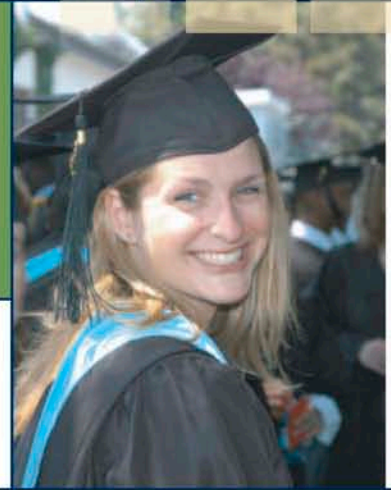
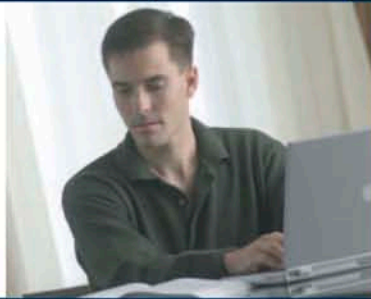




University of Maryland University College *Europe*  
Bowie State University

# GRADUATE CATALOG



2005 - 2006

[www.ed.umuc.edu](http://www.ed.umuc.edu)

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## ACCREDITATION

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University of Maryland University College and Bowie State University are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104 (215-662-5606).

## NONDISCRIMINATION

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University of Maryland University College and Bowie State University welcome applications from prospective students and employees regardless of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, veteran status, mental or physical status, or sexual orientation.

## CONTACT INFORMATION

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Address:	University of Maryland University College Office of Graduate Programs Unit 29216 APO AE 09102	University of Maryland University College Office of Graduate Programs Im Bosseldorn 30 69126 Heidelberg Germany
Telephone:	DSN 370-6762/7157	CIV +49-(0)6221-378302
Fax:	CIV +49-(0)6221-315871	
E-mail:	<a href="mailto:gradprog@ed.umuc.edu">gradprog@ed.umuc.edu</a>	
Web:	<a href="http://www.ed.umuc.edu/graduate">www.ed.umuc.edu/graduate</a>	

University of Maryland University College and Bowie State University are constituent members of the University System of Maryland.

# UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE-EUROPE

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## Welcome to Bowie State University and University of Maryland University College

University of Maryland University College (UMUC) has established a partnership with Bowie State University (BSU) to offer graduate programs in the European Command in the fields of counseling, management information systems, public administration, and information technology. The partnership makes master's degrees and graduate certificates accessible to students stationed overseas who already have substantial commitments to their careers and families.

University of Maryland University College-Europe (UMUC-Europe) is America's senior institution in providing educational opportunities to U.S. military members overseas. Hailed by British scholar Arnold Toynbee as "an American achievement from which the rest of the world has much to learn," UMUC-Europe has been in operation since 1949. Its partnership with Bowie State University for graduate education has existed for over a decade. Both UMUC and BSU are constituent members of the University System of Maryland.

Graduate courses and programs available through the UMUC-BSU partnership enable students in Europe to expand their knowledge, enhance their skills, and develop their professional competencies. They are intended for individuals who seek to become innovative leaders, managers, and counselors responsive to the public with whom they work. These programs compare in all respects with those at public institutions of higher learning in the United States.

The credentials of the faculty have met standards set by the UMUC and BSU academic departments. All courses offered in Europe carry resident credit with the respective academic institutions.

For the typical student, earning a graduate degree through the UMUC-BSU partnership will be challenging. To ensure that students bring to their graduate education the appropriate level of knowledge, all degrees require specific undergraduate prerequisites. Within each program, some courses must be completed in a defined sequence. Graduate students also benefit from the university's personalized approach to education. Students receive an individualized program of study, have continuous contact with program directors and faculty who are resident in Europe, and enjoy small class sizes.

Finally, it is important to understand that these graduate programs offer respected degrees for serious students. Most adults working full time and attending school part time will need approximately two-and-a-half to three years to complete either counseling degree and one-and-a-half to two years to complete the management information systems, public administration, or information technology graduate degree. Those who complete a degree in Europe will have the same sense of accomplishment and pride as students who earn the same degrees on campus in Maryland. Furthermore, they will know that their achievements will be significant professional assets.

# HIGHER EDUCATION IN MARYLAND

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Few states have as rich and proud a heritage as does the State of Maryland, especially in education. The University of Maryland was founded in 1807 at the site of the present Baltimore Campus with the establishment of the nation's fifth College of Medicine. The school soon added colleges of dentistry, pharmacy, and law. A half-century later, the College Park Campus, one of the largest in the nation, began as the College of Agriculture. With the uniting of these campuses in 1920, the University of Maryland began its development into one of the great public systems of higher learning in the United States. Maryland's present university system was established in 1988 as the University System of Maryland and is comprised of 11 degree-granting institutions and two research and service components.

The degree-granting institutions in the University System of Maryland, including Bowie State University and the University of Maryland University College, are accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

## **BOWIE STATE UNIVERSITY**

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Bowie State University (BSU), which was founded in 1865, is a regional comprehensive university offering undergraduate programs in the liberal arts and sciences, business, education, nursing, and social work, with an emphasis on the application of computer technology across the disciplines. BSU's Graduate School offers 19 degree programs in business administration, communications, computer science, counseling, education, human resource development, management information systems, nursing, public administration, and psychology. BSU is a Servicemembers Opportunity Colleges (SOC) member institution. Recognized nationally and internationally, BSU became one of only six national Model Institutions for Excellence in 1995.

Located in Bowie, Maryland, BSU also serves the needs of military personnel, Department of Defense civilians, and other adult students in the Washington, D.C., area through off-campus centers at nearby Andrews Air Force Base and Fort Meade. Additionally, BSU currently offers on-site courses in five countries on 20 military bases in Europe and Asia.

## **UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE**

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University of Maryland University College (UMUC) is a visionary institution on the forefront of education for the 21st-century workforce. It is an entrepreneurial and creative institution, committed to the exploration of knowledge, the construction of partnerships, and innovative academic delivery. It is a large and diverse institution, serving 88,000 students around the world. It is a substantive institution, committed to lifelong learning and education of adults in the workforce.

UMUC offers degree programs from the associate of arts through the doctor of management, undergraduate and graduate certificates, and personal and professional development programs that respond to the needs of the lifelong learner. Undergraduate degree programs are offered in disciplines in the arts and humanities, behavioral and social sciences, business and management, computing, and technology; graduate programs focus on education, management, and technology. UMUC's noncredit programs include professional development in management, technology, and executive leadership, as well as professional certification programs and conference services.

UMUC's commitment to academic strength, relevance, and quality remains consistent throughout all the university's programs, class locations, and delivery formats. The university works closely with its faculty and with businesses and other organizations to develop and maintain the relevance of its curricula. The university academic programs have the same structure and requirements whether they are offered in Maryland classrooms, at overseas locations, or through online courses.

UMUC has fulfilled its principle mission of providing higher education opportunities to adult, part-time students for more than 55 years. Founded in 1947 as the College of Special and Continuation Studies, UMUC has grown to become one of the largest institutions in the University System of Maryland—both in terms of enrollment and its global scope—while earning accolades for the quality of its programs and its innovative use of technology.



Almost from its inception, UMUC looked beyond state boundaries to bring courses to U.S. servicemembers in Europe (since 1949) and in Asia (since 1956). Today, UMUC continues to provide courses at more than 120 military installations throughout Europe and Asia through long-standing partnerships with overseas military commands. UMUC also makes it possible for students anywhere to attend class via the Internet.

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

UMUC programs have expanded to meet the needs of adults seeking to continue their education. In cooperation with the Department of Defense, UMUC administers two overseas programs, UMUC-Europe and UMUC-Asia. Stateside, UMUC credit courses and programs are administered by the School of Undergraduate Studies and by the Graduate School. UMUC participates in the Servicemembers Opportunity Colleges (SOC) degree programs for military personnel.

UMUC has been the leading educational partner with the U.S. Department of Defense for more than 50 years. More than 50 flag officers are UMUC graduates, and more than a million servicemembers have taken UMUC courses. Last year, almost 50,000 active duty military and dependents took UMUC courses overseas. This long relationship has made UMUC particularly sensitive to the needs of military students and well prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools. 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 overseas military life.

## MARYLAND PROGRAMS IN EUROPE

Through BSU and UMUC, members of the military services overseas can take individual classes for personal enrichment or pursue a program of coursework leading to a certificate, associate degree, bachelor's degree, or master's degree. Students who studied in Europe earned more than 650 associate degrees, 600 baccalaureate degrees, and 120 master's degrees during the past academic year. And these figures do not include the many students who began their education with UMUC-Europe and completed their degrees stateside.

In 1949, the Armed Forces invited UMUC to offer off-duty classes for its military and civilian personnel stationed in Europe. Classes began in October of that year at six education centers in Germany, and the program steadily expanded. In 1999, UMUC-Europe celebrated its 50th year serving the U.S. military in Europe and the Middle East. Last year, UMUC-Europe offered classes at approximately 80 sites in 15 countries. The administrative offices for UMUC-Europe are located in Heidelberg, Germany.

## GRADUATE PROGRAMS

Since August 1993, graduate degree programs from University System of Maryland institutions have been administered in Europe through UMUC-Europe. A constituent institution of the University System of Maryland, BSU offers high-quality graduate degrees and certificates in Europe. These programs presently include the Master of Arts in Counseling Psychology, Master of Education in Guidance and Counseling, Master of Science in Management Information Systems, and Master of Public Administration. Students interested in obtaining professional credentials at the graduate level may also earn the Certificate in E-Government, Certificate in Public Management, and Information Systems Analyst Certificate. UMUC-Europe also offers the Master of Science in Information Technology and certificates in information technology and information assurance from the UMUC Graduate School.

Graduates enjoy high levels of personal and professional success in military and civilian environments. Interested students can request information and an application for admission from the UMUC-Europe Office of Graduate Programs, from the UMUC-Europe office at a local education center, or online at [www.ed.umuc.edu/graduate](http://www.ed.umuc.edu/graduate).

## UNDERGRADUATE PROGRAMS

UMUC offers undergraduate liberal arts programs leading to certificates and to associate and bachelor's degrees.

## DISTANCE EDUCATION (DE)

UMUC-Europe offers students the opportunity to benefit from courses offered at a distance. Online distance education courses are designed for students who require scheduling flexibility or who are unable to commute to classroom sites. All BSU and UMUC graduate courses offered online through UMUC-Europe carry resident credit with the respective institutions. Visit the DE Web site at [www.ed.umuc.edu/de](http://www.ed.umuc.edu/de) for more details.

# MESSAGE FROM THE ASSOCIATE DEAN

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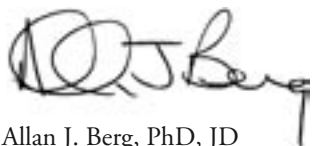
Welcome to the Graduate Programs at the University of Maryland University College (UMUC) in Europe, the most diverse group of graduate programs offered in the European theater. UMUC, in conjunction with Bowie State University (BSU), brings together faculty and graduate students from around the world into wide-ranging degree programs suitable to any number of career interests and professional pursuits. Whether your interest is in a master's degree, or a professional graduate certificate, or you simply wish to take a few graduate courses on a non-degree basis, you will find your experience at UMUC to be intellectually stimulating as well as professionally rewarding.

Currently, UMUC in partnership with BSU offers five graduate degrees and five certificates in Europe. The master's degrees offered are the Master of Arts in Counseling Psychology, Master of Education in Guidance and Counseling, Master of Public Administration, Master of Science in Information Technology, and the Master of Science in Management Information Systems. Certificate programs in information technology, management information systems, and public administration are also available to our students. This *2005-2006 Graduate Catalog* contains information on these programs, including admission requirements, important academic policies, and course descriptions.

The faculty members who will teach your classes are dedicated to excellence in the classroom and are clearly the university's most important asset. Nearly all of our faculty members have an earned doctorate in their field of expertise, an extensive professional background, and years of teaching experience in UMUC and BSU classrooms around the world. Graduate courses offered by the UMUC faculty are delivered in traditional on-site classrooms as well as in state-of-the-art online distance education (DE) formats.

