



## **Master of Business Administration (MBA)**

# 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 54,000 active duty military servicemembers, reservists, veterans, and their families. With more than 140 worldwide classroom and service locations in 20 countries and territories and over 90 undergraduate and graduate degree, certificate, and specialization curricula offered on-site and 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 you to register for courses, pay tuition, and obtain course materials when it's convenient for you. You can also access academic and career advising, financial aid counseling, library services, and much more online via the university's website or by phone or e-mail. All over the world, UMUC gives you what you need to succeed.

*This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2016. Students should keep the catalog available for easy reference throughout their degree program.*

## CONTACT US

UMUC Asia is ready to assist current and prospective students with their questions and inquiries.

## CIVILIAN (JAPAN)

DSN: 315-225-3680

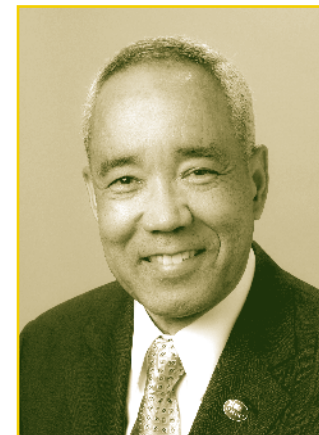
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## From the Senior Vice President

Welcome to University of Maryland University College and UMUC Asia MBA Program. Our mission is to improve the lives of adult learners like you by providing top-quality educational opportunities in Maryland, the nation, and the world.

Since our founding in 1947, UMUC has been dedicated to the education of military servicemembers, veterans, and their families. As the first American university to educate U.S. military overseas, serving the military is embedded in the university's DNA and we proudly carry on this heritage as one of the top military- and veteran-friendly schools in the country. We are honored to serve the members of U.S. military communities throughout the Central, European, and Pacific Commands.

A degree earned at UMUC carries respect across the nation and around the world. UMUC has repeatedly been recognized for our innovative educational programs and commitment to excellence. Just this past year, the university garnered a world championship won by our cyber competition team, a #1 ranking from Military Times for our academic programs and support services for veterans, and the university's President Javier Miyares was named Educator of the Year by the World Affairs Council of Washington, D.C.

Having served in the military for 32 years, I have seen the challenges servicemembers and their families face and the sacrifices they make. I have also recognized their ambition to improve themselves and their lives. At UMUC, we answer this need by offering career-relevant academics to help you become more valuable in your current role and in the job market. You can achieve your dreams and your true potential—one class, one semester, one accomplished moment at a time.

On behalf of the faculty and staff of this great institution, I extend to you my very best wishes as you build your professional value and achieve your educational goals.

Maj. Gen. Lloyd "Milo" Miles, U.S. Army, Ret.  
Senior Vice President, Military and Veterans Operations

## Meet Your Director



James B. Cronin, MS  
Vice President and Director,  
UMUC Asia

## Accreditation

University of Maryland University College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. 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.



# WELCOME TO UMUC

## 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 country, serving students throughout the state, the nation, and the world. Yet its focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep you from achieving your educational goals—remains unchanged.



## MILITARY PARTNERSHIPS

For almost 70 years, UMUC has proudly served the U.S. military through its educational partnership in Asia, Europe, and stateside. More than a million servicemembers have taken UMUC courses.

This long relationship has made UMUC particularly sensitive to the needs of military students and prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools. In July 2013, UMUC was awarded a U.S. Department of Defense contract to continue offering programs at its military sites across Europe. In 2015, 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.

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.

Currently, UMUC provides courses at more than 80 military installations throughout Africa, Asia, Central Asia, Europe, and the Middle East.



## From the Dean

On behalf of our outstanding faculty and staff, I welcome you to The Graduate School at University of Maryland University College (UMUC). Congratulations on having decided to work toward your graduate degree. Students tell us that there are three primary motivations that drive them to attend graduate school: to move to higher levels within their current professional field, to move into other professional fields, and to achieve their own personal goals. Whatever your goal is, keep it at the forefront of your mind—every day—as you invest your time and energy in pursuing it. Even when the work may seem overwhelming, reflect on that goal and stay focused.

We continuously meet with employers and ask them, “What must our graduates know and be able to do to be successful in your organization?” And no matter what organization or industry the employers come from, they tell us the same things. They want problem solvers, decision makers, analyzers, communicators, people who can move the organization to realize its goals.

We’ve built our graduate programs with these employer needs in mind. Our programs are constructed to make sure that you learn not only the basic skills of your profession but also the ability to address the everyday challenges of the profession. We want to make sure that you are up-to-date on the current state of the profession and ready to use that knowledge in the contexts necessary to achieve your goals. Graduate school is challenging, but if you are ready and willing to invest your time and energy, in spite of all the other calls on your time and energy (family, work, social commitments), you will make it through. Our outstanding scholar-practitioner faculty are ready to help you get where you want to go.

So get started today. Don’t delay. None of us are getting any younger. I will look forward to the opportunity to congratulate you as you walk across the stage at graduation a couple of years from now!

Best regards,

Aric Krause, PhD  
Vice Provost and Dean  
The Graduate School  
E-mail: [graddean@umuc.edu](mailto:graddean@umuc.edu)

## UMUC CELEBRATES 60 YEARS IN ASIA

Reaching another important milestone, UMUC celebrates serving the education needs of the military in Asia for 60 years. On 17 September 1956, UMUC launched classes at 42 education centers in Japan, Okinawa, and the Republic of Korea. More than 1,700 people registered for 82 courses in 27 subjects. One year later, UMUC honored the first graduates who completed degrees in Asia. In 1963, professors were sent to teach in Saigon during the Vietnam War, making UMUC the very first university to send faculty to teach in war zones. The 60th anniversary celebration reaffirms UMUC's commitment to the military and honors those who serve in Asia.







## KEY ALLIANCES

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

- ✦ UMUC is a strong supporter of Community College of the Air Force programs. The GEM program allows Air Force students to quickly complete major requirements for CCAF degrees. Through the AU ABC program, UMUC enables CCAF degree holders to easily transfer credits toward a bachelor's degree.
- ✦ GoArmyEd, an online system developed to help Army students move forward academically, is centered on the GoArmyEd portal. UMUC partners with GoArmyEd to make registration and other student services seamless for Army students.
- ✦ The Military Spouses Career Advancement Account (MyCAA) is a unique financial aid program for military spouses. UMUC provides advisors to assist students with applying and using MyCAA benefits.
- ✦ UMUC is a member of the Navy College Program Distance Learning Partnership, a special partnership leading Navy students toward their bachelor's degree.

## STUDENTS FIRST

At UMUC, your success as a student is of paramount importance. The university seeks not only to help you fulfill your current education goals but also to create an educational partnership that will last throughout your life.

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

As a global university, UMUC makes it possible for you to take classes any time, any place, by offering one of the largest selections 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. You can also access student services online and by phone, as well as on-site.

Convenience and flexibility are not the only concerns, however. UMUC seeks to create a learning environment that is respectful of diverse backgrounds, inclusive, responsive, and relevant.

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

## EXCELLENCE

A regionally accredited university, UMUC is dedicated to providing you the highest quality programs and services 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 as well as advanced academic credentials to your courses—and the use of the latest technologies. UMUC also is able to provide you with a wealth of resources because of its place within the University System of Maryland.

The success of UMUC's efforts is evident. Year after year, UMUC continues to garner awards from such notable organizations as the University Professional and Continuing Education Association, the Sloan Consortium, and the Maryland Distance Learning Association.

## 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, you can access both courses and services online, using the university's learning management system and MyUMUC, its online gateway to services and information. Through its Center for Innovation in Learning and Student Success, UMUC leads the search for next-generation learning models and best practices for online learning.

## EDUCATIONAL RELATIONSHIPS

UMUC is dedicated to collaboration and cooperation with other educational institutions, both public and private, throughout the nation and the world. The university has established alliance agreements with 90 community colleges across the United States, including all 16 Maryland community colleges.

The university also works to develop strong strategic partnerships with local and national leaders in business and industry, government, and nonprofit organizations and is an important partner in the region's economic development.

UMUC values employers' viewpoints and has developed customized programs for employers and organizations across the country. Consistent with its mission of bringing convenient and relevant learning opportunities to the workforce, UMUC has developed strong relationships with many prominent employers around the country, including the American Bankers Association, Booz Allen Hamilton, GEICO, and ManTech International.

The Graduate School works with The Undergraduate School to develop accelerated pathways for students who wish to earn their graduate degree at UMUC. Programs with articulated pathways include accounting, business administration, cybersecurity, computer science, English, history, political science, social science, and homeland security. More information may be obtained from an academic advisor.

UMUC looks forward to providing academic excellence to our extraordinary students around the world.

## MILITARY RELATIONSHIPS

UMUC has established special relationships with a number of military institutions of higher education: Air War College, Air University, Defense Acquisition University, Defense Information School, Naval War College, National Defense University Information Resources Management College (iCollege), and Marine Corps College of Distance Education and Training. In most of these academic relationships, you may complete military specializations at the partner school as part of a master's degree program at UMUC. More information on these academic relationships is available online at [military.umuc.edu](http://military.umuc.edu) or by e-mail at [MilitarySupportServices@umuc.edu](mailto:MilitarySupportServices@umuc.edu).

## GRADUATE SCHOOL MISSION

UMUC's Graduate School prepares you for effective leadership and citizenship in a global environment characterized by workforce diversity, increasing competition, and technological innovation. Programs are designed to extend educational access through multiple formats.

The Graduate School strives for excellence in the quality of programs offered and innovative delivery formats. The curriculum provides discipline-specific knowledge with emphasis on leadership, communication, technology, globalization, diversity, systems thinking, critical thinking, information literacy, research competency, and ethical practices. The Graduate School challenges you to continuously demonstrate effective leadership as you apply what you study to your professions and your daily lives.

