraduate Programs Advisory Council, the Graduate Council, responsible vice provosts, and the provost.

D. The senior vice president heads the governance structure for all administrative matters at UMUC. These matters

include, but are not limited to, the following: legal counsel, human resources management, financial management, government and external outreach, institutional advancement, communications and marketing, planning and accountability, information technology, and facilities management. The major contributors to the administrative governance system are the Administrative Council, the responsible vice presidents, and the senior vice president.

E. To facilitate the decision-making process in UMUC, individual units are encouraged to have standing or ad hoc committees, task forces, or working groups to provide the unit leader the best possible information for sound decision making.

II. Shared Governance

In accordance with University System of Maryland Policy I - 6.00 Policy on Shared Governance in the University System of Maryland, approved on August 25, 2000, by the Board of Regents, UMUC has developed a shared governance structure that allows stakeholders to provide input to, and be informed about, significant institutional decisions. Each shared governance body within this structure acts in advisory capacity to the president and other university officers.

III. Stakeholders

UMUC's internal stakeholder groups are students, faculty, and staff.

A. Students: UMUC admits full-time and part-time students "on the ground" and online, through UMUC stateside, UMUC Europe, and UMUC Asia.

B. Faculty: UMUC has four types of faculty worldwide, as defined in UMUC Policy 181.00—Faculty Appointment, Rank, and Promotion.

C. Staff: UMUC employs full-time and part-time staff at its main locations in Maryland (Adelphi, Shady Grove, Waldorf, and Annapolis) as well as in UMUC Asia and UMUC Europe.

IV. Shared Governance Structure

Because of its unique structure and geographically dispersed stakeholder population, UMUC provides separate governance bodies for each stakeholder group as well as an institutionwide shared governance body. Each of the three stakeholder groups has an advisory council. The Advisory Councils consist of a minimum of 12 representatives, all duly elected by the stakeholders themselves. Each Advisory Council may also have one or more ex officio members selected from the university's senior leadership. The charter and constitution of each group outline the representation, mission, and purpose of the council. It is the responsibility of each council to comply with its charter and constitution. With the approval of the president, councils may modify their charters and constitutions as needed. Four representatives are chosen from each stakeholder advisory council

to sit on the University Advisory Council, the institution-wide governance body.

The Advisory Councils are

A. Student Advisory Council: The Student Advisory Council serves as an information network for its constituents. The Student Advisory Council will meet periodically with the university's senior academic officers to address issues of concern to UMUC students.

B. Faculty Advisory Council: This council is structured to ensure representation of all faculty in a common, university-wide advisory body. The Faculty Advisory Council advises the provost, vice provosts, and any others designated by the provost on faculty issues and UMUC's research agenda.

C. Global Staff Advisory Council: The Global Staff Advisory Council serves as a worldwide communication link between the staff and the president on matters of concern to UMUC staff . The council will meet periodically with the vice president for human resources to advise on issues of concern to UMUC employees.

D. University Advisory Council: The University Advisory Council consists of four representatives from each of the above stakeholder councils. They meet with the president, the provost, the senior vice president, and other senior administrators as the president shall designate on a regular basis to review the broad direction of the university in the following areas: mission/budget; curriculum/instruction; research; appointment, rank, and promotion of faculty; human resource policies; student issues; and other areas of interest or concern. In addition, the council shall upon request of the President, the provost, or senior vice president, provide appropriate representatives to serve on search committees for the selection of senior university officers and administrators.

V. Processes

To ensure representation by all stakeholder sub-groups, each of the councils will use appropriate telecommunications technology to canvass for nominations to its offices, disseminate information to stakeholders, and conduct other business. The University Advisory Council will hold its meetings with the president, provost, and senior vice president at Adelphi or other location as the president shall designate. Funds will be provided for council members' travel where necessary.

VI. Accountability

The president will submit an annual report to the chancellor describing the activities of the various advisory councils during the previous year.

Student Advisory Council

The Student Advisory Council consists of twelve (12) student representatives from UMUC locations worldwide and includes both undergraduate and graduate students. Student Advisory Council representatives serve on the overall University Advisory Council. Student Advisory Council members act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students. To learn more about the Student Advisory Council or contact a representative, students should visit the Web page at *www.umuc.edu/students/support/studentlife/studentgovernance* or send an e-mail to *stac@umuc.edu*.

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Legend:
- ○ traditional **Term begins**
- ▢ **Term ends**
- ▢ **U.S. holiday**
- ⬭ on-line **DE term begins**
- ▢ **DE Term ends**

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, or present its equivalent in transfer credit, 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 Representative how you can make an appointment with an Advisor or request an appointment online at *www.asia.umuc.edu/advisors/*.

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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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. 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 55 years demonstrate that those standards can be maintained in overseas settings.

Traditional Course Dates

Term	Term Dates
Fall Session 1	AUG 22 - OCT 16
Fall Session 2	OCT 24 - DEC 18
Spring Session 1	JAN 16 - MAR 11
Spring Session 2	MAR 19 - MAY 13
Summer	JUN 4 - JUL 30

On-line Course Dates

Term	Term Dates
Fall Session 1	AUG 29 - OCT 23
Fall Session 2	OCT 24 - DEC 18
Spring Session 1	JAN 23 - MAR 18
Spring Session 2	MAR 19 - MAY 13
Summer	JUN 11 - AUG 5

University of Maryland University College