The UMUC-Europe Graduate Programs staff is happy to help you select the program that best suits your needs and wishes. Please contact us if there is any assistance we can provide.

I extend to you my very best wishes, and sincere admiration, as you embark on your pursuit of a graduate education.



Allan J. Berg, PhD, JD  
Associate Dean, UMUC-Europe

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# BOWIE STATE UNIVERSITY

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## COUNSELING MANAGEMENT INFORMATION SYSTEMS PUBLIC ADMINISTRATION

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A major goal of Bowie State University's (BSU) Graduate School is to provide high-quality professional programs. Continuously adapting to new trends in academia, business, and government, the Graduate School prides itself on being responsive to change in education and the workplace. The great majority of Bowie students, both in Maryland and in Europe, are working adults. To meet the needs of these students, classes are scheduled in the evenings, on weekends, and online.

In Europe, Bowie offers the Master of Arts (MA) in Counseling Psychology, Master of Education (MEd) in Guidance and Counseling, Master of Public Administration (MPA), and Master of Science (MS) in Management Information Systems. Graduate certificates include the Certificate in E-Government, the Certificate in Public Management, and the Information Systems Analyst Certificate.

### ADMISSION INFORMATION

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**All students must complete and submit an *Application for Admission* prior to enrolling in any BSU graduate course.**

Admission to the Graduate School of Bowie State University is granted to applicants who have completed a bachelor's degree from a regionally accredited institution or the equivalent, and whose academic and personal qualifications give promise of success in graduate study. To be successful, BSU graduate students must be capable of graduate-level writing. They must also be computer literate and familiar with computer applications. To achieve graduate- and professional-level computer competence, students are strongly encouraged to have access to their own personal computer.

### ADMISSION CATEGORIES

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All Bowie State graduate programs have the same general admission requirements. Based on these requirements, qualified applicants are admitted in one of the following admission categories.

#### Full Admission

Students in this category are seeking to complete the master's degree. They must have earned a bachelor's degree from a regionally accredited institution or the equivalent with a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale. Students will not be fully admitted until the transcript from the degree-granting institution is received and the GPA for the student's entire undergraduate career leading to that degree is calculated. Students are permitted to take 9 semester hours with Bowie State University before full admission is granted.

#### Conditional Admission

Applicants with a baccalaureate cumulative GPA between 2.0 and 2.49 will be granted conditional admission. Conditional admission will be removed and full admission will be granted with the attainment of a cumulative GPA of 3.0 or better after the completion of nine graduate credit hours with BSU. If a student does not meet this requirement, a request for waiver may be submitted to the respective program director. *If approved, the student may be granted permission to repeat a course to earn a higher grade to achieve a 3.0 GPA.*

#### Non-Degree and Certificate Programs Only

Students who do not wish to earn a BSU degree but wish to enroll in courses to earn a certificate, to transfer credit to another institution, or for the purposes of professional development or recertification must file an *Application for Admission* and submit it with the \$40 application fee and official transcripts. If taking courses for transfer, students must present a letter from the graduate dean of the home institution indicating the student is in good standing and that the BSU credit is acceptable towards the student's degree.

## APPLICATION PROCEDURES

Prior to enrolling in any graduate course with Bowie State University, the student must complete an application for admission available from the Graduate Programs Web site at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a UMUC-Europe field representative. The application file must be completed and admission status granted within the first 9 semester hours (s.h.) of coursework. The student must:

1. Complete the *Application for Graduate Admission* indicating the program to which he or she is applying:
  - a. MA in Counseling Psychology
  - b. MEd in Guidance and Counseling
  - c. Master of Public Administration (either management or policy track)
  - d. MS in Management Information Systems
  - e. Certificate only status (specify which)
  - f. Non-degree
2. Have transcripts sent from **all** academic institutions previously attended. Undergraduate and/or graduate transcripts are required to be sent **directly** from the academic institution the student attended to the UMUC-Europe Office of Graduate Programs. Transcripts may take more than six weeks to arrive, so students are strongly urged to request them as soon as possible to avoid delays in admission processing. 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 through sites such as [dir.yahoo.com/education/index.html](http://dir.yahoo.com/education/index.html).
3. Pay the application fee (\$40).
4. Complete the top portion of the *Application Transmittal Form*.
5. **Counseling Program Applicants** must also submit the following additional documentation:
  - a. *Three letters of recommendation* using the recommendation form provided. Two of the letters must be from academic faculty members and/or a supervisor.
  - b. *A personal statement*. The personal statement must be a typewritten statement not to exceed three single-spaced pages in which the following points are addressed:
    - ❖ *Background information*: Family, education, and work.
    - ❖ *Goals*: What the student expects to be doing in five years and in ten years.

- ❖ *Strengths*: What strengths the student possesses that would contribute to him/her being a good counselor.
- ❖ *Change*: What facets of the student's personality, behavior, and/or outlook that, if modified or changed, would make him/her a better person/counselor. What plans the student has for making any such change(s).
- ❖ *Comments*: Any additional information, thoughts, feeling, concerns, and/or questions.

**After making personal copies**, all forms should be brought to the local UMUC-Europe field representative who will forward the materials to the Office of Graduate Programs in Heidelberg.

### Graduate Work by UMUC-Europe Seniors

Undergraduate students enrolled with UMUC-Europe who have reached senior-level status (90 semester hours or more) may register for BSU graduate-level courses if the following requirements/conditions are met:

- a) The graduate courses are in excess of the credits required for the bachelor's degree.
- b) English proficiency has been successfully established.
- c) The student's GPA is 3.0 or better.
- d) Permission has been secured from the appropriate program director.
- e) The *UMUC-Europe Seniors' Application for Graduate Admission* has been filed.

Seniors will be permitted to take up to 6 semester hours of BSU graduate coursework. Permission to take courses as a senior does not constitute regular admission to the Graduate School. Graduate coursework may not be taken to fulfill undergraduate degree requirements.

Students who have officially satisfied all bachelor's degree requirements may take more than 6 semester hours of graduate coursework. These students must apply for regular admission to Bowie State University's Graduate School by completing the *Application for Graduate Admission* and all other application requirements (see Application Procedures). The application fee is paid with the senior application and is waived for the regular admission application.

## Non-U.S. Degrees

Students with non-U.S. degrees should allow more time for the application process. Non-U.S. credentials are evaluated for regionally accredited equivalency according to the *Foreign Educational Credentials for Consideration of Admission to Universities and Colleges in the United States*.

Before enrolling for coursework, students must discuss their situation with their program director, who may approve up to 9 semester hours of BSU coursework prior to evaluation of the student's credentials and full admission.

## Proof of English Proficiency

All students are expected to read, speak, understand, and write English fluently. Students whose native language is not English must provide proof of English proficiency by providing one of the following documents to the field representative with their application or, at the latest, when registering for their first course(s):

1. An official record of the Test of English as a Foreign Language (TOEFL) indicating a minimum score of 550 on the written examination (or 213 on the computer-based version) and Test of Written English (TWE) indicating a minimum score of 4.0. The university does not administer these tests. It is the student's responsibility to arrange for testing and to provide an official copy of the test results. The TOEFL school code for UMUC-Europe is 0715.
2. Evidence of attendance at and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance at such a secondary school for a minimum of three years in addition to having graduated from the school.
3. An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course.
4. An official transcript from a regionally accredited U.S. college or university reflecting completion of an AA, BA, BS, or higher degree.

In addition to providing proof of English proficiency, the applicant must meet admission requirements. Waivers or other exceptions to this policy cannot be given. If there is a question of eligibility or other questions, contact the program director.

## TRANSFER CREDIT

### General Guidelines

Transfer credit may be accepted from other colleges and universities, including UMUC, in accordance with the following guidelines:

1. Coursework considered for transfer must have been completed at the graduate level at a U.S. regionally accredited institution.  
*or*  
In accordance with the recommendations of the American Council on Education of applicable credit from resident military service schools.
2. Up to 6 s.h. may be accepted in transfer for the management information systems or public administration program. Up to 12 s.h. may be accepted in transfer for the counseling programs.
3. The courses for which transfer is sought must have been completed with a grade of B (3.0) or better, must be related to Graduate School courses and degree requirements as reflected on the *Program of Study*, and must remain within the total span of seven years allowed to earn the degree.
4. Transfer credit is not applicable for GUCO 536, GUCO 537, GUCO 561, INSS 680, INSS 690, PSYC 536, PSYC 558, PSYC 561, or PUAD 604.
5. Credits are not to be used for more than one degree at either the graduate or undergraduate level.
6. Graduate coursework earned for one master's degree may not be applied towards any other master's degree and is not acceptable as transfer credit.

A student requesting transfer credit must provide a course description, course syllabus, and an official transcript (see Application Procedures).

### Taking Courses After Admission to BSU

A student who has been admitted to a BSU graduate program and wishes to pursue a course or courses at another college or university and apply the credit towards the master's degree at BSU must submit to the respective program director:

1. A request for permission to pursue a course at another college/university and that the coursework be accepted in transfer.
2. A course description from the official catalog of the school at which the course will be taken, as well as a course syllabus.

## ACADEMIC ADVISEMENT

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The respective program director, as the graduate academic advisor, evaluates each student's background to determine whether academic and/or professional classes and experience satisfy program and course prerequisite requirements, reviews and approves requests for transfer credits, and develops the student's *Program of Study* (POS).

Both BSU and UMUC-Europe grant credit for study completed in service schools and in Military Occupational Specialties (MOSs), Air Force Specialty Codes (AFSC), and Navy Enlisted Ratings (NER) on the basis of the recommendations by the American Council on Education (ACE) in the *Guide to the Evaluation of Educational Experiences in the Armed Services* ([www.militaryguides.acenet.edu](http://www.militaryguides.acenet.edu)). Such credit is granted only if it is applicable to the student's program and is for graduate credit. These credits are also a valuable source for satisfying undergraduate prerequisite requirements.

## PROGRAM OF STUDY

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With their letter of acceptance, degree-seeking students receive an approved *Program of Study* that lists all course requirements for graduation including:

1. Unfulfilled program prerequisites.
2. Bowie State University courses required for degree completion.
3. Approved transfer courses, if applicable.

Students must successfully complete all coursework stipulated on the POS to be eligible for graduation. Students may not deviate from their approved POS without the prior written approval of their program director.

## CONTINUOUS ENROLLMENT

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Should there be a lapse of one academic year during which graduate courses are not taken, the student must file an *Application for Graduate Readmission*. This application is available online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms).

## ACADEMIC STANDARDS

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A student whose cumulative GPA falls below 3.0 is placed on academic probation. Any student on academic probation is permitted to take a maximum of 9 semester hours to raise the GPA to at least a 3.0 as authorized by the student's program director. Failure to obtain at least a 3.0 GPA in that time will result in academic dismissal.

The duration of the dismissal is two terms; courses taken at other institutions during the dismissal period cannot be transferred to Bowie State University. In order to be considered for readmission, the student must petition the associate dean. The seven-year time limitation for degree completion shall include the period of dismissal. **A student dismissed for academic dishonesty, as described in Appendix H of UMUC-Europe's *Undergraduate Catalog* ([www.umuc.edu/policy/aa15025.shtml](http://www.umuc.edu/policy/aa15025.shtml)), may not reapply.**

Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the associate dean to withdraw from the Graduate School.

## TIME LIMITATION

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All requirements for the master's degree must be completed within a **seven-year** period, as established by the Board of Regents of the University System of Maryland. The scheduled time may be computed by noting the date of admission to the Graduate School or by noting the date when credits allowed in transfer were taken, whichever is earlier. The seven-year period is computed on calendar time. An extension will be granted automatically if a required course is not offered during the last term of a student's seven-year period. The expiration date is listed on a student's *Program of Study*.