## ACADEMIC PROGRAMS

UMUC's graduate degrees are designed to provide a career-focused curriculum. Many of the programs offer an opportunity for further specialization within your chosen field.

Currently, the business administration (MBA) graduate degree program is offered on-site in Asia.

The Europe and stateside campuses offer additional graduate degree programs, including a doctor of management program, available to students online.





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# ADMISSION



## ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members located in a contract country may enroll in MBA courses through University of Maryland University College Asia if they meet admission requirements. U.S. military policy requires a valid identification privilege card issued by the military services. Card validation is required after completing the online application. All eligibility questions should be directed to the MBA Program staff at the UMUC Asia Headquarters.

## ORIENTATION AND GETTING STARTED

UMUC field representatives and academic advisors stand ready in military communities to provide on-site assistance with admissions, registration, financial aid, advising appointments, and more. Contact information for field offices is available at [www.asia.umuc.edu/locations](http://www.asia.umuc.edu/locations).

Before the beginning of each session, UMUC holds special orientations for new and prospective students. At on-site open house events, you have the opportunity to learn about UMUC and its programs, student services, academic and career options, and meet faculty members and fellow students. When you participate in these special events, you may have your application fee waived.

## ADMISSION REQUIREMENTS

Applicants for Master of Business Administration program must submit an official transcript from a regionally accredited degree-granting institution indicating successful completion of a bachelor's degree. UMUC Asia does not require the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT) for admission.

UMUC's graduate admissions policy is available online at [www.umuc.edu/policies/academicpolicies/aa17010.cfm](http://www.umuc.edu/policies/academicpolicies/aa17010.cfm).

## Procedures for Admission

To apply for admission, you must complete the following steps:

1. Complete an online application for admission via MyUMUC at [my.umuc.edu](http://my.umuc.edu).
2. Pay the nonrefundable application fee (\$50).
3. Request an official transcript from the bachelor's degree granting institution, even if you attended another institution in the University System of Maryland. However, if the bachelor's degree was awarded by University of Maryland University College (stateside, Asia, or Europe), you do not need to request a UMUC transcript. If you received a bachelor's degree from an institution outside of the United States, the transcript must be evaluated by an independent agency. The section on international applicants follows. UMUC Asia reserves the right to request additional transcripts.

Transcripts are required to be sent **directly** from the academic institution you attended to UMUC at:

University of Maryland University College  
Attn: Graduate Transcripts  
3501 University Boulevard East  
Adelphi, MD 20783-8085

Addresses for most U.S. institutions of higher education may be obtained through reference materials generally available at education centers, libraries, or on the web.

## GoArmyEd

All eligible active duty, National Guard, and Army Reserve students must complete the *Common Application* online in the GoArmyEd portal.

## International Applicants

If you were educated abroad, you must submit the following to be considered for admission:

- ❖ Official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor's degree.  
If you were educated outside the United States, you must have your official transcripts evaluated by an independent evaluation service. The evaluating organization will send a copy of the evaluation both to you and to The Graduate School. UMUC accepts credit evaluations from any National Association of

Credential Evaluation Services (NACES)-approved organization, including World Education Services (WES) and the American Association of Collegiate Registrars and Admissions Officers (AACRAO). A list of NACES-approved agencies is available at [www.naces.org/members.htm](http://www.naces.org/members.htm). You may access AACRAO request forms online at [www.aacrao.org](http://www.aacrao.org), or you may contact the organization at +1-202-296-3359 or at [ies@aacrao.org](mailto:ies@aacrao.org).

### ❖ Proof of English language proficiency.

If you did not earn your baccalaureate degree from an institution in an English-speaking country, you must demonstrate English-language proficiency to be eligible for admission. (A complete list of countries recognized as English-speaking is available online at [www.umuc.edu/students/admissions/international](http://www.umuc.edu/students/admissions/international).) The following are accepted as proof of English proficiency:

- A minimum TOEFL (Test of English as a Foreign Language) score of 550 on the paper-based version or 79 on the Internet version and a minimum Test of Written English (TWE) score of 4 (unless the Internet-based TOEFL is submitted—then no TWE is required)
- A minimum score of 6.5 on the IELTS (International English Language Testing System), including the academic writing and academic reading modules
- A passing grade of Pre-1 on the Eiken Test in Practical English Proficiency
- A transcript indicating completion of at least 12 credits of graduate coursework at a regionally accredited U.S. degree-granting institution. You must have earned the credits in the past two years with a grade of B or higher. All credit is subject to review before being accepted as evidence of English proficiency.

You must arrange to have official score reports sent directly from the testing agency to The Graduate School. The TOEFL score recovery code for UMUC is 5804. Test scores must be less than two years old.

### ❖ Documentation of residency status.

You must provide a photocopy (front and back) of a permanent residency card or the visa page of a valid passport.

Merely providing these documents does not ensure admission. An interview also may be required. The official transcript evaluation must be submitted and evaluated before admission is considered.



## Restrictions

You may be admitted to only one institution in the University System of Maryland at any one time. You may be admitted either as a graduate or as an undergraduate, but you may not hold both classifications simultaneously. Graduate students may be enrolled in only one degree program at a time. Your most recent application for admission invalidates any previous admission.

You may be admitted to and take courses in only one graduate program at any time. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program. If you are admitted to any other graduate program in the University System of Maryland, you must notify UMUC. You retain active status for two years (six consecutive terms) even without being registered in the program. However, after two years without a completed graduate course, you must submit a new application.



## Evaluation of Transfer Credit

Up to 6 credits of graduate coursework may be considered for transfer as replacement for PRO 600, if earned at an approved institution. If you have previously earned a master's degree from an approved institution, you are eligible to receive transfer credit for PRO 600 in recognition of the fundamental competencies essential or successful completion of a graduate degree program. If you have earned graduate credit but have not earned a master's degree, you may request a review of transfer credit for PRO 600.

All graduate credits offered for transfer credit must meet the following criteria and will be reviewed for approval:

- Credits must have been earned as graduate credit.
- A grade of B or better must have been earned in the courses considered for transfer. These grades, however, will not be included in the calculation of the grade point average at UMUC.
- Credits must have been earned at an approved institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education.

## Academic Advisement Report

Upon application, your academic background is evaluated by the admissions team to determine eligibility for enrollment in a graduate program.

Upon official admission, you will be able to view your academic advisement report through MyUMUC which lists all course requirements for graduation including UMUC courses required for degree completion.

You must successfully complete all coursework stipulated on the academic advisement report to be eligible for graduation.

## Tentative Evaluations

Tentative evaluations may be required for use of tuition assistance or VA benefits. You can visit your local academic advisor or submit an electronic request via email to the MBA program office. Please visit [www.asia.umuc.edu/advising](http://www.asia.umuc.edu/advising) for contact information.

## FEES



Fees charged to you as a UMUC student are listed below. All fees are payable in full, in U.S. dollars, at the times specified. Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or e-check directly through MyUMUC; cash payments may not be made.

Additionally, check or money order payments may be mailed directly to the Office of Student Accounts. You should make checks and money orders payable to University of Maryland University College.

### LIST OF FEES

#### Application for Graduate Admission \$50

UMUC Asia charges a nonrefundable fee for establishing your permanent record, the official university document from which transcripts are issued. Payment should be made through MyUMUC at the time you complete the *eApplication* with UMUC Asia.

#### GoArmyEd

GoArmyEd students: When you complete a Common Application in the GoArmyEd portal, you must pay the \$50 application fee through MyUMUC before your course begins.

#### Tuition

Tuition is payable at the time of registration and may be paid through MyUMUC by credit card (American Express, Discover, MasterCard, or Visa) or e-check. Payment made by money order should be mailed to the UMUC Office of Student Accounts. Your student ID should be indicated on the payment.

As a member of the U.S. Armed Forces, you may be entitled to tuition assistance (TA) from the U.S. government. Students other than GoArmyEd and active duty Air Force students must give the UMUC staff at their education center a copy of the TA form or email it directly to [tpmilitary@umuc.edu](mailto:tpmilitary@umuc.edu)



You 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.

You will receive invoices for charges incurred to your student account. Charges become past due after the end date of the official registration period for the session. Once a charge is considered delinquent, you will begin receiving dunning (collection) notices. Timely payments should be made to avoid your debt being sent to collections.

To pay for tuition for the current term, you have the option of a convenient payment plan with 0 percent interest that allows you to spread your tuition payments over several months. It is not a loan, so no interest is accrued. You will be charged a small non-refundable application fee to use this payment plan.

Payments may be made online through the MyUMUC Student Center by credit card, e-check, or by setting up an automatic withdrawal plan from a personal checking or savings account. If you are interested in the monthly payment plan, you can view the options available to you through MyUMUC. Additional information can be found on the UMUC websites. To discuss payment plans for previous terms, you must contact the UMUC Stateside Collections Office at [collections@umuc.edu](mailto:collections@umuc.edu).

**Returned Check \$30**

You will incur a charge for any check returned unpaid by a bank. When you stop payment on a check for tuition, you are neither disenrolled nor relieved of responsibility for paying your tuition and fees.

**Official Transcript \$10**

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

**Rush Official Transcript**

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

**Certificate/Graduation \$50**

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

**Cap and Gown**

When you attend commencement as a graduate, you are responsible for purchasing your own cap and gown.

**Fees and Activity from Other UMUC Campuses**

Charges incurred from UMUC stateside and UMUC Europe will be reflected on your financial account along with any UMUC Asia charges. You may direct all financial account inquiries to your local UMUC Business Office.

**Textbooks and Course Materials**

Starting in fall 2016, all graduate course materials will be available for free in the online classroom.

**REFUNDS**

The refund policy applies to tuition only. Other fees are not refundable. If you withdraw from a course during the official drop period, you will receive a full refund. If you withdraw after the drop period, you may be refunded a portion of the tuition as determined by the date of withdrawal. Information about withdrawal refunds is found at [www.asia.umuc.edu/services/course-withdrawal-refunds](http://www.asia.umuc.edu/services/course-withdrawal-refunds).

If your tuition was paid by employer contract, the refund is returned to the employer. If the tuition assistance was a partial payment, it is returned to the employer, and excess payment is refunded to you.

All withdrawals will be initiated through MyUMUC. You may visit your UMUC field office at the local education center for assistance.

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

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

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



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

**MILITARY OR EMPLOYER PROVIDED TUITION ASSISTANCE (TA)**

If you are financing your education with military or civilian tuition assistance (TA), also known as a third party payment, you must present authorized TA forms to the UMUC field staff or the Business Office. If TA is pending, you should contact the Third Party Payment Office to explain the circumstances via [tpmilitary@umuc.edu](mailto:tpmilitary@umuc.edu) for military students or [thirdparty@umuc.edu](mailto:thirdparty@umuc.edu) for non-military students.

Tuition assistance documents are typically written forms issued by a third party agency that guarantees payment. Military and civilian TA forms should be completed and signed by the appropriate authorizing official. You may submit forms and inquiries to the Third Party Payment Office.



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

If you are an active duty Air Force student, you do not need to submit TA forms; however, you must verify that TA is digitally signed and approved within the AI Portal for UMUC to retrieve electronically.

**INDEBTEDNESS TO THE UNIVERSITY**

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

To inquire about a debt or make a payment, contact the Business Office at

E-mail: [studentaccounts@umuc.edu](mailto:studentaccounts@umuc.edu) (general) or [tpmilitary@umuc.edu](mailto:tpmilitary@umuc.edu) (TA)

When your balance is unpaid and 90 days past due, the debt is forwarded to the State Central Collection Unit (SCCU) of the State Attorney General's Office (of the State of Maryland), which may report the debt to major credit reporting entities. A 17 percent fee will be assessed by the State of Maryland for all debts submitted to SCCU. Once your debt is sent to SCCU, your payment must be made directly to SCCU.



FINANCIAL AID

UMUC’s Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available for students who can demonstrate financial need, academic merit, or both. You are encouraged to apply for assistance regardless of your income level; many financing alternatives are available.

General Eligibility Requirements

- To be eligible for UMUC need-based assistance, you 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 half-time for federal loan programs. (Note: Audited courses do not count.)
  - Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.
  - Have a high school or GED diploma.
  - 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. UMUC may offer the following types of financial aid: grants, scholarships, and loans. In most cases, at least half-time enrollment is required.

Amounts and eligibility for financial aid vary from year to year. Following is a description of programs available for the upcoming award year.

Grants and Scholarships

Gift assistance, for which no repayment is required, is offered by the state of Maryland and UMUC. The UMUC Financial Aid Office administers several types of gift assistance: UMUC scholarships and grants and Maryland state scholarships and grants. 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. Typical awards range from \$200 to \$1,500 per semester. Requirements vary according to the individual scholarship programs. Most scholarships require a minimum GPA and completion of a minimum number of credits at UMUC for consideration.

If you meet eligibility requirements, you are automatically prompted to complete the scholarship application through MyUMUC. Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential that you submit scholarship applications as early as possible. More information is available online at [www.umuc.edu/scholarships](http://www.umuc.edu/scholarships).

The UMUC President’s Grant program offers grants to students who demonstrate financial need. Typical awards range from \$300 to \$700 per semester, based on need.

Maryland state grant and scholarship programs provide financial assistance to Maryland residents based primarily on financial need. Awards to graduate students typically require enrollment of at least 6 credits per semester. Award amounts range from \$400 to \$10,000 annually. Senatorial and Delegate Scholarship awards are based on criteria established by the elected official. For more information, contact the Maryland Higher Education Office of Student Financial Assistance at 410-260-4565 or 800-974-1024 or visit [www.mhec.state.md.us](http://www.mhec.state.md.us).

Many UMUC students receive private scholarships offered by corporations, associations, foundations, and other organizations. These private scholarships offer awards on a competitive basis to students who meet specific criteria. Scholarship links and search tools are available online at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid).

Loans

Loan programs are available to students enrolled at least half-time per semester. If you take loans to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note. The William D. Ford Federal Direct Loan program offers low-interest federal loans to students. Repayment begins six months after you leave school or your attendance drops below half-time. For information about annual award amounts and general repayment terms, visit [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid).

Graduate PLUS and alternative student loan programs are also options to consider. If your financial aid awards do not meet your financial need, you may be able to borrow up to their cost of attendance through the graduate PLUS program offered by the U.S. Department of Education. You also may borrow additional funds through alternative loan programs offered by many banks and other lenders. Both programs require applicants to be credit-worthy. More information on graduate PLUS loans and alternative loan programs is available online at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid).

UMUC Financial Aid Standards for Satisfactory Academic Progress

If you receive financial aid, federal regulations require you to maintain satisfactory academic progress toward your degree or certificate. If you fail to meet the minimum academic standard, you are not eligible to receive financial aid. Details of the appeal process are provided in the complete Satisfactory Academic Progress policy for financial aid students, located at [www.umuc.edu/gradsap](http://www.umuc.edu/gradsap).

The Financial Aid Application Process

You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal, state, or institutional financial aid at UMUC. The FAFSA (which may be completed online at [www.fafsa.gov](http://www.fafsa.gov)) must also be completed if you wish to be considered for need-based Maryland state scholarships. UMUC’s school code is 011644.

UMUC Financial Aid Priority Deadlines

One of the most important aspects of the financial aid process is applying for assistance as early as possible. Priority deadlines are listed below. Students who apply by the priority deadlines may be considered for additional grant and scholarship programs with limited funds.

If you apply late, you may still receive aid, depending on your eligibility and the availability of funds. Late applications are still processed and considered. You are always encouraged to apply for financial aid.

PROGRAM OR PERIOD BEING APPLIED FOR	PRIORITY DEADLINE FOR FILING FINANCIAL AID FORMS
Maryland State Scholarships	March 1
Full Academic Year or Fall Semester Only	June 1
Winter and Spring Semesters	November 1
Summer Semester	April 1

Federal Return of Funds Policy

Federal student financial aid is awarded under the assumption that you will be enrolled for a specified period of time, such as a semester. If you receive these funds but do not enroll as expected, the Financial Aid Office is required to determine whether you have been enrolled long enough to keep all of the financial aid paid to you.

Therefore, UMUC’s Financial Aid Office must perform a return of Title IV funds calculation any time you stop your enrollment (i.e., you withdraw, drop, or stop participating in classes and receive an FN grade) before the end of the semester and if you do not certify your intent to return in another session before the end of the semester.

For more information, visit [www.umuc.edu/enrollmentchanges](http://www.umuc.edu/enrollmentchanges).



## Veterans Benefits

### Veterans Benefits Programs

The following educational assistance programs administered by the U.S. Department of Veterans Affairs are available for active-duty military personnel, reservists, veterans, and their dependents who are attending UMUC:

- Montgomery GI Bill–Active Duty Educational Assistance Program (Chapter 30)
- Vocational Rehabilitation (Chapter 31)
- Post–Vietnam Era Educational Assistance Program (Chapter 32)
- Survivors’ and Dependents’ Educational Assistance Programs (Chapter 35)
- Montgomery GI Bill–Selected Reserve Educational Assistance Program (Chapter 1606)
- Educational Assistance for Reserve Component Members Supporting Contingency Operations and Certain Other Operations (Chapter 1607)
- Post-9/11 Veterans Educational Assistance Program (Chapter 33)
- Transfer of Post-9/11 GI Bill Benefits to Dependents
- Yellow Ribbon Program
- Marine Gunnery Sergeant John David Fry Scholarship

Detailed information on these programs is available online at [www.umuc.edu/vabenefits](http://www.umuc.edu/vabenefits) and [www.gibill.va.gov](http://www.gibill.va.gov).

### Application Procedures

Every educational assistance program requires different paperwork and documentation to process a claim. You may submit initial applications for benefits online directly to the U.S. Department of Veterans Affairs. You also must complete a UMUC Request for Certification form (available online via MyUMUC) each session you wish to receive benefits. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork.

## Amounts and Methods of Payment

The amount of money you may receive from the U.S. Department of Veterans Affairs depends on the educational assistance program for which you are eligible, the number of credits for which you are registered, the length of the session, and (for certain programs) the number of dependents you have. The current monthly payment for each educational assistance program is available online at [www.gibill.va.gov](http://www.gibill.va.gov).

## Evaluation of Prior Training

When you file a claim for educational benefits, the U.S. Department of Veterans Affairs requires previous training to be evaluated so that you receive the correct amount of transfer credit. If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of attendance. If you do not comply with this evaluation, you may find future benefits delayed. After your first registration, you will be provided with information on the necessary procedure.

## For Further Information

All financial aid information and forms are available at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid) on the UMUC website. For assistance, visit Help@UMUC at [www.umuc.edu/help](mailto:Help@UMUC) to e-mail, chat, or review an extensive list of frequently asked questions. You may also contact the Financial Aid Office in Adelphi, Maryland, by phone at +1-800-888-UMUC or at the UMUC Asia Headquarters.

### CONTACT THE UMUC ASIA FINANCIAL AID OFFICE

For details concerning financial aid, refer to the UMUC Asia website or contact:

UMUC Financial Aid Office  
3501 University Blvd. East  
Adelphi, MD 20783

ASIA  
CIV: +81-3117-55-3680  
DSN: 315-225-3680  
E-mail: [finaid-asia@umuc.edu](mailto:finaid-asia@umuc.edu)  
Web: [www.asia.umuc.edu/financial-aid/umuc-asia-financial-aid](http://www.asia.umuc.edu/financial-aid/umuc-asia-financial-aid)

ADELPHI  
Toll-Free: 800-888-UMUC (8682)  
E-mail: [finaid@umuc.edu](mailto:finaid@umuc.edu)  
Web: [www.umuc.edu/students/aid](http://www.umuc.edu/students/aid)

## VETERANS EDUCATION BENEFITS



## Students’ Responsibilities

If you receive benefits, you are expected to follow all regulations and procedures of the U.S. Department of Veterans Affairs while attending UMUC.