## RE-ENTRY TO A DEGREE PROGRAM AFTER LAPSE OF TIME LIMITATION

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For readmission to a degree program after the seven-year period has elapsed, the student must petition the program director for readmission. If approved, the student's records are evaluated and readmission is granted under current policy and degree requirements. Courses are not necessarily repeated and may be replaced with additional courses approved by the appropriate program director.

## HOLD LIST

Students may be placed on a hold list, thus not being eligible to register for further courses. This may occur for any of the following reasons:

1. Incomplete application materials, such as missing transcripts or application form.
2. Academic probation.
3. Outstanding financial obligations, such as the application fee.
4. The mark of Incomplete in two courses.

Students should contact their program director to discuss how to resolve any of the aforementioned issues.

## INFORMATION AND LIBRARY SERVICES

UMUC promotes the use of library technology and provides access to a variety of online library resources on its Web page at [www.ed.umuc.edu/library](http://www.ed.umuc.edu/library). Services to students include access to library resources via the Internet.

Students may access an extensive array of online journal databases and national and international newspapers online. Authorized library users may access more than 125 databases, most of which index full-text articles or link to full-text articles covering business, management, computer and information systems, sciences, the social sciences, and education. Database descriptions and tutorials for searching the online library databases are also available.

## WRITING RESOURCES

The American Psychological Association (APA) editorial style is the standard format for writing all papers in Graduate Programs.

Information about APA style is available online at [www.ed.umuc.edu/library](http://www.ed.umuc.edu/library) under Citation Resources. Online help from a writing advisor is available from the UMUC Effective Writing Center at [www.umuc.edu/writingcenter](http://www.umuc.edu/writingcenter).

## Program Milestones

### Admission Process

0 s.h.	Submit application and request transcripts
0-9 s.h.	Complete the application process
3-9 s.h.	Earn full admission status

### Advancement to Candidacy

15 s.h.	Meet requirements for advancement to candidacy
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### Practicum/Internship: Counseling Programs

18+ s.h.	May apply for counseling practicum/internship
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### Comprehensive Examination

24 s.h.	May apply for comprehensive examination
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### Research/Professional Paper

24+ s.h.	Once the comprehensive examination has been passed successfully, may enroll in the research/professional paper course
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### Graduation

36 s.h.	Complete requirements for MPA or MS degree
48 s.h.	Complete requirements for MA or MEd degree



# COUNSELING

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The Master of Arts (MA) in Counseling Psychology and the Master of Education (MEd) in Guidance and Counseling degrees are designed to provide the knowledge and skills necessary for practice in counseling and related human service professions within the military and civilian communities.

The MA in Counseling Psychology degree prepares counselors to work primarily with adults in a range of community counseling settings. The MEd in Guidance and Counseling degree prepares counselors to work with school children and youth across all levels from primary through high school (K-12).

Both degrees require completion of 48 semester hours and have a common core of courses. Integrating the theoretical with the practical, the programs combine academic preparation in the areas of behavioral sciences as well as related areas of counseling and research, with relevant practical experiences. The programs provide a basic understanding of: 1) individuals as cultural, economic, physical, and social beings, 2) the setting in which a counselor works, and 3) counseling theory and practice.

Students learn and develop counseling competencies through curricular experiences and clinical instruction. Curricular experiences include: 1) human growth and development, 2) social and cultural foundations, 3) helping relationships, 4) group work, 5) career and lifestyle development, 6) appraisal, 7) research and program evaluation, 8) professional orientation, and 9) legal and ethical counseling issues. Clinical instruction includes weekly group supervision class meetings, practicum, and internship experiences that allow students the opportunity to refine and integrate the skills necessary to assume the role of a professional counselor. Most adults working full time will need approximately 24 to 36 months to complete the degree.

These degrees are designed to meet requirements for certification through the National Board of Certified Counselors (NBCC). Students may need to take additional coursework and examinations to meet licensure requirements for a particular state. Graduates, depending on their degree and subsequent professional credentials, are employed in a variety of settings, such as Department of Defense and civilian education centers, schools, colleges, universities, substance abuse programs, correctional facilities, mental health centers, family services, career centers, and private practices.

## ACADEMIC AND PROFESSIONAL PREPARATION

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Students seeking a master's degree in counseling without an undergraduate background in education or psychology must have a minimum of 12 semester hours in foundation courses. These credits may be earned at the undergraduate or graduate level, but they are not counted as part of the required courses for the degree program. Students must complete the prerequisite foundation courses prior to advancement to candidacy.

Foundation courses may include courses in psychology, sociology, and education. The counseling program director may approve other related courses such as management, human resource management, and women's studies.

Demonstrating the attainment of the foundation requirements may be accomplished by submitting official undergraduate, graduate, or military transcripts and/or submitting official scores from standardized exams such as CLEP and DANTEs.

Students are encouraged to contact the counseling program director by e-mail at [gradcouns@ed.umuc.edu](mailto:gradcouns@ed.umuc.edu), telephone, or in person to discuss admission qualifications. During their first two terms, students shall submit to the counseling program director a plan on meeting prerequisite conditions not yet satisfied.

## POLICIES AND PROCEDURES

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Detailed information on the following policies and procedures are described on pages 3-5:

Transfer Credit	Academic Standards
Academic Advisement	Time Limitation
Program of Study	Re-entry to a Degree Program
Continuous Enrollment	Hold List



## COURSES

### MA in Counseling Psychology MEd in Guidance and Counseling

#### Common Required Courses (30 s.h.)

The following core course requirements apply to both the MA (48 s.h.) and MEd (48 s.h.) degrees:

PSYC 502*	Principles and Philosophy of Counseling
PSYC 534*	Counseling Theory and Practice
GUCO 531	Group Counseling
EDUC 506	Introduction to Research
EDUC 507	Human Growth and Development
GUCO 508*	Career Counseling and Development
GUCO 510*	Appraisal, Assessment, and Evaluation
GUCO 533	Multicultural Counseling
PSYC 514*	Clinical Assessment in Psychotherapy
PSYC 580*	Legal and Ethical Issues in Counseling and Therapy*

\* Please refer to the comprehensive examination section.

Note that these courses are only offered on-site: PSYC 502, PSYC 534, GUCO 531.

### MA in Counseling Psychology

#### Additional Required Courses (18 s.h.)

MA degree-seeking students are also required to complete the following courses:

GUCO 532	Family Counseling
GUCO 562	Drug and Alcohol Counseling
PSYC 610	Psychometric Testing I
PSYC 536+	Practicum in Counseling Psychology I
PSYC 558+	Internship in Counseling Psychology
PSYC 561+	Seminar in Counseling Psychology

+ These are 16-week courses offered over two terms.

### MEd in Guidance and Counseling

#### Additional Required Courses (18 s.h.)

MEd degree-seeking students are also required to complete the following courses:

GUCO 540	Counseling Children and Adolescents
SPED 511	Special Education Perspective
GUCO 536+	Practicum in Guidance and Counseling
GUCO 537+	Internship in Guidance and Counseling
GUCO 561+	Seminar in Guidance and Counseling
PSYC 610	Psychometric Testing I

+ These are 16-week courses offered over two terms.

**Total:** **48 s.h.**

## OTHER REQUIREMENTS

The following other requirements must be satisfied.

### Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. Program directors will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:

1. Being fully admitted.
2. Having an approved *Program of Study* (POS).
3. Completing the first 15 s.h. of courses with Bowie State University with a GPA of at least 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the program director for permission to repeat one course.
4. Obtaining recommendations from two faculty members and the program director who can attest to:
  - a) Demonstrated intellectual ability to complete the program
  - b) Sensitivity to interpersonal relationships
  - c) Adherence to the Code of Ethics of the American Counseling Association

Interviews conducted by the faculty may be required.

5. Removing all marks of Incomplete (I) from courses in the POS.
6. Satisfying all prerequisite foundation courses.
 

Students must be advanced to candidacy before taking the comprehensive examination or enrolling in a seminar or practicum.

### Comprehensive Examination

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:

1. Completed at least 24 graduate semester hours of coursework, including GUCO 508, GUCO 510, PSYC 502, PSYC 514, PSYC 534, and PSYC 580.
2. Advanced to candidacy.
3. A minimum GPA of 3.0.
4. Removed all marks of Incomplete (I) from courses in the POS.

Students are eligible to take the comprehensive examination twice. Students who fail twice may appeal in writing to the program director for permission to take the comprehensive examination a third and final time. This appeal must be made within 30 days of the notification of the second failure.

Examination dates and deadlines are:

Examination	Application Deadline
15 October 2005	15 August 2005
18 March 2006	15 January 2006
24 June 2006	15 April 2006

The *Comprehensive Examination Application* can be obtained online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a UMUC-Europe field representative. When the application to take the examination is accepted, students are subscribed to the comprehensive examination conference on the program's WebBoard. Prior to that time, students may view previous examinations online via the program's WebBoard.

### Research/Professional Paper

When students successfully pass the comprehensive examination, they will be permitted to enroll in GUCO 561 Seminar in Guidance and Counseling (MEd degree) or PSYC 561 Seminar in Counseling Psychology (MA degree) (Professional Paper). Along with permission to enroll in the course will be information on completing the proposal for the paper and a list of activities that must be completed prior to the first day of class. Any student not prepared for the first day of class will be administratively withdrawn from the class.

### Clinical Instruction (Practicum and Internship)

All students are required to complete a sequence of supervised clinical field work experiences, beginning with GUCO 536 (MEd degree) or PSYC 536 (MA degree). To be eligible for enrollment in this sequence, students must:

1. Be advanced to candidacy.
2. Have completed the following courses

*MEd degree:*

PSYC 502, PSYC 534, PSYC 580, GUCO 510, GUCO 531, and GUCO 540

Note: The requirements for a practicum in a Department of Defense Education Activity (DoDEA) school may differ.

*MA degree:*

PSYC 502, PSYC 534, PSYC 580, GUCO 510, GUCO 531, and GUCO 532

3. Have a cumulative GPA of 3.0 or better.
4. Be recommended for practicum by a graduate counseling faculty member.
5. Submit a practicum application.
6. Attend the practicum orientation session four months prior to enrolling in either GUCO 536 or PSYC 536.
7. Obtain liability insurance.

Students applying for practicum must do so prior to the mandatory practicum orientation session. Information on obtaining professional liability insurance will be given at this orientation.

Students will be placed in approved practicum settings. While enrolled in GUCO 536 or PSYC 536, students receive direct individual and group supervision and instruction from program faculty while engaged in supervised practicum experiences at field sites.

Following completion of 100 clock hours of supervised practicum experiences, student counseling performance is evaluated by faculty to determine the appropriateness of extending the development and range of supervised counseling experiences for the duration of the two terms. Students are required to complete a minimum of 300 total clock hours of supervised practicum experiences on-site and in the classroom.

Upon successful completion of PSYC 536 or GUCO 536, MA students must enroll in PSYC 558 and MEd students must enroll in GUCO 537 during the next two terms and complete a minimum of 400 clock hours of supervised internship experiences.

## PROGRAM SEQUENCE

The sequence of courses for students' programs depends on:

- Which prerequisites have been satisfied.
- Availability of courses in their geographic location or via distance education.
- The number of courses students can take per term. (The maximum is two per term without prior approval.)
- How long students have to complete the degree.

Thus, it is highly recommended that students review their personal plan of degree completion with the program director or other graduate advisor. Students are highly encouraged to contact the program director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

### To begin

Students may begin the program during any term.

PSYC 502 is the recommended first course for either counseling degree program.

Other appropriate beginning courses are:

EDUC 506, EDUC 507, GUCO 508, GUCO 510, GUCO 533, PSYC 580, SPED 511

### After PSYC 502 has been completed

PSYC 534

### After PSYC 534 has been completed

GUCO 531

### After GUCO 510 and an additional 12 s.h. have been completed

PSYC 610

### Practicum

After PSYC 502, PSYC 534, GUCO 510, GUCO 531, PSYC 580 and GUCO 540 or GUCO 532 have been completed, students may take GUCO 536 or PSYC 536

The requirements for a practicum in a DoDEA school may differ.