At UMUC, all regulations of the U.S. Department of Veterans Affairs are enforced. You should be aware of the following requirements and consequences:

- You are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.
- You must report all changes in enrollment—including drops, 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 any course in which a grade of FN is assigned.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade was assigned.

- Payment of benefits will be disallowed for any course that is not a requirement of your degree or certificate program.
- Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31, Vocational Rehabilitation, or Chapter 33, Post-9/11 benefits.
- You are responsible for paying the balance of any tuition fees remaining after payment of Post-9/11 benefits.

### Noncredit Graduate Courses

The U.S. Department of Veterans Affairs does not pay benefits for noncredit graduate courses.

### Tutorial Assistance

Veterans, active-duty military personnel, and reservists receiving funding assistance from the U.S. Department of Veterans Affairs may qualify for tutorial assistance. If you are enrolled at least half-time, you may qualify. Payments are allowed when you demonstrate deficiency in courses that are required for your degree programs.

<sup>1</sup> GI Bill is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by VA is available at [www.benefits.va.gov/gibill/](http://www.benefits.va.gov/gibill/).



## For Further Information

Information and applications are available from your advisor or at [www.umuc.edu/vabenefits](http://www.umuc.edu/vabenefits).

## Veterans Resources

UMUC offers dedicated military and veterans advisors and a range of resources targeted specifically for veterans. These include VetSuccess on Campus and the Veterans Resource Center, a one-stop shop designed to give you the support you need to succeed in school and in your career. Learn more at [www.umuc.edu/vetresources](http://www.umuc.edu/vetresources).

## Student Advisory Council

The Student Advisory Council provides advice to the university administration, and thus serves as an avenue for UMUC students to provide feedback about UMUC's mission and overall direction. The council consists of 12 members, elected by their fellow students, who act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students.

If you would like to provide input on policy issues or you have questions, contact your council representative by e-mail at [stac@umuc.edu](mailto:stac@umuc.edu).

More information on shared governance is available online at [www.umuc.edu/gov](http://www.umuc.edu/gov).

## Other Resources

### Bookstores

Most courses include online electronic resources and do not require that you purchase textbooks. For those few courses that still require additional resources, you can order books from MBS Direct online through the UMUC Virtual Bookstore. In conjunction with MBS Direct, UMUC offers convenient online and mail-order shipping for required textbooks and software for courses in classroom and distance education formats. MBS guarantees availability of new and used inventory, shopping discounts if books are ordered online, no sales tax, and an easy return and buyback program. Orders are shipped via UPS, Monday through Friday, within 24 hours of receipt. Overnight and two-day delivery is available for an additional fee. Payment by personal check, American Express, Discover, MasterCard, and Visa is accepted. Some employer contracts may be accepted.

### Noncredit Graduate Courses

The U.S. Department of Veterans Affairs does not pay benefits for noncredit graduate courses.

### Tutorial Assistance

You may qualify for tutorial assistance if you are a veteran, active duty military servicemember, or reservist receiving funding assistance from the U.S. Department of Veterans Affairs and you are enrolled at least half-time. Payments are allowed when you demonstrate deficiency in courses that are required for your degree program. To apply, complete and submit DVA form 22-1990t.

### CERTIFICATION PROCESS

Notification that you wish to use VA benefits is your responsibility and **must** be submitted through MyUMUC ([my.umuc.edu](http://my.umuc.edu)) each period of enrollment you are requesting benefits. UMUC acts as a certifying agent for the DVA.

The UMUC VA Office confirms the course(s) are part of your degree program and submits DVA form 22-1999, certification of enrollment, to the DVA Regional Office in Buffalo, NY. You may view the status of the processing of your certification through MyUMUC by selecting "View My Certification Status." The primary responsibility of the university is to verify active enrollment of VA students; it is not to make decisions on individual claims.

**Please note:** UMUC Asia students are not eligible for the VA Advanced Payment program or the Yellow Ribbon program.

### CONTACT THE UMUC ASIA VA OFFICE

ASIA

CIV: +81-3117-55-3680

DSN: 315-225-3680

E-mail: [va-asia@umuc.edu](mailto:va-asia@umuc.edu)

Web:

[www.asia.umuc.edu/veterans-affairs/umuc-asia-veterans-affairs](http://www.asia.umuc.edu/veterans-affairs/umuc-asia-veterans-affairs)



ACADEMIC CREDIT, RECORDS, AND GRADES



Resident Credit

Study with the MBA program available through UMUC Asia 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 you may earn a UMUC MBA degree entirely through study overseas or in combination with study in Maryland, the Washington, D.C., metropolitan area, and other stateside locations. In addition to on-site classroom courses, UMUC offers an extensive array of courses through its acclaimed online program, all of which carry UMUC resident credit.

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/incomplete/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each are given in the following paragraphs.

Grade/Mark	Interpretation	Quality Points
A	Excellent	4
B	Good	3
C	Below standards	2
F	Failure	0
FN	Failure for nonattendance	0
G	Grade pending	0
P	Passing	0
S	Satisfactory	0
I	Incomplete	0
AU	Audit	0
U	Unsatisfactory	0
W	Withdrawal	0

Standard

Unless you choose the audit option at the time of registration, you will be given a letter grade according to the standard method. Under the standard grading method, you are given a grade of A, B, C, or F on the basis of your performance in meeting the requirements of each course.

Pass/Fail

Noncredit courses, such as the required graduate library skills course, are graded on a pass/fail basis. You may not choose to take other graduate courses on a pass/fail basis.

Satisfactory/Incomplete/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 your grade point average (GPA). The mark of incomplete (I) earns no credit and is not included in computing your GPA, but it is included in computing the course completion rate. While a failing grade (F) earns no credit, it is included in computing your GPA.

Audit

If you do not wish to receive credit, you may register for courses as an auditor once you are admitted. You must indicate this intention when you register. You may request a change from credit to audit status anytime before the end of the second week of classes.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned. If you receive financial aid, you should check with a financial aid advisor before selecting audit as a grading option as this may affect financial aid.

Grades and Marks

The Grade of A: Excellent

Only students who demonstrate exceptional comprehension and application of the course subject matter merit an A.

The Grade of B: Good

The grade of B represents the benchmark for The Graduate School. It indicates that you have demonstrated competency in the subject matter of the course. For example, you have fulfilled all course requirements on time, have a clear grasp of the full range of course materials and concepts, and are able to present and apply these materials and concepts in clear, reasoned, well-organized, and grammatically correct responses, whether written or oral.

The Grade of C: Below Standards

The grade of C indicates that you have passed the course. However, the grade of C is not considered sufficient to meet overall standards for graduate work. Please refer to Academic Standards for further information on the implications of a grade of C.

The Grade of F: Failure

The grade of F means you failed to satisfy the minimum requirements of a course. Although it carries no credit, it is included in calculating the GPA. If you earn a grade of F, you must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade to receive credit for that course.

The Grade of FN: Failure for Nonattendance

The grade of FN means you failed the course because you did not attend or participate in course assignments and activities. It is assigned if you cease to attend class without officially withdrawing from the course. If you receive a grade of FN, you must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade to receive credit for that course.

The Mark of G: Grade Pending

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

The Mark of I: Incomplete

The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of illness or other extenuating circumstances beyond your control. To be eligible for an I, you must have completed 60 percent or more of the course requirements with a grade of B or better. You must request an I from your faculty member before the end of the session. Faculty, however, are not required to grant the request. If you are assigned a mark of I, you must arrange fulfillment of course responsibilities with your teachers to receive credit. The teacher must set a deadline within four months of the last day for the term in which the course occurred. Marks of I are automatically converted to F after four months.

The Grade of P: Passing

Since the grade of P is awarded only for noncredit graduate courses, it is not included in calculating the GPA. It does, however, appear on the permanent record.



The Grade of S: Satisfactory

The grade of S is awarded only for select courses. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining your GPA.

The Mark of W: Withdrawal

If you officially withdraw from a course, you will receive a mark of W. This mark appears on your permanent record unless you withdraw before a course begins. For purposes of financial aid, the mark of W is counted as attempted hours. It is not used in determining your GPA.

Changes in Grade

In accordance with relevant policies, faculty members may revise a grade previously assigned if your grade has been miscalculated or a mark of I has been submitted and must be changed. Any revision must be made no later than four months after the original grade was awarded.

Repeating a Course

When you repeat a course, only the higher grade earned in the two attempts is included in the calculation of your GPA. For purposes of financial aid, both attempts are counted toward your completion rate. Both grades are entered on the permanent record, with a notation indicating that the course was repeated. You cannot increase the total hours earned toward a degree by repeating a course for which you already earned a passing grade.

To establish credit in a course you previously failed or from which you withdrew, you must register, pay the full tuition and fees, and repeat the entire course successfully.

Computing the Grade Point Average

The computation of academic averages is based upon the quality points assigned for each grade. The grade of F is included in any computation of scholastic average but the grades/marks of W and I are not. When the requirements of an incomplete course are completed and the I is changed to a final grade, an appropriate correction is made in the cumulative GPA. Only grades earned at the university awarding the degree are counted in the GPA. Credits accepted in transfer are not counted in the GPA.

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

ACADEMIC STANDARDS

Graduate students are expected to maintain a GPA of 3.0 or higher at all times.

Academic Levels of Progress

The Graduate School assesses your academic standing at the end of every term. Your GPA is computed for all UMUC graduate-level graded coursework to make a determination of academic standing as described below.

Good Academic Standing

If you have a cumulative GPA of 3.0 or higher, you are in good academic standing. Good academic standing is one of the criteria you must meet to be considered for graduation.

Academic Probation

If you have a term or cumulative GPA below 3.0, you will be placed on academic probation in your next term of enrollment. Academic probation is a temporary status. If you are placed on academic probation, you have two terms of enrollment in which to restore your GPA to 3.0. During that time, you must repeat the course(s) that caused your cumulative GPA to drop below 3.0. Failing to restore your GPA to 3.0 or higher or earning any grade of C, F, or FN during the probationary period will result in academic dismissal. If you successfully restore your GPA to 3.0 or higher, you will be restored to good academic standing. You should seek guidance and advice from an academic advisor if you are placed on academic probation.

Dismissal

If you are on academic probation and you fail to raise your GPA to 3.0 or higher within two terms of enrollment or if you earn a grade of C, F, or FN during the probationary period, you will be dismissed. Once dismissed, you are ineligible to enroll in UMUC graduate courses and may be readmitted to The Graduate School only under the conditions listed in the following paragraphs.

Reinstatement After Dismissal

If you were academically dismissed from UMUC, you can submit a one-time request for reinstatement. Contact The Graduate School at *graduateschool@umuc.edu* and request a Reinstatement Request Form, then submit the completed form and documentation to the Graduate School Reinstatement Review Committee. You will be required to show that you have improved your skills and made changes in your academic strategies and that you are more likely succeed in your academic endeavors,

should you be approved for reinstatement.

If you are approved for reinstatement, you will be admitted for one term and placed on academic probation. You must immediately repeat the course(s) that caused your cumulative GPA to drop below 3.0 and must return to good academic standing by the conclusion of this term to remain enrolled. You may also have to meet additional conditions, such as working with a coach or tutor or enrolling in specific courses.

If you fail to attain a cumulative GPA of 3.0 or higher or if you earn a term GPA below 3.0 during the term, you will be academically dismissed, and you will not be eligible to apply for reinstatement or a restart again.

Restart After Dismissal

If you were academically dismissed from UMUC, have not attended the university for a period of at least five consecutive years, and have not been approved for a reinstatement (as described in the preceding paragraph), you may request a one-time restart. Grades and credits previously earned will not apply toward any program you pursue upon your return, and you must fulfill the requirements in effect at the time you restart.

Program Completion Requirements

You are responsible for applying for graduation (for degrees and/or certificates) by completing the online diploma application by the published deadlines. (See Diploma, Graduation, and Commencement section.) The award of degrees and certificates is conditional upon satisfactory completion of all program requirements and compliance with all UMUC policies. Graduation clearance will not be granted if you have an outstanding debt to UMUC or any outstanding misconduct charges or unsatisfied sanction terms. No grade of F can remain on the graduate record at the time you apply for graduation.

Time Limit for Degrees and Certificates

All requirements established for the completion of a graduate degree or certificate program listed in this publication must be fulfilled within five years. For dual degree programs, both degrees must be completed within seven years. This regulation includes courses transferred from other institutions and courses transferred from the UMUC Undergraduate School as part of an articulation agreement. Any transfer of credit must be completed within the five-year time frame to be applied toward your degree or certificate program or within seven years for a dual degree program.

WITHDRAWAL

If you must withdraw (drop) from a course, you are responsible for completing the withdrawal through MyUMUC or by visiting the UMUC Asia field office. The date you withdraw in MyUMUC will determine the withdrawal date for refunds. Stopping payment on checks for registration fees, or not paying at registration, does not constitute an official withdrawal; it does not relieve you of your financial obligation to UMUC. Never attending or ceasing to attend class(es) does not constitute a withdrawal.

In addition, if you use military tuition assistance, you must contact the education counselor at your education center who issued the tuition assistance to discuss the reason(s) for withdrawing from the class and possible repayment of funds.

If you are receiving financial aid, you are strongly encouraged to contact the Financial Aid Office before withdrawing to fully understand the impact on your current and future financial aid. You are responsible for withdrawing from classes.

Each campus has its own withdrawal policy and dates and deadlines vary from campus to campus. If you take a course from another UMUC campus, you are responsible to determine the appropriate withdrawal deadlines. Withdrawal deadlines may differ from the refund schedule.

If you officially withdraw from a course after the schedule adjustment period, you will receive a mark of W. According to UMUC Asia policy, if you register for

- ❖ on-site classes or weekend seminars, you must officially withdraw no later than the day before the final class.
- ❖ hybrid courses, you must officially withdraw no later than the Friday before the final week of the course.
- ❖ online courses, you must officially withdraw before 65 percent of the total number of days in a session has expired.

If you are receiving Veterans Affairs (VA) education benefits and financial aid, additional information can be found in the VA and Financial Aid sections of this catalog.

GoArmyEd

GoArmyEd students must withdraw through the GoArmyEd portal.



## CHANGE OF ADDRESS OR NAME

If you move during the term, you should not only leave a forwarding address with the postal authorities but should also notify UMUC by updating your personal information through MyUMUC. If you are leaving Asia, you must also submit a divisional transfer request through MyUMUC.

Your request for a name change on official records of UMUC must be accompanied by **one** of the following documents:

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

Your request can be made through MyUMUC, but must be followed by mailing in the requested documents. To ensure accurate and complete student records, you must continue to register under your former name until the request and documentation have been forwarded and processed.

## TRANSCRIPT SERVICES

Official academic records are maintained by the Office of the Registrar at UMUC. Official transcripts show coursework taken through UMUC; if graduate credit from another university has been accepted in transfer, that also is noted. A summary of your transfer credit from other institutions (including other institutions in the University System of Maryland) is also listed on your official transcript, if you have regular status and received an official evaluation. Your records are considered confidential. Therefore, UMUC releases transcripts only upon receiving an online transcript request from you and payment of the appropriate fee. Online requests are accessed through MyUMUC and authenticated through your personal log-in credentials. An electronic release form is provided during the request process and serves as your official signature.

Procedures for requesting transcripts are available online at [www.umuc.edu/transcripts](http://www.umuc.edu/transcripts). A fee is charged for each UMUC transcript that is issued; an additional fee is charged for rush processing. Transcripts should be requested at least two weeks before they will actually be needed. No transcripts will be released until all financial obligations to the university have been satisfied.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), you have the right as a student to inspect and seek correction to your educational records. Requests for such inspection and correction of your student records may be sent to

UMUC Asia  
Attn: Student Services  
Unit 5060 Box 0100  
APO AP 96328-0100

For another person to initiate services for you as a student, a power of attorney indicating the person's ability to act on your behalf is required. In addition, most institutional information concerning students may not be released to third parties without your prior consent.

The only student information which may be released without your prior consent is **directory information**: your name, major field of study, dates of attendance, degrees/awards received, your previous educational institution most recently attended, and birth date. This information is disclosed even in the absence of consent unless you file written notice within three weeks of your first enrollment of each school year. To prevent automatic disclosure of directory information, your notice must be filed annually with the registrar within the time allotted above. You may select which information you wish to release with consent through MyUMUC.

A record of all disclosures of your educational record is maintained, except for those made to you or made at your written request; made to USM instructional or administrative officials; or directory information disclosures.

Additional information about access to and disclosure of student records may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies) or in the policies section of this catalog.

## RIGHTS AND RESPONSIBILITIES OF THE STUDENT



### 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 (USM) policy Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity. At UMUC, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by giving you a complete syllabus describing the course and its requirements, by providing clear-cut directions for assignments and adequate and timely feedback, and by arranging appropriate testing conditions. As a UMUC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity. The USM policy is located at [www.usmd.edu/regents/bylaws/SectionIII](http://www.usmd.edu/regents/bylaws/SectionIII).

Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes cheating; fabrication; bribery offered for grades, transcripts, or diplomas; obtaining or giving aid on an examination; having unauthorized prior knowledge of an examination; doing work for another student; presenting another student's work as your own; and plagiarism.

Plagiarism is the presentation of another person's idea or product as your own. Plagiarism includes copying verbatim all or part of another's written work without quotation marks and citation of the source in the text and in reference lists; 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.

You 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 appropriately cited, quoted, paraphrased, or summarized. All coursework you submit should acknowledge these sources both in text and in a reference list, in accordance with accepted citation practices.

Attempts to violate academic integrity or to assist others in doing so are prohibited. Resources to help you maintain academic integrity are available at [www.umuc.edu/academicintegrity](http://www.umuc.edu/academicintegrity). Additional information on UMUC's policy on Academic Dishonesty and Plagiarism is available at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## Academic Load

Generally, in many graduate programs, you are considered a full-time graduate student if you are registered for at least 9 credits per term. If you are enrolled in 6 credits per term, you are considered half-time.

If you are an MBA student, you are considered full-time when you register for at least 6 credits per term in your degree program, and half-time if you register for 3 credits per term.

Courses in the MBA program follow a defined sequence and build on competencies developed in previous coursework. If you are pursuing the MBA, you cannot take course overloads.

See UMUC Policy 215.00 Student Academic Load and Enrollment Status at [www.umuc.edu/policies/academicpolicies/aa215.00.cfm](http://www.umuc.edu/policies/academicpolicies/aa215.00.cfm) for more information.

## 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 you 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. You have the opportunity to express your opinions on these matters through the course evaluation forms you complete for every UMUC course.

Regardless of teaching style, it may happen that you believe a faculty member's determination of your final course grade has been arbitrary and capricious. The phrase "arbitrary and capricious grading" is defined in UMUC Policy 130.80 as

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

The established performance standards for a course grade are communicated in the syllabus and other course materials. If you believe your final grade has not been based on such standards, you may pursue the appeal process. You should first confer promptly with the faculty member of the course. There is a time limit on appealing a grade; if you want to appeal a grade, you must initiate the process within 30 days of the posting of the grade.

If you have not been able to contact the faculty member after a reasonable effort, or if you and the faculty member cannot, after consultation, reach a satisfactory resolution, you must consult with the Director of Graduate Programs. If you, the faculty member, and the director are unable to reach a mutually agreeable solution, you may file a formal grade appeal to the director.

For a formal grade appeal, you must submit a written statement, explaining in detail the allegation that the grade was the result of arbitrary and capricious grading and presenting relevant evidence.