*The comprehensive examination is not a requirement for practicum.*

### After GUCO 536 or PSYC 536 has been completed

GUCO 537 or PSYC 558

### After successful completion of the comprehensive examination

GUCO 561 or PSYC 561



The counseling programs are designed to provide the knowledge and skills necessary for practice in counseling and related human service professions within the military and civilian communities.

# MANAGEMENT INFORMATION SYSTEMS

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The MS in Management Information Systems (MIS) prepares graduates to play an instrumental role in organizations seeking to enhance the quality and effectiveness of their information processes. The MIS program emphasizes both information systems and technology, enabling graduates to define, analyze, design, construct, and manage information systems. Students learn about such topics as systems architecture, software structures, data communication networks, and databases. In the practicum and seminar, students have the opportunity to explore areas of personal interest.

Students learn about the impact of emerging technologies on information systems through case studies, design projects, and experiential exercises. Most adults working full time will need approximately 18 to 24 months to complete the degree.

## ACADEMIC AND PROFESSIONAL PREPARATION

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Most students seeking the master's degree in MIS have undergraduate degrees in business, management, computer information systems, computer science, public administration, or related fields in the social sciences. Many also have MIS professional experience.

Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- Business Statistics  
May be satisfied by completing PUAD 502 or MGMT 584, which may count as an elective.
- College Algebra
- Economics
- Management  
May be satisfied by completing MGMT 501, which may count as an elective.
- Programming Languages  
May be satisfied by completing INSS 505, which may count as an elective.
- Quantitative Methods  
May be satisfied by completing MGMT 585, which may count as an elective.
- Computer Applications

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts and/or submitting official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the MIS program director by e-mail at [gradmis@ed.umuc.edu](mailto:gradmis@ed.umuc.edu), telephone, or in person to discuss admission qualifications. During their first two terms, students shall submit to the MIS program director a plan on meeting prerequisite conditions not yet satisfied.

## COURSES

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To earn the degree, a student must complete the following courses:

### Required (27 s.h.)

INSS 510*	Computer Concepts
INSS 520*	Software Structures
INSS 530*	Information Systems in Organizations
INSS 538*	Data Communication Systems and Networks
INSS 540*	Information Systems Analysis and Design
INSS 550*	Database Management and Decision Systems
INSS 620*	Information Systems Policy
INSS 680+	Information Systems Practicum
INSS 690+	Professional Seminar

\* Please refer to the comprehensive examination section.

+ These are 16-week courses offered over two terms.

### Electives (9 s.h.)

Students meeting course prerequisites may use:

- a. Non-required Bowie State University INSS courses as electives.
- b. ECON, MGMT, or PUAD courses as electives with prior approval of the program director. MGMT 501, MGMT 584, and MGMT 585 are automatically approved if needed to satisfy undergraduate prerequisites. Students in the MIS program are not eligible for MGMT 640.
- c. University of Maryland University College graduate courses as electives with prior approval of the MIS program director. UMUC courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit, page 3.) Suggested UMUC courses for transfer are listed under the Information Technology program section of this *Catalog*.

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**TOTAL:**

**36 s.h.**

## CERTIFICATES

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working toward a master's degree or use it to enhance current credentials. Bowie State University offers three certificate options: Certificate in E-Government, Certificate in Public Management, and Information Systems Analyst Certificate (see Certificates, pages 26-27).

## POLICIES AND PROCEDURES

Detailed information on the following policies and procedures are described on pages 3-5:

Transfer Credit	Academic Standards
Academic Advisement	Time Limitation
Program of Study	Re-entry to a Degree Program
Continuous Enrollment	Hold List

## OTHER REQUIREMENTS

The following other requirements must be satisfied.

### Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. Program directors will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:

1. Being fully admitted.
2. Having an approved *Program of Study* (POS).
3. Completing the first 15 s.h. of courses with Bowie State University with a GPA of at least 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the program director for permission to repeat one course.
4. Removing all marks of Incomplete (I) from courses in the POS.
5. Satisfying all undergraduate prerequisites. Students must be advanced to candidacy before taking the comprehensive examination, seminar, or practicum.

### Comprehensive Examination

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:

1. Completed at least 24 graduate semester hours of coursework, including five of the following courses: INSS 510, INSS 520, INSS 530, INSS 538, INSS 540, INSS 550, and INSS 620
2. Advanced to candidacy.
3. A minimum GPA of 3.0.
4. Removed all marks of Incomplete (I) from courses in the POS.

Students are eligible to take the comprehensive examination twice. Students who fail twice may appeal in writing to their program director for permission to take the comprehensive examination a third and final time. This appeal must be made within 30 days of the notification of the second failure.

Examination dates and deadlines are:

Examination	Application Deadline
15 October 2005	15 August 2005
18 March 2006	15 January 2006
24 June 2006	15 April 2006

The *Comprehensive Examination Application* can be obtained online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a UMUC-Europe field representative. When the application to take the examination is accepted, students are subscribed to the comprehensive examination conference on the program's WebBoard. Prior to that time, students may view previous examinations online via the program's WebBoard.

### Research/Professional Paper

When students successfully pass the comprehensive examination, they will be permitted to enroll in INSS 690 Professional Seminar (Professional Paper). Along with permission to enroll in the course will be information on completing the proposal for the paper and a list of activities that must be completed prior to the first day of class. Any student not prepared for the first day of class will be administratively withdrawn from the class.

## PROGRAM SEQUENCE

The sequence of courses for students' programs depends on:

- a) Which prerequisites have been satisfied.
- b) Current and past job experiences.
- c) Availability of courses in their geographic locations or via distance education.
- d) The number of courses students can take per term. (The maximum is two per term without prior approval.)
- e) How long students have to complete the degree.

Thus, it is highly recommended that students review their personal plan of degree completion with the program director. Students are highly encouraged to contact the program director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

### To begin

Students may begin the program during any term. INSS 530 (undergraduate prerequisite: a course in principles of management) or INSS 510 (undergraduate prerequisites: a course in programming and college algebra) are appropriate beginning courses for the MIS program. If prerequisite(s) are not yet satisfied, the student may take the course with permission from the program director.

### To fulfill prerequisites and/or electives

Some courses can satisfy prerequisite and elective requirements. Before registering for these courses, students should contact the program director. To fulfill prerequisites and/or electives, students may take the following courses:

INSS 505	(satisfies programming prerequisite)
MGMT 501	(satisfies principles of management prerequisite)
MGMT 584	(satisfies statistics prerequisite)
MGMT 585	(satisfies quantitative methods prerequisite)
PUAD 502	(satisfies statistics prerequisite)

### After INSS 530 has been completed

If INSS 530 has been completed and prerequisites have been satisfied, students may take INSS 510 or:

- INSS 540
- INSS 550
- INSS 675 (elective)
- INSS 685A (elective)
- INSS 685B (elective)

### After INSS 510 has been completed

If INSS 510 has been completed and prerequisites have been satisfied, students may take INSS 530 and:

- INSS 520
- INSS 538
- INSS 540
- INSS 550
- INSS 525 (elective)
- INSS 555 (elective)
- INSS 635 (elective)

### After INSS 540 has been completed

- INSS 620
- INSS 625 (elective)

### After INSS 540, INSS 550, and INSS 620 have been completed and advancement to candidacy has been achieved

- INSS 680

### After successful completion of the comprehensive examination

- INSS 690

### Additional electives, if prerequisites are met

To fulfill electives, students may take the following courses in addition to those listed above:

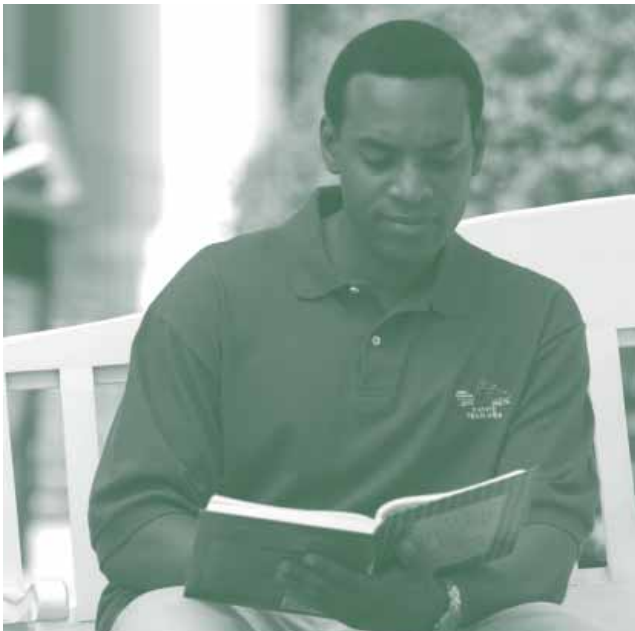
- MGMT 511
- MGMT 571
- MGMT 641
- PUAD 501



# PUBLIC ADMINISTRATION

The Master of Public Administration (MPA) is a 36 semester hour (s.h.) professional graduate degree program designed to prepare students for careers in public, private, and nonprofit organizations that manage public programs and develop public policy at all levels of government. To earn the MPA, a student must complete 15 hours of core courses, 18 hours of track courses, and the professional paper required in PUAD 604 Evaluation Research. The core courses of the MPA focus on public institutions, organizational behavior, information systems, and research methods. Management track students develop competencies in human resource, financial, and strategic management. Policy track students analyze a specific policy arena such as mental health, information systems, or national defense.

MPA students learn about the broad scope of public administration in a challenging, international, and interdisciplinary environment through case studies, experiential exercises, and group projects. Most adults working full time will need approximately 18 to 24 months to complete the degree.



MPA students learn about the broad scope of public administration in a challenging, international, and interdisciplinary environment.

## ACADEMIC AND PROFESSIONAL PREPARATION

Students seeking the MPA usually have undergraduate degrees in a variety of disciplines including business, management, government, criminal justice, history, and computer studies, as well as other social/behavioral sciences, physical sciences, and humanities. Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- ❖ American Government or Political Science
- ❖ College Algebra
- ❖ Computer Literacy
- ❖ Macroeconomics
- ❖ Microeconomics
- ❖ Principles of Management  
May be satisfied by completing MGMT 501, which may count as an elective in the management concentration.

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts and/or submitting official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the MPA program director by e-mail at [gradpa@ed.umuc.edu](mailto:gradpa@ed.umuc.edu), telephone, or in person to discuss admission qualifications. During their first two terms, students shall submit to the MPA program director a plan on meeting prerequisite conditions not yet satisfied.

## MANAGEMENT TRACK COURSES

The management track of the MPA is designed for students wanting or needing a graduate degree in general management. The coursework assists students in developing management competencies required in the public, private, and non-profit sectors of today's workplace.

### Core Courses (15 s.h.)

PUAD 501*	Concepts of Public Administration
MGMT 511*	Organizational Behavior
INSS 530*	Information Systems in Organizations
PUAD 502*	Qualitative Research Methods
MGMT 584*	Management Statistics

\* Please refer to the comprehensive examination section.

### Management Track (15 s.h.)

PUAD 524	Public Budgeting
PUAD 610	Intergovernmental Relations Seminar
MGMT 571	Human Resource Management
MGMT 640	Strategic Management
MGMT 641	Organizational Development

### Elective (3 s.h.)

The management track elective may be any:

- Non-required Bowie State University MGMT or PUAD course.
- INSS, GUCO, and PSYC course with prior approval of the MPA program director. Students in the management track are not eligible for INSS 620.
- University of Maryland University College graduate course with prior approval of the MPA program director. UMUC courses are considered transfer credit and are governed by the 6 semester hour transfer credit limit. (See Transfer Credit, page 3.)
- Any transfer credit approved by the MPA program director. (See Transfer Credit, page 3.)

### Research/Professional Paper (3 s.h.)

PUAD 604 Evaluation Research: All MPA students complete their degree programs by writing a professional paper. In the management track, these papers are based on intervention strategies introduced in MGMT 640 and MGMT 641. All papers must contain original research or analyses conducted solely by the student, in consultation with a subject matter expert of his or her choosing.