Procedures for appealing a grade are detailed in UMUC Policy 130.80 Procedures for Review of Alleged Arbitrary and Capricious Grading, found at [www.umuc.edu/policies](http://www.umuc.edu/policies) or in the policies section of this catalog.

## Attendance

You are expected to attend all on-site and online classes and any related activities regularly and punctually.

If you are absent from class, you are responsible for completing any missed coursework, as indicated in the course outline. You also are responsible for obtaining information about each class session, including any announcements and assignments you missed. Failure to complete any required coursework as scheduled may adversely affect your grade. Faculty members are not expected to repeat material that you missed because of absence.

You may not give permission to another person to accompany you to an on-site class, to attend an on-site class in your place, or to access or attend an online class.

## Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, UMUC has developed the following Code of Civility:

### Respect

Treat all students, faculty, and staff with respect and in a professional and courteous manner at all times and in all communications, whether in person or in written communication (including e-mail).

### Kindness

Refrain from using profanity, insults, or other disparaging remarks.

### Truth

Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize, or misquote information received from others.

### Responsibility

Take responsibility for one's own actions instead of blaming others.

### Cooperation

Work together with other students, faculty, and staff in a spirit of cooperation toward the common goals of seeking and providing quality education.

### Privacy

Strive to uphold the right to privacy and not talk about others.

## Nondiscrimination

Respect the differences in people and their ideas and opinions and reject bigotry.

## Code of Student Conduct

You are subject to the UMUC Policy 151.00 Code of Student Conduct. The UMUC Code of Student Conduct may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## Exception to Policy

Requests for an exception to policy must be submitted in writing to the Director of Graduate Programs. You are responsible for presenting a strong case for the request for exception to policy. Requests are carefully reviewed before approval can be granted.

## Intellectual Property

The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. More information about UMUC's policy on intellectual property is available online at [www.umuc.edu/policies/researchpolicies/research19000.cfm](http://www.umuc.edu/policies/researchpolicies/research19000.cfm).



## 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. UMUC prohibits discrimination or harassment of any individual due to race, religion, color, creed, gender, gender identity or expression, 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 via e-mail at [diversity-asia@umuc.edu](mailto:diversity-asia@umuc.edu). Additional information may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## 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](http://www.umuc.edu/policies). If you wish to seek redress for the acts or omissions of a faculty or staff member, you must first request a conference with that person and attempt to resolve the complaint informally within 14 days of the alleged act or omission. If a satisfactory resolution is not reached, you may file a formal complaint in writing to the campus administrator designated in the policy within 30 calendar days of the alleged act or omission.

## Technology Use

### Connectivity and Computer Literacy

To take full advantage of The Graduate School's educational offerings, you must own or have access to a personal computer, and you must have access to the Internet. In some classes, you may be required to participate in synchronous computer-based class discussions and study group activities.

As a graduate student, you must be able to reach fellow students, faculty, and the university via e-mail. You will be assigned a UMUC Google account, which includes e-mail, as soon as you register. While you are not required to use the UMUC e-mail address, you must maintain a current e-mail address through MyUMUC ([my.umuc.edu](http://my.umuc.edu)). More information on UMUC's Google applications is available at [www.umuc.edu/umucgmail](http://www.umuc.edu/umucgmail).

In addition, you are expected to have a working knowledge of, and access to, a basic word processing program, such as Microsoft Word; a spreadsheet program, such as Microsoft Excel; and Internet electronic mail services. Knowledge of Microsoft Windows and Internet information services, such as the World Wide Web, also is necessary.

If you require further training in the use of Internet services and basic software packages, you may wish to consult the UMUC undergraduate schedule of classes or speak with an undergraduate advisor regarding appropriate classes.



### Electronic File Sharing

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

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

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

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

## Waiting List

If a class is already full at the time of registration, you can place your name on a waiting list for that class. To check on class availability, visit MyUMUC at [my.umuc.edu](http://my.umuc.edu).

The following conditions apply to the waiting list:

- ✦ If a space becomes available, the first student on the waiting list automatically will be registered for it, and the charge will appear on his or her account. An e-mail notification of the enrollment from the waiting list will be sent. If a space becomes available but the first student is ineligible to enroll in the class (for reasons such as failing to meet the prerequisites, being enrolled in another section of the same class, or being enrolled in a class that conflicts in time), the space will go to the next person on the waiting list.
- ✦ If you no longer want to enroll in a class, you should remove your name from the waiting list to prevent the possibility of being automatically enrolled.
- ✦ If you are already enrolled in the maximum number of allowable credits (6 credits) and you are on a waiting list for a third course, you will not be registered in the third course even if space becomes available in the class.
- ✦ If you are already enrolled in a different section of the same class for which you are waitlisted, you will not be enrolled in the waitlisted section even if space becomes available.
- ✦ Faculty members and academic advisors are not authorized to add students to a full class.



## SERVICES AND RESOURCES



### Academic Advising

Advisors will help guide you through all the steps that lead to a graduate-level degree. They also will recommend ways for you to complete academic requirements quickly and efficiently.

It is up to you to seek advising and to keep track of your program requirements. You should retain and refer to the catalog of the year you entered your program, as it contains all the degree requirements for which you will be held accountable as long as you maintain continuous enrollment.

If you have not attended UMUC for a year or more, you should also contact an advisor for assistance in getting back on track. If it has been more than two years since your last enrollment, you must first reapply for admission. Once readmitted, you must fulfill the degree requirements detailed in the catalog of the year in which you resume study.

Whenever possible, you should get advising information in writing. If you fail to meet all degree requirements, you will not be cleared for graduation.

Please visit [www.asia.umuc.edu/advising](http://www.asia.umuc.edu/advising) for more information on how to contact an academic advisor in Asia.

### Accessibility Services

Reasonable accommodations are available to help you if you have a disability and are enrolled in any program offered at UMUC.

You should make your request for accommodations as early as possible to allow sufficient time for requests and documentation to be reviewed and proper arrangements made. Such requests must be made every session.

If you wish to receive accommodation because of a disability, you must officially register with Accessibility Services. To do so, you must first submit documentation of your disability. Depending on the disability, documentation may include secondary school records; medical, psychiatric, or psychological reports and diagnoses; or a psychoeducational evaluation. The documentation must provide clear and specific evidence of a disability and recommended accommodations from a qualified licensed professional.

Once documentation is received, Accessibility Services will notify you of the status of your file and schedule an intake appointment, which may be held by phone, via e-mail, or in person. During the appointment, an intake form is completed and services and procedures are discussed.

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

For more information, you should contact the director, Student Services or e-mail [sservices-asia@umuc.edu](mailto:sservices-asia@umuc.edu), or visit [www.umuc.edu/accessibility](http://www.umuc.edu/accessibility).

### 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 for all UMUC graduates. The association invites graduates to stay connected through volunteer service, social events, career networking, and philanthropy.

Benefit programs and resources include career services, affinity partner discounts, and special alumni events. Membership in the UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMUC currently has more than 180,000 graduates in 47 states and 24 countries. UMUC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

More information on the Alumni Association and how to activate free membership is available at [www.umucalumni.org](http://www.umucalumni.org). The Alumni Association can also be found on Facebook, Instagram, LinkedIn, and Twitter.

### Career Services

Career Services provides personalized assistance with clarifying skills, interests, and work-related values; making career- or life-related decisions; researching career options; and searching for employment. Through the Career Services webpage, you can access a variety of career and job search information and materials. Career Services offers job fairs, employability skills workshops such as résumé writing, tutorials, and access to CareerQuest, UMUC's online job and internship database.

Services are available by telephone, online via e-mail, or Skype. More information can be found on the Career Services webpage at [www.umuc.edu/careerservices](http://www.umuc.edu/careerservices).

### Computer Labs And Services

UMUC computer labs are available at many UMUC 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. You must bring media to save data or documents. Acceptable media include flash drives or thumb drives. Lab assistants are available during scheduled hours to help you with resident software programs, but cannot provide tutoring. If you are considering enrolling in online courses, you should review the technical requirements at [www.umuc.edu/techreq](http://www.umuc.edu/techreq) for the most current detailed information.

Technical support related to your online courses is available 24 hours a day, seven days a week, at [www.umuc.edu/help](http://www.umuc.edu/help) or +1-800-807-4862.

### Drug And Alcohol Awareness

As required by federal law, UMUC provides referral services if you have concerns about the use or abuse of alcohol and drugs. You may discuss referrals with the director, MBA Program.

### Enrollment Verification

UMUC participates in the National Student Clearinghouse which, in turn, supplies verification of enrollment to lending agencies. UMUC reports student enrollment data to the clearinghouse two times each month. Enrollment data are provided for all students who are enrolled in classes, whether they are attending full-time, half-time, or less than half-time, as well as for students who are considered to have withdrawn from the university. UMUC also reports degree information, including graduation date, for students who have completed an academic program.

If you are a current student, you may request enrollment verification through MyUMUC free of charge. If you are no longer enrolled at UMUC, you may request a transcript of your academic record to verify past enrollment.

All enrollment verifications requested via MyUMUC are mailed out the next business day.

Letters certifying official enrollment are also available upon request from the MBA Program Office. Enrollment can be certified only for the current term and for previous terms. If requesting a letter for a future session, the letter will be mailed out and a hold will be placed on your record.



### Loan Deferment Form Certification

UMUC does not grant or deny deferment requests; any deferments are at the sole discretion of the lender. UMUC processes deferment forms, certifying your official dates of enrollment. If you are not enrolled in the current term (fall, spring, or summer), you are reported as having withdrawn, regardless of whether or not you plan to enroll or have already enrolled in a future term.

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid)) and submit it to the Registrar's Office stateside by fax at +1-240-684-2005 or +1-240-684-2006 for certification.

You should be aware both of your lender's deadlines for receiving deferment requests and UMUC's reporting schedule to avoid having deferment forms processed and forwarded to the lenders before enrollment data has been reported.