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**Total:** **36 s.h.**

## POLICY TRACK COURSES

The policy track of the MPA is designed for students wanting or needing to specialize in a specific policy arena or in specific analytical methods of decision-making.

### Core Courses (15 s.h.)

PUAD 501*	Concepts of Public Administration
MGMT 511*	Organizational Behavior
INSS 530*	Information Systems in Organizations
PUAD 502*	Qualitative Research Methods
MGMT 584*	Management Statistics

\* Please refer to the comprehensive examination section.

### Policy Track (18 s.h.):

ECON 522	Public Finance
MGMT 585	Quantitative Methods for Decision-Making
PUAD 530	Public Policy Analysis
Elective (3 s.h.)	Specific Policy Area
Elective (3 s.h.)	Specific Policy Area
Elective (3 s.h.)	Specific Policy Area

### Policy track electives must define

A specific policy area and must have prior approval of the MPA program director. The following examples are pre-approved:

#### Network Communication

INSS 538, INSS 635, INSS 550

#### IT Policy

INSS 540, INSS 620, INSS 685A

#### Social Service Policy

PSYC 502, PSYC 514, PSYC 580

#### Human Resource Policy

MGMT 571, GUCO 508, and any third course from: EDUC 507, GUCO 533, GUCO 510, GUCO 562, GUCO 532

#### Military Policy

Active duty students in all branches of the military are encouraged to contact the MPA program director to discuss the possibility of using advanced and specialized military courses to define a policy area.

### Research/Professional Paper (3 s.h.)

PUAD 604 Evaluation Research: All MPA students complete their degree programs by writing a professional paper. In the policy track, these papers are based on analytical approaches introduced in PUAD 530, MGMT 585, and ECON 522. All papers must contain original research or analyses conducted solely by the student, in consultation with a subject matter expert of his or her choosing.

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**Total:** **36 s.h.**

## CERTIFICATES

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working toward a master's degree or use it to enhance current credentials. Bowie State University offers three certificate options: Certificate in E-Government, Certificate in Public Management, and Information Systems Analyst Certificate (see Certificates, pages 26-27).

## POLICIES AND PROCEDURES

Detailed information on the following policies and procedures are described on pages 3-5:

Transfer Credit	Academic Standards
Academic Advisement	Time Limitation
Program of Study	Re-entry to a Degree Program
Continuous Enrollment	Hold List

## OTHER REQUIREMENTS

The following other requirements must be satisfied.

### Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. Graduate Programs will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:

1. Being fully admitted.
2. Having an approved *Program of Study* (POS).
3. Completing the first 15 s.h. of courses with BSU with a GPA of at least 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the program director for permission to repeat one course.
4. Removing all marks of Incomplete (I) from courses in the POS.
5. Satisfying all undergraduate prerequisites.

Students must be advanced to candidacy before taking the comprehensive examination.

## Comprehensive Examination

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:

1. Completed at least 24 graduate semester hours of coursework including four of the following courses: PUAD 501, MGMT 511, INSS 530, PUAD 502, and MGMT 584.
2. Advanced to candidacy requirements satisfied.
3. A minimum GPA of 3.0.
4. Removed all marks of Incomplete (I) from courses in the POS.

Students are eligible to take the comprehensive examination twice. Students who fail twice may appeal in writing to the program director for permission to take the comprehensive examination a third and final time. This appeal must be made within 30 days of the notification of the second failure.

Examination dates and deadlines are:

Examination	Application Deadline
15 October 2005	15 August 2005
18 March 2006	15 January 2006
24 June 2006	15 April 2006

The *Comprehensive Examination Application* can be obtained online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a UMUC-Europe field representative. When the application to take the examination is accepted, students are subscribed to the comprehensive examination electronic conference. Prior to that time, students may view previous examinations online.

### Research/Professional Paper

When students successfully pass the comprehensive examination, they will be permitted to enroll in PUAD 604 Evaluation Research (Professional Paper). Along with permission to enroll in the course will be information on completing the proposal for the paper and a list of activities that must be completed prior to the first day of class. Any student not prepared for the first day of class will be administratively withdrawn from the class.

## PROGRAM SEQUENCE

The sequence of courses for students' programs depends on:

- Which prerequisites have been satisfied.
- Current and past job experiences.
- Availability of courses in their geographic locations or via distance education.
- The number of courses students can take per term. (The maximum is two per term without prior approval.)
- How long students have to complete the degree.

Thus, it is highly recommended that students review their personal plan of degree completion with the program director or other graduate advisor. Students are highly encouraged to contact the program director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

### Suggested Beginning Points

A student can begin the program during any term. Several courses are appropriate for beginning the public administration program.

These courses include:

PUAD 501  
MGMT 511  
INSS 530  
PUAD 502  
MGMT 584 (after college algebra prerequisite has been satisfied)  
MGMT 501

### Suggested Midpoints: Management Track

PUAD 524 (after both undergraduate economics and American government or political science prerequisites have been satisfied, and PUAD 501)  
PUAD 610  
MGMT 571 (after MGMT 511)  
MGMT 640 (after MGMT 511, MGMT 571, PUAD 501, and PUAD 524)  
MGMT 641 (after MGMT 511 and MGMT 571)

### Suggested Midpoints: Policy Track

PUAD 530 (after both undergraduate economics and American government or political science prerequisites have been satisfied, and PUAD 501 or PUAD 502)  
ECON 522 (after both economics prerequisites have been satisfied)  
MGMT 585 (after college algebra and principles of management prerequisites have been satisfied)

### Suggested Endpoints

Once the comprehensive examination has been successfully completed, students are encouraged to take their remaining elective(s) before enrolling in PUAD 604.

# BOWIE STATE UNIVERSITY

## COURSES

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Bowie State University courses offered in Europe normally carry 3 semester hours of graduate credit. Courses are generally scheduled in eight-week terms and meet either two evenings a week or on four alternating weekends. Courses may also be scheduled over 16 weeks. Forty-eight contact hours (50 minutes/hour) are required for each 3-semester-hour classroom course. Up to 50 percent of the coursework required for degree completion can be completed via online distance education; for students who are deployed or in remote locations, this stipulation may be waived by the program director. For detailed course information, students should refer to current syllabi, also available online. Additionally, the current course schedule, as well as the projected schedule, is available online at [www.ed.umuc.edu/schedule](http://www.ed.umuc.edu/schedule) or at a UMUC-Europe field office.

### COUNSELING

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#### **EDUC 505 Recent Issues in Education (3)**

Emphasis in this course is upon the analysis of selected recent issues in education for critical study. It further includes emphasis upon broad reading of the research and literature in order to appraise current issues in terms of needs of children and society.

#### **EDUC 506 Introduction to Research (3)**

This course is designed to provide the graduate student with an understanding of the various kinds of behavioral research and to develop an understanding of various research designs appropriate to behavioral sciences. Use of basic statistical techniques appropriate to these designs is included. *Students may receive credit for only one of the following courses: EDUC 506 or EDMS 645.*

#### **EDUC 507 Human Growth and Development (3)**

This course places emphasis on the study of the characteristics of human growth at each stage of development. Special emphasis will be placed on counseling in various settings, including schools. Instruction and practice in the writing of a case study report is also given. *Students may receive credit for only one of the following courses: EDUC 507 or EDCP 605.*

#### **GUCO 508 Career Counseling and Development (3)**

This course is designed to provide students with an understanding of career development as it impacts on individuals throughout the life span. A basic assumption of the course is that understanding the adjustment of individuals is highly dependent upon understanding the choices they have made throughout their lives. Emphasis is placed on career and vocational choice theories, counseling delivery systems, career information, and social and psychological factors in career decision-making. Formal and informal occupational classification systems are covered. A great deal of emphasis is placed on practical applications of career theory to school counseling, individual counseling, group guidance, job search and placement, and career adjustment. *Students may receive credit for only one of the following courses: GUCO 508 or EDCP 611.*

#### **GUCO 510 Appraisal, Assessment, and Evaluation (3)**

This course explores the basic concepts of quantifying behavior including validity, reliability, norms, and methods of expressing test scores statistically. The course emphasizes standardized and non-standardized instruments, methods of communicating test results, and planning the school and non-school testing program. Practice in test interpretation is provided. *Students may receive credit for only one of the following courses: GUCO 510 or EDCP 615.*

#### **GUCO 531 Group Counseling (3)**

*Prerequisites: PSYC 502 and PSYC 534.* The primary objective of this course is to acquaint students with important skills that are considered to be prerequisites for effective group counseling as well as working with other kinds of groups, both in schools and in community mental health facilities. These skills include the basics of group dynamics and an introduction to the laboratory training method of working with groups. *Students may receive credit for only one of the following courses: GUCO 531 or EDCP 617.*



**GUCO 532 Family Counseling (3)**

*Prerequisite:* PSYC 502. This course provides an opportunity for students interested in counseling and mental health to study basic theories and application for the principles of family counseling. By using various theories, students will learn how the application of family theories is used in developing a holistic understanding of the dynamics of a family. Through an in-depth comprehension of family behavior, students will use various family counseling theories demonstrating their skill development in counseling families. *Students may receive credit for only one of the following courses: GUCO 532 or EDCP 665.*

**GUCO 533 Multicultural Counseling (3)**

This course is designed to develop appropriate skills, competencies, and knowledge bases and to examine the beliefs of counselors working with people across cultures. The course focuses on researching, reading, and developing an understanding of cultures, customs, languages, traditions, religions, and spiritualities of people across cultures. Emphasis is given to the understanding of counseling students and individuals in a very diverse world. *Students may receive credit for only one of the following courses: GUCO 533 or EDCP 612.*

**GUCO 536 Practicum in Guidance and Counseling (3)**

*Prerequisites:* PSYC 502, PSYC 534, PSYC 580, GUCO 510, GUCO 531, GUCO 540; attendance at a practicum orientation; and permission of the program director. This course emphasizes practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in consultation in the counseling relationship. *This course is conducted over two terms. Students may receive credit for only one of the following courses: GUCO 536, PSYC 536, or EDCP 619.*

**GUCO 537 Internship in Guidance and Counseling (3)**

*Prerequisite:* GUCO 536. This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in consultation in the counseling relationship. This course is conducted over two terms. *Students may receive credit for only one of the following courses: GUCO 537, PSYC 558, or EDCP 888.*

**GUCO 540 Counseling Children and Adolescents (3)**

*Prerequisite:* PSYC 502. This course addresses the specific developmental stages, needs, and problems of children and adolescents in school and in the community at large. Techniques for counseling these groups will be illustrated through demonstrations and personal growth and development activities.

**GUCO 543 Marital Counseling (3)**

*Prerequisite:* PSYC 502. This course will be divided into a didactic section and an applied section. In the didactic section, the historical, social-cultural, psychological, and biological aspects of the marital relationship will be explored. In the applied section, volunteer couples will be used as co-educators to illustrate counseling techniques and educative strategies.

**GUCO 561 Seminar in Guidance and Counseling (3)**

*Prerequisite:* Successful completion of the comprehensive examination. This course is designed to give the student guidance and practice in the preparation and writing of a professional paper in the area of guidance and counseling. The course will focus attention on a review of relevant literature on current trends, issues, and problems with presentations and class discussions. *This course is graded Pass (P) or Fail (F) and is conducted only via Distance Education. Students may receive credit for only one of the following courses: GUCO 561, PSYC 561, or EDCP 778.*

**GUCO 562 Drug and Alcohol Counseling (3)**

*Prerequisite:* PSYC 502. Students will develop skills in the application of counseling techniques that are used with individuals of all ages who abuse drugs and alcohol. The importance of philosophical assumptions about “drug abusers” will be examined; students will examine their own philosophies of counseling individuals who abuse drugs. Basic counseling techniques will be demonstrated, and students will participate in exercises and case consultations to develop their own skills. *Students may receive credit for only one of the following courses: GUCO 562 or EDCP 625.*

**PSYC 502 Principles and Philosophy of Counseling (3)**

Historical, philosophical, psychological, and sociological bases of counseling in different settings (school, agency, and community) and with different populations will be explored. Intervention strategies, theoretical models, working contexts, consultation, relationships to other professions, ethics, obstacles to service delivery, and personal qualities of counselors are reviewed. *Students may receive credit for only one of the following courses: PSYC 502 or EDCP 610.*



**PSYC 503 Mental Hygiene in Young Children and Youth (3)**

This course is designed as an integrated study of the interaction of human behavior, learning, and the environment. Emphasis is placed on the symptoms, causes, and mediation of deviant behavior among children, adolescents, and young persons. Trends and practices in community mental health are studied. Instruction in the writing of a case study report is also given.

**PSYC 511 Understanding the Critical Adult Life Stages (3)**

This course is designed to focus on the typical problems faced by adults at the various stages of early adulthood, middle adulthood, and late adulthood. Emphasis is placed on theories, perspectives and research on problems of adult development, and strategies for counseling clients at the various stages of adult development.

**PSYC 514 Clinical Assessment in Counseling and Psychotherapy (DSM-IV) (3)**

*Prerequisite: PSYC 502.* This course integrates various assessment methodologies for a comprehensive process of assessment. The purposes, techniques, and process of clinical assessment will be explored. Techniques for understanding of non-verbal, verbal, and interpersonal transactions, including the recapitulation of the family structure and dynamics, are examined. Students are introduced to situational assessment, psychological inference, and report writing. *Students may receive credit for only one of the following courses: PSYC 514 or EDCP 614.*

**PSYC 534 Counseling Theory and Practice (3)**

*Prerequisite: PSYC 502.* In this course, several of the major approaches to counseling will be examined. The theoretical bases and major concepts of these approaches, as well as the process of counseling proposed by the advocates of different schools, will be studied. The theories studied will include client-centered, Gestalt, Behaviorist, Adlerian, etc. *Students may receive credit for only one of the following courses: PSYC 534 or EDCP 616.*

**PSYC 536 Practicum in Counseling Psychology I (3)**

*Prerequisites: PSYC 502, PSYC 534, PSYC 580, GUCO 510, GUCO 531, GUCO 532; attendance at a practicum orientation; and permission of the program director.* This course places emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in consultation and in counseling are examined. *This course is conducted over two terms. Students may receive credit for only one of the following courses: PSYC 536, GUCO 536, or EDCP 619.*

**PSYC 558 Internship in Counseling Psychology (3)**

*Prerequisite: PSYC 536.* This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in consultation and in counseling are examined. *This course is conducted over two terms. Students may receive credit for only one of the following courses: PSYC 558, GUCO 537, or EDCP 888.*

**PSYC 561 Seminar in Counseling Psychology (3)**

*Prerequisite: Successful completion of the comprehensive examination.* This course is designed to give the student guidance and practice in the preparation and writing of a professional paper in the area of counseling psychology. The course will focus attention on a review of relevant literature on current trends, issues and problems with presentations and class discussions. *This course is graded Pass (P) or Fail (F) and is conducted only via Distance Education. Students may receive credit for only one of the following courses: PSYC 561, GUCO 561, or EDCP 778.*

**PSYC 575 Psychopharmacology (3)**

*Prerequisite: 21 hours of graduate psychology courses.* This course is designed for non-medical psychotherapists and counselors. Students will be presented an overview of the current therapeutic use of psychotropic drugs. A neuroanatomy, a survey on current research on neurotransmitters, and a review of pharmacological terminology will be given. Specific drugs to be considered include the narcotic analgesics, the sedative hypnotics, stimulants, neuroleptic, anxiolytics, antidepressants, and lithium.

### **PSYC 580 Legal and Ethical Issues in Counseling and Therapy (3)**

This course is designed to provide the helping professional with the knowledge of the major ethical and legal issues in counseling, school counseling, and psychotherapy today. Students will be exposed to such topics as ethical theory, laws and court decisions, incompetence, malpractice, licensure and certification, privileged communications, DSM-IV and Family Therapy, legal liabilities affecting psychologists, and legal obligations of psychotherapists. Ethical standards for individual practitioners will be examined in detail. Participants will be involved in case research, group discussions, group reports, and individual presentations of ethical and legal issues in the field of counseling, school counseling, and psychotherapy.

### **PSYC 606 Advanced Internship (3)**

*Prerequisites: GUCO 537 or PSYC 558 and permission of the program director.* This course builds on the experiences gained from the prerequisites courses and has a similar structure.

### **PSYC 610 Psychometric Testing I (3)**

*Prerequisites: 15 hours of graduate psychology or counseling courses, including GUCO 510.* The course emphasizes the administration, scoring and interpretation of intelligence, academic, projective and personality assessments. Included will be a survey of their development, their underlying theories, and current trends in their use. The course will review such tests as the Wechsler Scales, Woodcock Johnson Tests, Stanford-Binet Intelligence Scale, Rorschach Inkblot Test, Thematic Appreciation Test, Gestalt Test of Visual Perception, and the Minnesota Multiphasic Personality Inventory.

### **SPED 511 Special Education Perspective (3)**

Students examine the historical development, philosophies, research, legislation, and current difficulties that have emerged relative to the education of exceptional children. The characteristics of children with disabilities and the principles of effective instruction, management, and intervention are addressed as they apply to special education. Family empowerment concepts are explored relative to the diversity of our schools and communities. Professional, community, and parent organizations and local, state, and federal agencies dealing with exceptional children are also identified.

## **INFORMATION SYSTEMS (MIS)**

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### **INSS 505 Introduction to Object-Oriented Programming (3)**

Introduces the principles and techniques of object-oriented programming and design. The main concepts of the object-oriented programming paradigm as they relate to software development in an MIS environment are explained. *This course satisfies the programming language prerequisite for the MIS program. It is not open to students who have already satisfied the programming language prerequisite using the object-oriented paradigm. INSS 505 may be used as elective credit in the MIS program.*

### **INSS 510 Computer Concepts (3)**

*Prerequisites: Undergraduate programming and college algebra, or permission of the program director.* Provides an overview of basic computer concepts as they apply to MIS professionals. Emphasis is on basic machine architecture including data storage, manipulation, the human-machine interface including the basics of operating systems, algorithms, and programming languages. In addition, the basic concepts of data organization including data and file structures are examined. Emerging trends in computer technology and their impact on organizational information systems are also discussed. *Students may receive credit for only one of the following courses: INSS 510 or MSIT 620.*

### **INSS 520 Software Structures (3)**

*Prerequisites: Undergraduate programming and college algebra, or permission of the program director. Recommended prerequisite: INSS 510.* Provides an in-depth look at software from a design and implementation perspective. Language semantics and syntax issues are explored. Specification and implementation of data structures are examined. Characteristics of non-procedural, heuristic, and object-oriented languages are discussed. Current developments in software engineering methodologies are reviewed as well as research into the improvement of those practices. Software project management concepts and software quality issues are also addressed. *Students will be required to complete programming projects.*

### INSS 525 Individual and Group Dynamics in Organizations (3)

*Prerequisite:* Either INSS 510, INSS 520, or permission of the program director. Many information systems fail due to organizational and behavioral issues. This course examines the dynamics of individuals and groups as they relate to the design, development, and implementation of information systems within organizations. Information systems are discussed within the context of an overall socio-technical framework. Organizational culture and the politics of change within groups are discussed. The role of the system analyst as a change agent is examined.

### INSS 530 Information Systems in Organizations (3)

*Prerequisites:* Undergraduate principles of management and economics, or permission of the program director. Introduces basic management information systems concepts and examines the fundamental types of information systems. Personal, work group, and enterprise information systems are discussed. The challenge and use of information to gain competitive advantage are also examined. Other topics to be discussed include the economics of information, use of value-added concepts to evaluate information system effectiveness, and the application of system theory to information system architecture.

### INSS 538 Data Communication Systems and Networks (3)

*Prerequisite:* Either INSS 510, INSS 520, or permission of the program director. Provides analysis of data communication technology and its application within the public and private sector enterprise. Gives an in-depth view of the communication environment, data communication and telecommunication equipment, and local and wide area networks. The student is involved in case studies of communication systems design in educational, industrial, governmental, and military environments. *Students may receive credit for only one of the following courses: INSS 538 or MSIT 640.*

### INSS 540 Information Systems Analysis and Design (3)

*Prerequisites:* Undergraduate statistics and quantitative methods, and either INSS 510, INSS 520, INSS 530, or permission of the program director. Provides an in-depth look at all phases of information systems development. Requirements acquisition methodologies are reviewed and evaluated with respect to different application areas. Logical design is reviewed and implementation issues are addressed. Data-centered as well as process-centered approaches to system design are reviewed. Particular design methodologies including structured design and object-oriented design are discussed. Life-cycle as well as heuristic approaches to system development are examined and discussed. Organizational and behavioral issues with respect to information system development are examined. An analysis and design project will be required. *Students may receive credit for only one of the following courses: INSS 540 or INSS 610.*

### INSS 550 Database Management and Decision Systems (3)

*Prerequisite:* Either INSS 510, INSS 520, INSS 530, or permission of the program director. Examines database concepts and practices as they relate to business environments. Various database structures including relational and object-oriented are discussed. Concepts of distributed database architecture are explored. Design, development, and implementation of databases are examined. Organizational issues concerning the implementation of databases and the role of data in the decision-making process are examined. Decision support system architecture is reviewed with emphasis on the database component. Issues of intelligent databases are discussed. A database project is required.

### INSS 555 Human Information Processing (3)

*Prerequisite:* Either INSS 510, INSS 520, or permission of the program director. Examines human information processing capabilities and limitations as they relate to the design, development, and implementation of information systems. Artificial intelligence methodologies for the emulation and enhancement of human information processing are examined. Expert system, neural net, and natural language processing are discussed.

**INSS 620 Information Systems Policy (3)**

*Prerequisites: All undergraduate prerequisites, INSS 510, INSS 530, and INSS 540, or permission of the program director.* Examines the issue of linking business performance with information systems technology. Alternative structures for matching the information system organization with the overall organization are discussed and evaluated. Planning mechanisms and strategies are examined. Behavior and legal issues that relate to information systems management are addressed. Case studies are used to expose students to information systems policy issues. *Students in the public administration program are not eligible for INSS 620 without permission of the MPA program director.*

**INSS 625 Issues in Information Systems Management (3)**

*Prerequisite: Either INSS 540, INSS 620, or permission of the program director.* In this course, current issues in information systems management that relate to the integration and implementation of new information systems technology into the organization are discussed. Possible topics include managing end-user computing, integrating artificial intelligence capabilities into information systems, and using intelligent databases. The focus of this course is on the management issues raised by the adoption of new information systems technology.

**INSS 635 Information Systems Security (3)**

*Prerequisite: Either INSS 510, INSS 520, INSS 530, or permission of the program director.* Explores security policies, models, and mechanics for secrecy, integrity, and availability. Topics include operating systems models and mechanisms for mandatory and discretionary controls; data models, concepts, and mechanisms for database security; basic cryptography and its applications; security in computer networks and distributed systems; as well as control and prevention of viruses and other malicious programs.

**INSS 645 Systems Problem Solving Methods (3)**

*Prerequisite: INSS 510, INSS 520, INSS 530, or permission of the program director.* This course covers a broad range of the information management issues, concerns, and approaches for identifying, measuring, and controlling the process of solving complex systems problems. It explores general and specific methods for efficient solution to a variety of information systems problems encountered in the private and public sectors. The course will give students a thorough understanding of the universality of systems thinking and the dynamic nature of system problems. Students will be exposed to a life cycle approach to selecting, developing, and testing alternative solutions. Students will also be introduced to both quantitative and qualitative techniques for preparing and presenting managerial reports.

**INSS 675 Information Systems Project Management (3)**

*Prerequisite: Either INSS 530, INSS 540, or permission of the program director.* Provides an overview of the project management process as it relates to information systems. Project management techniques and methodologies for information systems development are examined. Important issues addressed include scheduling, resource allocation, risk assessment, contingency planning, management and user reporting, and automated project management systems. A survey of automated project planning tools is included.