### The UMUC Library

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

#### Library Resources

The UMUC Library provides access to a rich collection of research materials on a variety of topics (e.g., business, social science, science, arts and humanities, and computer and information systems). You can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the UMUC Library home page at [www.umuc.edu/library](http://www.umuc.edu/library) or through the learning management system.

UMUC Library OneSearch allows you to search for scholarly articles, books, and/or other research resources via a single search engine that includes most of the databases to which the UMUC Library subscribes. The UMUC Library has also created subject-specific resource guides to serve as a starting point for research. Each guide includes subject-relevant research databases, books, websites, and other resources.

At most military installations where UMUC offers courses, the Army, Air Force, Marine Corps 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 Instruction and Research Assistance

To help you gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to you, the UMUC Library offers library instruction in selected online and on-site classes. Reference and research assistance is available daily (except holidays), during regularly scheduled hours, through the office's webpage under "Ask a Librarian."

For a complete list of library services, visit [www.umuc.edu/library](http://www.umuc.edu/library) or call the UMUC Library at

240-684-2020 or 800-888-UMUC, ext. 2-2020, during regularly scheduled office hours.

## DIPLOMAS, GRADUATION, AND COMMENCEMENT



DIPLOMAS AND GRADUATION

Degrees earned in the MBA program available through UMUC Asia are awarded in summer, fall, winter, and spring of each academic year. Commencement ceremonies each spring recognize master's candidates who have earned their degrees in the specified degree periods.

### Application Deadlines

You are responsible for filing a graduation application (available online at [my.umuc.edu](http://my.umuc.edu)) and paying the appropriate fee (currently \$50) if you expect to complete the requirements for the MBA program. Applications for a diploma may be submitted at the time you register for your final term or by the following deadlines:

December graduation	15 October
March graduation	15 February
June graduation	1 April
September graduation	15 July

Graduation applications that are received after the deadlines will be evaluated for the next graduation term.

The application form must be completed through MyUMUC at [my.umuc.edu](http://my.umuc.edu).

#### Noncompletion of Degree Requirements

If you do not complete requirements in time for the graduation date for which you have applied, then you must submit a new application and the \$50 fee. You will be informed of remaining degree requirements.



Graduation Review

A graduation review will be prepared for each degree applicant. This review confirms remaining requirements. If the remaining requirements include marks of I (Incomplete) to be removed, courses to be transferred from other institutions, credit by examination, or military credit, you must ensure this work is completed and official documentation reaches UMUC no later than the expected graduation date. Documentation should be sent to

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

Commencement

If you have earned your degree in any of the degree periods (summer, fall, winter, or spring of that academic year) are eligible to march at the spring commencement ceremonies. To be eligible to march as a master’s candidate, you must be able to demonstrate that you will complete all degree requirements by the degree conferral date (30 May) and pay the required fees.

Issuance of Diplomas

You can expect to receive your diploma by mail within four to six weeks after the graduation date if all financial obligations with UMUC Asia have been satisfied. Advisors are available to answer any questions about requirements for graduation and the application for diplomas or certificates at +1-800-888-UMUC, ext. 2-2100, or e-mail [gradinfo@umuc.edu](mailto:gradinfo@umuc.edu). If you require verification of your degree completion prior to receiving the diploma, you may request a letter of completion from the Office of Graduate Programs.

Conference Courses

Conference courses are offered to provide an alternative for students who cannot otherwise complete their degrees. The Director of Graduate Programs must approve conference courses.

In a conference course, a faculty member works individually with you to cover all material normally contained in the course and to meet all course requirements. You use the same textbooks, write the same papers, and take the same kinds of examinations as students taking the course in any other format.

You may apply for permission to take a conference course with UMUC Asia if you have

- 1. Been granted full admission.
- 2. Earned a GPA of at least 3.0.
- 3. Completed at least 27 credits toward the master’s degree.
- 4. Determined that the course requested, or a suitable alternative, is not available within a reasonable commute during the current term or in any term prior to the student’s projected PCS/degree completion date.
- 5. Satisfied all outstanding incompletes.

To apply to take a conference course, you must submit the request to the Office of Graduate Programs. The request will be reviewed to determine if all the above criteria have been met. You will be notified of the decision.

Degree Verification

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

MASTER OF BUSINESS ADMINISTRATION



**Advance your career in an award-winning MBA program that can help you gain the skills and abilities desired by today’s employers.**

The MBA program can help you learn how to strategically manage an organization for growth and success. Develop and advance your competencies in finance, marketing, human resources, strategy, and leadership. Apply your learning from multiple disciplines and specializations to real-life business problems.

What You’ll Learn

Through your coursework, you will learn how to

- ❖ Create and implement a personal leadership development plan
- ❖ Foster mutual respect, trust, and high standards of ethics, performance, and teamwork
- ❖ Assess and manage critical knowledge and skill gaps related to core organizational functions and managerial responsibilities
- ❖ Complete a comprehensive analysis of the costs of operations, pricing options, financing, product mix, distribution channels, and supply chain relationships
- ❖ Evaluate your cultural intelligence, ethical values, and skills in decision making, and implement specific actions to leverage your strengths and further develop areas of relative weakness

- ❖ Evaluate your organization’s policies for managing legal and ethical risks, with a focus on contracts, agency, and tort law
- ❖ Complete an audit of the technology and information systems and processes in your organization
- ❖ Design and develop a marketing plan for a new product or service in both domestic and international markets
- ❖ Prepare a comprehensive project management plan for an initiative in a new location that presents business, language, cultural, legal, and other challenges for your organization
- ❖ Prepare a personal professional portfolio that includes your key achievements, a brief summary of your strategic leadership skills, and your plan for goal and career advancement

Master of Business Administration	
Required Core Courses	36
Total Credits	36



Careers

- ❖ Chief executives
- ❖ General and operations managers
- ❖ Marketing managers
- ❖ Management analysts

Your Coursework

Courses in the MBA curriculum use comprehensive online learning resources and emphasize teamwork, information literacy, technology fluency, systems thinking, ethics, communication, problem solving, and critical thinking. Additionally, the MBA offers you the opportunity to learn from highly qualified experts with significant managerial and leadership experience in emerging areas relevant to your career growth.

COURSEWORK EXAMPLES

- ❖ Analyze costs of operations for an organization using managerial finance techniques
- ❖ Determine optimal prices for goods and services by analyzing costs, revenues, and profitability
- ❖ Evaluate the opportunities and risks involved in an organization’s decision to expand its operations to a global market by assessing issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business
- ❖ Design and present a marketing plan for a new product or service, including a comprehensive situation analysis, a strong value proposition, an effective marketing mix strategy, and a holistic marketing communications plan

MBA Degree Requirements		
<b>Required Core Courses</b>  • All courses must be taken in the order listed.	PRO 600	Communicating, Problem Solving, and Leading in Professional Fields (6)
	MBA 610	Leading Organizations and People (6)
	MBA 620	Financial Decision Making (6)
	MBA 630	Leading in the Multicultural Global Environment (6)
	MBA 640	Innovation Through Marketing and Technology (6)
	MBA 670	Strategic Decision Making (6)



Criteria for Program Progression

You must complete each course with a grade of B or better to advance to the next course. (The grade of C is not available for these courses.) Your course syllabus will explain options for and consequences of requesting an Incomplete.

Master of Business Administration Program Calendar

Master of Business Administration classes are 6 credit hours each and 11 weeks in length. Starting Fall 2016, the Master of Business Administration program will be taught in a new format, outlined in this catalog. If you started your program prior to the Fall 2016 term, be sure to follow the program requirements for your catalog year and as outlined at [www.asia.umuc.edu/mba](http://www.asia.umuc.edu/mba). If you need help identifying the proper academic program, please contact an advisor.

AY 2016-17 MBA SCHEDULE		
FALL 2016	SESSION DATES	REGISTRATION DEADLINE
Onsite/Online (11 weeks)	5 October - 20 December 2016	Register by 30 September 2016
WINTER 2017		
Onsite/Online (11 weeks)	4 January - 21 March 2017	Register by 30 December 2016
SPRING 2017		
Onsite/Online (11 weeks)	5 April - 20 June 2017	Register by 31 March 2017
SUMMER 2017		
Onsite/Online (11 weeks)	5 July - 19 September 2017	Register by 30 June 2017

COURSE DESCRIPTIONS



The following entries describe the MBA courses offered on-site by UMUC Asia. Requirements pertain only to degrees conferred by UMUC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution.  
Note: Courses must be taken sequentially. For current schedule information, students can visit [www.asia.umuc.edu](http://www.asia.umuc.edu).

PRO (PROFESSIONAL COMMUNICATION AND LEADERSHIP)

**PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)**  
(Required for students in the MBA program.) Make yourself more valuable to an employer by gaining and improving skills in communication and problem solving. Explore your field by developing connections to your career path, creating a professional social network presence, and using critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership as you hone your professional writing and oral communication skills and proficiency with analytical software programs, collaboration tools, and other professional software.

MBA (MASTER OF BUSINESS ADMINISTRATION)

**MBA 610 Leading Organizations and People (6)**  
Prerequisite: PRO 600. Assess and develop your leadership skills by creating a personal leadership and professional development plan that you will refine during the program. Develop a strategic understanding of your organization by analyzing its mission, vision, goals, and values. Evaluate your organization’s culture, climate, and approach to decision making and assess leadership effectiveness, governance structure, and processes. Explore how high-performing work teams can be a source of competitive advantage.



MBA 620 Financial Decision Making (6)

Prerequisite: MBA 610. Conduct financial analysis to accomplish strategic goals for an organization. Analyze financial statements to estimate the financial risks faced by the organization. Make effective operational decisions related to pricing, product mix, and distribution channels by analyzing costs, revenues, and profitability. Use capital budgeting techniques to determine the suitability of candidate projects and determine long-term capital requirements needed to support an organization.