**INSS 680 Information Systems Practicum (3)**

*Prerequisites: INSS 540, INSS 550, INSS 620, and advancement to candidacy in the MIS program.* Provides the student with practical experience in analyzing, designing, implementing, and evaluating an information system in educational, industrial, governmental, or military environments. The student completes a systems development project in which all of the systems development cycles can be experienced. Students can be placed in practicum sites independently or in a team to acquire practical experience. *This course is graded Pass (P) or Fail (F) and is normally conducted over two terms.*

**INSS 685 Special Topics (3)**

Addresses current topics in the management information systems field. Course topics will vary. Recent special topics include issues in e-government, e-commerce, and global positioning systems. Check with the program director for details.

**INSS 685A Issues in E-Government (3)**

Introduces the basic concepts of using innovative technologies in public service environments and brings together key elements of the public administration and management information systems programs. Students will review strategic management models used to develop e-government projects, employ the best online resources, and obtain proficiency in a critical area of public service.

**INSS 685B Issues in E-Commerce (3)**

This course compares and contrasts “traditional” commerce and electronic commerce (“e-commerce”). Students experience the use of available tools to design and construct a prototype e-commerce site for a business. Students conduct research and report on current issues in e-commerce, such as privacy, security, relevant legislation, marketing strategies, ethics of various types of strategies, and payment methods.

**INSS 690 Professional Seminar (3)**

*Prerequisite: Successful completion of the comprehensive examination.* A capstone course designed to expose the student to the various areas of information systems in the organization where concepts from other core courses can be utilized. The focus is on information science research and on policy formation and issues. Students produce a professional paper within their chosen area of interest. *This course is graded Pass (P) or Fail (F) and is conducted only via Distance Education.*

**PUBLIC ADMINISTRATION****ECON 522 Public Finance (3)**

*Prerequisites: ECON 201 Principles of Economics-Macro and ECON 203 Principles of Economics-Micro, or equivalent, and undergraduate American political science or American government, or permission of the program director.* An analysis of the elements, structure, functions, and processes of public finance. This course covers theory and practice of the allocation, distribution, and stabilization roles of the government at national, state, and local levels.

**MGMT 501 Managing Public and Private Organizations (3)**

The focus of the course is on management responsibilities, functions, and requirements common to all complex organizations. In addition, students will study the legal, political, and economic environments that contribute to similarities and differences between public and private sector endeavors, the problems with which they are concerned, and the values that influence their decision-making. *This course satisfies the undergraduate principles of management prerequisite for the MPA and MS in MIS program. It does not satisfy MPA graduate degree requirements unless used as an elective in the management track.*

**MGMT 511 Organizational Behavior (3)**

*Prerequisite: Undergraduate principles of management or permission of the program director.* Presents basic concepts of formal organizations. Students become acquainted with the major conceptual models which purport to explain organizational behavior, acquire an understanding of the methods used to study organizations, and analyze research which has been produced. While the emphasis is placed on critical analysis of literature which deals with “what is,” attention is given to views about “what should be” in order for people to derive maximum satisfaction and other benefits from organizational activity.

**MGMT 571 Human Resource Management (3)**

*Prerequisite: Undergraduate principles of management or permission of the program director.* Provides students with an understanding of the problems, issues, and opportunities in managing the procurement, development, utilization, and maintenance of an effective, productive, and satisfied work force.



**MGMT 572 Conflict Management (3)**

This course is designed to acquaint the student with the nature of and the problems associated with human conflicts in the context of domestic and international organizations. It explains conflict situations, explores the competitive and cooperative conflict styles, and identifies and describes conflict resolution techniques. This course also discusses the elements of effective negotiations and explains the advantages of added-value negotiating.

**MGMT 584 Management Statistics (3)**

*Prerequisite: College algebra or permission of the program director.* Provides the knowledge necessary to interpret published research results and to permit elementary research in business and public administration. Content includes descriptive statistics, probability, estimation, hypothesis testing, ANOVA, sampling, correlation, linear regression, and multiple regression.

**MGMT 585 Quantitative Methods for Decision-Making (3)**

*Prerequisite: College algebra and principles of management, or permission of the program director.* Acquaints students with the quantitative techniques commonly used in the decision-making process. Sample topics include concepts of decision-making and decision analysis, linear programming, sensitivity analysis, transportation and assignments, problems forecasting and time-series analysis, inventory concepts, PERT, and mathematical simulation.

**MGMT 640 Strategic Management (3)**

*Prerequisites: MGMT 511, MGMT 571, PUAD 501, and PUAD 524, or permission of the program director.* Strategic Planning: analyses of operational systems and policy issues, and developing and implementing solutions to managerial problems. Students in the MIS program are not eligible for MGMT 640. *Students may receive credit for only one of the following courses: MGMT 640 or MGMT 503.*

**MGMT 641 Organizational Development (3)**

*Prerequisites: MGMT 511 and MGMT 571.* This course is designed to provide an understanding of the underlying theory of organization change and intervention; to explore how various change strategies can be applied to problems involving people in intact systems; and to analyze successful approaches and techniques in organization development, to include materials, techniques, designs, current issues, and practices in organization development. Other topics covered in the course will understand the organization as a system, organization assessment, team building and inter-group work as OD intervention, entry strategies, internal/external change agent, and third-party consultation.

**MGMT 649 Seminar in Management (3)**

This course will focus on the analysis of current issues facing top management in mid-sized and large firms. Emphasis is placed on such issues as the globalization of goods, services, capital, technology, domestic and global competition, market opportunities and threats, business strategies, and innovation. Recent developments and trends concerning reengineering as well as organizational and managerial functions also will be reviewed.

**MGMT 672 Human Resources Management Seminar (3)**

*Prerequisites: MGMT 511 and MGMT 571.* Problems in industrial relations and manpower involving the public interest; the work force and management; labor relations, compensation, and wage administration; job analysis development and evaluation; and work force development and appraisal.

**MGMT 691 Specialized Individual Study (3)**

*Prerequisite: Permission of the program director.* Specialized individual study requires students to do a major study that applies and integrates prior learning. Students may design a study from their own work area or from another as approved by the faculty member.

**PUAD 501 Concepts of Public Administration (3)**

*Prerequisite: Undergraduate American political science or American government.* A survey of the fundamentals of public administration, management strategies, and management techniques at the national, state, and local levels.

**PUAD 502 Qualitative Research Methods (3)**

*Prerequisite: Undergraduate American political science or American government.* The study and application of research methodology for organizations for use as a tool in decision-making. Emphasis is on applied research theories and designs for methodological approaches that apply non-experimental and quasi-experimental research designs as part of the research strategy.

**PUAD 524 Public Budgeting (3)**

*Prerequisites: Undergraduate economics and American political science or American government, and PUAD 501, or permission of the program director.* Covers concepts, principles, and practices, and their specific application to the development of resources in support of programs and the allocation of these resources against the demands at national, state, and local levels. The student evaluates performance budgeting, PPBS, and zero-base budgeting.

**PUAD 530 Public Policy Analysis (3)**

*Prerequisites: Undergraduate economics and American political science or American government, and PUAD 501 or PUAD 502, or permission of the program director.* Focuses on the analysis of costs and benefits in the selection of public policy choices. Students analyze public policy alternatives, factors, and processes involved in policy development, including the rulemaking that occurs after legislative enactment of public programs.

**PUAD 604 Evaluation Research (3)**

*Prerequisite: Successful completion of the comprehensive examination.* This course will explore the methods and models for policy analysis and program evaluation; methods of collecting and analyzing evaluation data; and processes for linking evaluation to policy formulation and program management. Emphasis is on how to conduct formative evaluations of government programs. Students are also able to make the appropriate distinctions between the administrative systems that make government programs work as well as how the impact of these programs on the quality of life in society is measured. Students produce a professional paper within their chosen area of interest. *This course is graded Pass (P) or Fail (F) and is conducted only via Distance Education.*

**PUAD 610 Intergovernmental Relations Seminar (3)**

*Prerequisites: Undergraduate American political science or American government, and PUAD 501, or permission of the program director.* Focuses on the complexities and inadequacies of the federal-state-local system with conflicts and cooperation between the three levels; with changing roles of government; with the development of structures, processes, and management to strengthen the intergovernmental system and improve performance; and with increasing student problem-solving and managerial capabilities.

# CERTIFICATES—BSU AND UMUC

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A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. UMUC-Europe offers through Bowie State University the Certificate in E-Government, the Certificate in Public Management, and the Information Systems Analyst Certificate and through UMUC the Certificate in Information Technology and the Certificate in Information Assurance.

The certificates are designed specifically for individuals who are updating current knowledge and skills, enhancing existing credentials, or working towards a master's degree. Each four- to five-course certificate can typically be completed in one year. Students able to devote only a short time period for an advanced credential particularly benefit from this option.

## CERTIFICATE IN E-GOVERNMENT

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The purpose of the interdisciplinary Certificate in E-Government is to prepare public management professionals to contribute to the development of the electronic delivery of public services. The certificate program emphasizes the interplay between basic concepts of American public administration and the use of cutting-edge technology to increase public access to basic government services and information. The prerequisites for the certificate program are the same as the prerequisites for either the MPA or the MS in Management Information Systems program. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements for either the MPA or the MS in Management Information Systems program as listed in the Academic and Professional Preparation section (pages 10 and 13).
3. Complete four of the following courses with an overall GPA of 3.0 or better:

INSS 530	Information Systems in Organizations
INSS 540	Information Systems Analysis and Design
MGMT 640	Strategic Management
or INSS 620	Information Systems Policy
INSS 685A	Special Topics: Issues in E-Government

Students without an academic background in public administration or who do not have government experience are also required to complete PUAD 501 Concepts of Public Administration.

## CERTIFICATE IN PUBLIC MANAGEMENT

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The purpose of the Certificate in Public Management is to prepare professionals to deal with typical management issues. The certificate program emphasizes the cutting-edge managerial concepts required throughout the public, private, and nonprofit sectors. The prerequisites for the certificate program are the same as the prerequisites for either the MPA or the MS in Management Information Systems program. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements for either the MPA or the MS in Management Information Systems program as listed in the Academic and Professional Preparation section (pages 10 and 13).
3. Complete any four of the following courses with an overall GPA of 3.0 or better:

INSS 530	Information Systems in Organizations
MGMT 511	Organizational Behavior
MGMT 571	Human Resource Management
or MGMT641	Organizational Development
MGMT 584	Management Statistics
or MGMT 585	Quantitative Methods for Decision-Making

Students without an academic background in management or who do not have management experience are also required to complete MGMT 501 Managing Public and Private Organizations.

## INFORMATION SYSTEMS ANALYST CERTIFICATE

The purpose of this certificate program is to prepare management professionals to serve as the liaisons between functional units and the information processing/computer operations unit in organizations. The certificate program emphasizes the assessment of information management needs and the designing of systems to meet those needs. The prerequisites for the certificate program are the same as the prerequisites for the MS in Management Information Systems program. To be eligible for the Information Systems Analyst Certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements as listed in the Academic and Professional Preparation section (page 10).
3. Complete the following courses with an overall grade point average of 3.0 or better:
 

INSS 520	Software Structures
INSS 530	Information Systems in Organizations
INSS 540	Information Systems Analysis and Design
INSS 550	Database Management and Decision Systems

Students without an academic background in information systems or computer science are also required to complete INSS 510 Computer Concepts.

## CERTIFICATE IN INFORMATION TECHNOLOGY

The Certificate in Information Technology is intended for those students interested in a technical curriculum that covers a broad range of information technology topics. The certificate addresses computer science, telecommunications, and engineering principles. Students entering this certificate program must meet all the requirements for admission to the MS in Information Technology program. All courses apply to the MS in Information Technology degree.