MBA 630 Leading in the Multicultural Global Environment (6)

Prerequisite: MBA 620. Enhance your cultural competence and evaluate opportunities and risks for operations in a global market. Expand your ability to apply ethical decision-making models. Assess issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business. Analyze political, legal, economic, and cultural forces that impact multinational businesses. Make recommendations for the legal form and organizational structure of a business.

MBA 640 Innovation Through Marketing and Technology (6)

Prerequisite: MBA 630. Critically examine technology systems and business processes in the organization. Complete a situation analysis of the organization, the environment, and customers. Organize tasks in a marketing plan, assess market risk and opportunity, and collect data required to implement the marketing plan. Develop revenues, cost projections, and suitable metrics, as well as a balanced scorecard for tracking the marketing plan.

MBA 670 Strategic Decision Making (6)

Prerequisite: MBA 640. Assume the role of a strategy officer who reports to the CEO. Identify activities in the value chain of your organization and propose a plan to relocate one or more activities to another geographical region. Prepare a project management plan for the opening of a facility in a new country. Develop a business plan that includes an entry strategy, operational plan, competitive strategy, and financial statements.

UMUC ASIA

YOKOTA HEADQUARTERS

James B. Cronin, MS  
*Vice President and Director*

Andrew D. Boone, PhD  
*Associate Vice Provost*

Tony K. Cho, MA, MS, MPA  
*Associate Vice President, Deputy Director*

Emi Ikeda, BS  
*Director, Human Resources and Logistics*

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*Comptroller*

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UMUC ASIA LOCATIONS

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

Australia

Alice Springs

British Indian Ocean Territory

Diego Garcia

Guam

Joint Region Marianas  
Andersen\* +  
Naval Base Guam

Mainland Japan

Atsugi  
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Misawa  
Sasebo  
Yokosuka +  
Yokota\* +

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Singapore

South Korea

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Camp Humphreys +  
Camp Red Cloud  
Camp Stanley  
K-16  
Kunsan  
Osan +  
Suwon  
USAG-Daegu/K2  
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UMUC EUROPE

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## POLICIES



The information contained in this catalog reflects the policies of both UMUC and the University System of Maryland (USM). The complete list and text of UMUC's policies can be found at [www.umuc.edu/policies](http://www.umuc.edu/policies). USM policies can be found at [www.usmd.edu/regents/bylaws](http://www.usmd.edu/regents/bylaws).

### Transfer of General Education Requirements

UMUC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMUC as general education credits. UMUC's general education requirements may be found on p. 66 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMUC's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06 Chapters 1–10. 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 online at [www.artweb.usmd.edu](http://www.artweb.usmd.edu). Consult an advisor for details.

### Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to others of personally identifiable information from education records without your prior written consent; and file formal complaints alleging a violation of FERPA with the Department of Education. UMUC's policy on Disclosure of Student Records contains an explanation of information that may be disclosed without prior consent as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints.

The entire policy is available online at [www.umuc.edu/policies/academicpolicies/aa21014.cfm](http://www.umuc.edu/policies/academicpolicies/aa21014.cfm).

### Student Drug and Alcohol Use

UMUC complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of UMUC officials will be addressed through UMUC procedures, through prosecution in the courts, or both.

All UMUC students are prohibited by UMUC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMUC premises or at UMUC-sponsored activities. UMUC expects all students to comply with applicable federal, state, and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol and/or controlled substances.

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMUC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see section III of the most current annual information report ([www.umuc.edu/inform](http://www.umuc.edu/inform)) for additional information.

### Intellectual Property

The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. More information about UMUC's policy on intellectual property is available online at [www.umuc.edu/policies/researchpolicies/research19000.cfm](http://www.umuc.edu/policies/researchpolicies/research19000.cfm).

### Peer-to-Peer Notification

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMUC is committed to combating the unauthorized use of copyrighted materials on UMUC's network (including the online classroom) and therefore has established a written plan to achieve this goal. The intent of this plan is to inform UMUC students, faculty, and staff members of the appropriate use of copyrighted material on the network and to deter, detect, and discipline prohibited use, while reasonably maintaining the educational use of UMUC's network.

#### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

More information is available on the U.S. Copyright Office website at [www.copyright.gov](http://www.copyright.gov).

#### UMUC Procedures for Handling Unauthorized Distribution

UMUC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMUC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMUC's website:

Maureen Walsh David  
Vice President and General Counsel  
University of Maryland University College  
3501 University Boulevard East  
Adelphi, MD 20783  
+1-301-985-7080  
[legal-affairs@umuc.edu](mailto:legal-affairs@umuc.edu)

To be effective under the DMCA, a notification of claimed infringement must be in writing and include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Once an effective DMCA takedown request is submitted, UMUC will act expeditiously to remove or block access to the infringing material.



## Nondiscrimination

UMUC is committed to equal opportunity for all individuals and adheres to federal, state, and local laws and regulations that prohibit discrimination and retaliation, as incorporated by UMUC Policy 40.30 Affirmative Action and Equal Opportunity ([www.umuc.edu/policies/adminpolicies/admin04030.cfm](http://www.umuc.edu/policies/adminpolicies/admin04030.cfm)) and UMUC Policy 041.00 Sexual Misconduct ([www.umuc.edu/policies/adminpolicies/admin04100.cfm](http://www.umuc.edu/policies/adminpolicies/admin04100.cfm)). UMUC does not discriminate against any person on the basis of race, religion, color, creed, gender, gender identity or expression, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, genetic information, veteran status (including Vietnam-era veterans), or any other protected characteristic under applicable federal, state, and local law. UMUC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment; no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities.

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes or regulations should be directed to the fair practices officer, Office of Diversity and Equity, UMUC, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7955 or e-mail [fairpractices@umuc.edu](mailto:fairpractices@umuc.edu)). Inquiries regarding sexual misconduct, including sex-and gender-based discrimination, should be referred to UMUC's Title IX coordinator by phone at +1-301-985-7930 or e-mail at [titleixcoordinator@umuc.edu](mailto:titleixcoordinator@umuc.edu).

## Sexual Misconduct

UMUC is committed to creating and maintaining an environment in which all persons who participate in university programs and activities, perform work, and provide services can learn and work together in an atmosphere free from sexual misconduct, a form of sex-based discrimination. UMUC provides training, education, prevention programs, and policies and procedures that promote prompt reporting; prohibit retaliation; and promote timely, fair, and impartial investigation and resolution of sexual misconduct cases.

Inquiries concerning the application of Title IX may be referred to the UMUC's Title IX coordinator or the Office for Civil Rights. For more information about UMUC's Sexual Misconduct Policy, contact the Title IX coordinator by phone at +1-301-985-7930, text message at +1-301-887-7295, or e-mail at [titleixcoordinator@umuc.edu](mailto:titleixcoordinator@umuc.edu). See UMUC Policy 041.00 Sexual Misconduct at [www.umuc.edu/policies](http://www.umuc.edu/policies) for details.

## Religious Observance

So that 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.

More information on Policy 051.00 Religious Observances may be found at [www.umuc.edu/policies/academicpolicies/aa05100.cfm](http://www.umuc.edu/policies/academicpolicies/aa05100.cfm).

## Review of Alleged Arbitrary and Capricious Grading

In accordance with Board of Regents III - 1.20 Policy for Review of Alleged Arbitrary and Capricious Grading, approved 11 January 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.

### Definitions

"Arbitrary and capricious grading" is defined as:

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

The "Appeal Administrator" for undergraduate courses originating in Adelphi is the vice president and dean, School of Undergraduate Studies; for graduate courses originating in Adelphi is the senior vice president for Academic Programs and dean, Graduate School of Management and Technology; for courses originating from UMUC Europe or UMUC Asia is the respective associate vice provost.

### Student Procedures

If the student believes his/her final course grade is arbitrary and capricious as defined above, 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.

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.

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.

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.

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:

- The student has failed to comply with procedure;
- The student made allegations that, even if true, do not constitute arbitrary and capricious grading as defined; or
- There is no evidence of arbitrary and capricious grading based upon the inquiry conducted by the appeal administrator or designee(s).

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.

The complete policy can be found at [www.umuc.edu/policies/academicpolicies/aa13080.cfm](http://www.umuc.edu/policies/academicpolicies/aa13080.cfm).

## Annual Information Report

UMUC is committed to assisting all members of the UMUC community in providing for their own safety and security. UMUC provides an Annual Information Report to current and prospective students, faculty, and staff pursuant to U.S. Department of Education regulations. It is available on the Office of Legal Affairs web page at [www.umuc.edu/legal/annualinfoareport.cfm](http://www.umuc.edu/legal/annualinfoareport.cfm). If you have any questions or if you would like to request a printed copy of the report, contact Security at +1-301-985-7371.

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, includes many disclosure and reporting requirements that are intended to help current and prospective students access information about higher education institutions. Notice of required disclosures will be provided to all enrolled students, faculty, and staff on an annual basis and to all prospective students and employees.

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# MASTER OF BUSINESS ADMINISTRATION



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# Academic Calendar

Master of Business Administration classes are 6 credit hours each and 11 weeks in length. Starting Fall 2016, the Master of Business Administration program will be taught in a new format, outlined in this catalog. If you started your program prior to the Fall 2016 term, be sure to follow the program requirements for your catalog year (outlined at [www.asia.umuc.edu/mba](http://www.asia.umuc.edu/mba)). If you need help identifying the proper academic program, please contact an advisor.

## AY 2016-17 MBA Schedule

<b>FALL 2016</b>	<b>SESSION DATES</b>	<b>REGISTRATION DEADLINE</b>
Onsite/Online (11 weeks)	5 October - 20 December 2016	Register by 30 September 2016
<b>WINTER 2017</b>		
Onsite/Online (11 weeks)	4 January - 21 March 2017	Register by 30 December 2016
<b>SPRING 2017</b>		
Onsite/Online (11 weeks)	5 April - 20 June 2017	Register by 31 March 2017
<b>SUMMER 2017</b>		
Onsite/Online (11 weeks)	5 July - 19 September 2017	Register by 30 June 2017