### Required Course

MSIT 610 Foundations of Information Technology

### Elective Courses (choose four)

MSIT 620	Computer Concepts
MSIT 630	Concepts in Software-Intensive Systems
MSIT 640	Data Communications and Networks
MSIT 650	Systems Engineering
MSIT 660	Internet Technologies

## CERTIFICATE IN INFORMATION ASSURANCE (IA)

The Certificate in Information Assurance deals with theory and topical issues, both technical and managerial, in the fields of information systems security and overall information security. The certificate provides a thorough knowledge base for managers and technology professionals concerned with the development and operation of secure information systems and the protection of an organization's information assets. The certificate provides students with a practical understanding of the principles of data protection, network security, and computer forensics. The certificate also introduces the students to the policy, ethical, and legal issues associated with information security.

### Required Courses

CSMN 655	Information Risk Assessment and Security Management
CSMN 681	Cryptology and Data Protection
CSMN 683	Intrusion Detection, Incident Response, and Computer Forensics
ITSM 620	Concepts in Homeland Security
TLMN 672	Network and Internet Security

## ISSUANCE OF CERTIFICATES

Certificates are processed three times a year (in December, May, and August). Certificate applications can be obtained by contacting Graduate Programs or online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms). The application fee is \$50.

The completed certificate application must be received in the Office of Graduate Programs in Heidelberg in accordance with the following schedule:

Date of Issuance	Application Deadline
December	1 October
May	15 February
August	15 May

Certificate applications received after these deadlines will be considered for the next date of issuance.

Students can expect to receive their certificates by mail approximately three months after the date of issuance (December, May, or August).

## INFORMATION TECHNOLOGY

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The Master of Science in Information Technology (MSIT) program seeks to provide students with a technical curriculum that covers a wide range of information technology (IT) topics. It is designed for those who are called upon to develop, implement, and operate information systems in a variety of organizations.

Graduates of the program will have a broad technical understanding of current and emerging technologies in the IT field, a familiarity with systems engineering concepts, and a solid foundation in the technological basis of the Internet. They will also have a greater grasp of current and future effects of the convergence of computer systems and telecommunications systems technologies.

In order to ensure that students gain the maximum benefit from such a curriculum, applicants to the MS in Information Technology program are required to have both an academic background in engineering, physical science, computer science, or mathematical disciplines and substantive, practical experience in IT.

## GENERAL ADMISSION REQUIREMENTS

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The UMUC-Europe Office of Graduate Programs does not require the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT) for admission. Applicants for graduate certificate and master's degree programs must submit, from a regionally-accredited, bachelor's-degree-granting institution, official transcripts indicating a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale and successful completion of an undergraduate degree. The completed *Application for Graduate Admission* must be accompanied by a *Personal Statement* and the application fee.

In addition, candidates for this program are required to have earned their bachelor's degree in one of the engineering, physical science, or mathematical disciplines and have substantive practical experience in information technology. Candidates who do not meet these requirements should consult the program director.

### Admission Categories

A student may be admitted in one of three classifications: degree, provisional, or decision-pending status. The admission requirements for each classification are explained in the following sections.

#### Degree Status

Degree Status is granted to students who wish to pursue a specific degree or certificate program and meet or exceed the general admissions criteria listed above.

#### Provisional Status

Provisional Status may be granted to students who fall slightly below the minimum cumulative grade point requirement for Degree Status or lack some preparatory coursework. Once admitted to this category, students are given an opportunity to demonstrate, by performance, their ability to succeed in graduate studies. Students may register for no more than two graduate courses (6 semester hours) while in the provisional category. Those who maintain a 3.0 GPA at the completion of the 6 s.h. with no grade of C, and meet all other admission requirements, are moved automatically to Degree Status. No courses may be repeated while a student is in Provisional Status.

#### Decision-Pending Status

The decision-pending classification is short term and is meant for students who have not yet submitted all supporting documentation (e.g., transcripts) for their application. Students may enroll in two graduate courses before UMUC-Europe has received official transcripts from the bachelor's-degree-granting institution. Students must receive an admission decision before subsequent enrollments.

#### Readmission

Students who have not enrolled in graduate classes with UMUC-Europe for more than a year must complete a new *Application for Graduate Admission* and pay another application fee. Students will be evaluated based on the admission requirements in place at the time of readmission.



## APPLICATION PROCEDURES

Prior to enrolling in any graduate course with UMUC-Europe, the student must complete and submit an application packet which is available from a UMUC-Europe field representative or online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms).

As students applying for admission to the UMUC-Europe MSIT program are limited to a maximum of 6 semester hours before receiving official notification of admission status, it is essential for students to complete the admission process as quickly as possible. Students who fail to submit the appropriate materials in a timely manner may be denied permission to enroll in MSIT courses. For admission into MSIT courses, students must complete the following steps:

1. Complete an *Application for Graduate Admission*.
2. Complete a *Transcript Request* for the bachelor's-degree-granting institution – even if the student attended another institution in the University System of Maryland. If the bachelor's degree was awarded by University of Maryland University College (Stateside, Asia, or Europe), the student does not need to request a UMUC transcript. However, the student must list dates of attendance at UMUC on the application form. If the student received a bachelor's degree from an institution outside of the United States, the transcript must be evaluated by an independent agency. See the section on Non-U.S. Degrees following. UMUC-Europe reserves the right to request additional transcripts. The *Transcript Request* and a check for the transcript fee should be placed in a stamped envelope and mailed to the academic institution. 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 through sites such as [dir.yahoo.com/education/index.html](http://dir.yahoo.com/education/index.html).
3. Complete a *Personal Statement* indicating work experience, current employment, and goals and aspirations that may be enhanced by participation in the MSIT program. The statement forms an important element of the admission process. This form not only provides the admission committee with a basic understanding of reasons for undertaking graduate study, it also provides a sample of the student's ability to organize thoughts and express him/herself. Students are advised to complete this form thoroughly, professionally, and in a timely manner. Applications without a *Personal Statement* will not be considered for admission.

4. Pay the application fee (\$40).
5. Complete the top portion of the *Application Transmittal Form*.

**After making personal copies**, all forms should be brought to the field representative who will forward the materials to the Office of Graduate Programs in Heidelberg.

### Non-U.S. Degrees

To be considered for admission, non-U.S. degree students must present official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor's degree.

Applicants educated in countries other than the United States must have their official transcripts evaluated by an independent evaluation service for a fee. The evaluation company will send a copy of the evaluation both to the applicant and to UMUC-Europe. For a transcript evaluation, students should contact directly one of the following independent companies, not affiliated with UMUC:

1. American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
Office of International Education Services  
One Dupont Circle, N.W., Suite 520  
Washington, DC 20036-1135 USA  
Phone: 202-293-9161; Fax: 202-872-8857  
E-mail: [info@aacrao.org](mailto:info@aacrao.org)
2. International Education Research Foundation (IERF)  
P.O. Box 3665  
Culver City, CA 90231-3665 USA  
Phone: 310-258-9451; Fax: 310-342-7086  
E-mail: [info@ierf.org](mailto:info@ierf.org)

Additional information on these evaluation services is available online at [www.umuc.edu/studserv/credeval.html](http://www.umuc.edu/studserv/credeval.html).

## Proof of English Proficiency

Applicants who have not received a bachelor's degree from an institution in the United States, the United Kingdom, Australia, New Zealand, Commonwealth Caribbean, or English-speaking Canada must demonstrate English proficiency by submitting a minimum score of 580 on the written examination (or 237 on the computer-based version) on the Test of English as a Foreign Language (TOEFL) and a minimum score of 5.0 on the Test of Written English (TWE) to be eligible for admission. Applicants must arrange to have official score reports sent directly from the testing agency to UMUC-Europe. Test scores must be less than two years old. The TOEFL school code for UMUC-Europe is 0715.

International applicants may register for only one course while awaiting the *Official Transcript Evaluation* and official TOEFL and TWE scores.

Merely providing these documents does not ensure admission. An interview may also be required. An official transcript evaluation from one of the aforementioned independent companies must be submitted and evaluated before admission may be considered.

## Restrictions

Students may be admitted to only one institution in the University System of Maryland at any one time. Students may be admitted as either graduates or undergraduates, but no one may hold both classifications simultaneously. A student's most recent application for admission invalidates any previous admission.

Students may be admitted to 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. Students admitted to any other graduate program in the University System of Maryland must notify UMUC-Europe. Students retain active status for one year even without being registered in the program. However, after one year without a completed graduate course, students must submit a new application along with another application fee.

Note: Graduate students may take both graduate and undergraduate courses concurrently.

## TRANSFER CREDIT

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The MSIT program director can help students determine whether any previous or potential future graduate coursework from another institution is eligible to be accepted as transfer credit especially those from the BSU MIS program offered in Europe. Up to 6 semester hours of graduate credit may be considered for transfer if earned at a regionally accredited institution and if applicable to the student's *Program of Study* (POS). Up to 3 graduate transfer credits will be accepted for a certificate program.

All graduate credits offered for transfer credit must meet the following criteria:

1. The credits must have been earned as graduate credit.
2. The credits must not have been used to meet the requirements for any degree the student previously earned or is expected to earn.
3. The credits must have been awarded within the time limit for the degree or certificate.
4. The student must have earned a grade of B or better in the courses considered for transfer. (However, these grades are not included in the calculation of the student's grade point average.)
5. The program director must have determined that the transfer courses are relevant to the student's *Program of Study*.
6. The credits must have been earned at a regionally accredited institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education (ACE). A student requesting transfer credit must provide a course description, course syllabus, and an official transcript.

Graduate students at UMUC-Europe must complete a minimum of 12 semester hours at the graduate level with a minimum GPA of 3.0 and have an admission category of "Degree Status" before transfer credits will be released or posted to their permanent records.

## ACADEMIC STANDARDS

Graduate students are required to maintain at least a 3.0 GPA at all times. No more than 3 credits of coursework graded C may be applied toward the completion of a student's master's degree or certificate requirements.

Students in Degree Status have 12 credits in which to establish a 3.0 GPA. After this point, if a grade of C in a course causes a student's GPA to fall below 3.0, the student will be placed in academic jeopardy and must repeat the course in which the C was earned, completing it with a grade of B or better. While in academic jeopardy, a student may not enroll in any course(s) until the course in which the C was earned has been successfully completed.

Provisional students must have a GPA of at least 3.0 at the completion of the first 6 credits in the program. Students who fail to earn that average will be dismissed.

After a student completes one academic year (12 credits), a cumulative GPA of at least 3.0 will constitute evidence that the student is able to succeed in a graduate program. A student encountering academic difficulty is expected to seek guidance and counsel from the program director.

### Repeating Courses

Students who are in Degree Status are permitted one opportunity to repeat any course in which they have earned a grade of C or F. For any course completed with a grade of F, the one-time option to repeat must be exercised.

Thereafter, no other courses may be repeated. If a student earns a third C or an F in his or her degree program after repeating a previous course in which a second C or an F was earned, the student will not be permitted to repeat again and will be academically dismissed. A student who has repeated a course while pursuing his or her first graduate degree is not entitled to repeat another course if he or she receives a second C or F while pursuing a second UMUC degree.

The option to repeat a course is not permitted for students admitted with Provisional Status. Therefore, a student in Provisional Status who receives a C or F in his or her first 6 semester hours or earns a GPA below 3.0 will be academically dismissed.

A final grade of C in a course that is not applied toward degree (or certificate) requirements does not have to be repeated unless this grade reduces the student's overall GPA to below 3.0. However, no more than two C grades in courses not applied toward degree requirements can be carried through to graduation, regardless of the student's overall GPA.

## Academic Jeopardy and Dismissal

At the end of every term, the cumulative grade point average of each student who has attempted at least 12 semester hours at UMUC-Europe is computed, based on all UMUC graded coursework. At the end of each semester, action is taken as required by UMUC-Europe policy, according to the student's level of progress as described below.

There are three levels of academic progress: satisfactory, jeopardy, and dismissal.

### Levels of Progress

#### Satisfactory

A student whose cumulative grade point average is 3.0 or higher is considered to be making satisfactory progress.

#### Academic Jeopardy

Academic jeopardy is a temporary status in which students in Degree Status have the opportunity to restore their GPAs to at least a 3.0.

A student is considered to be in academic jeopardy when

- ✧ The GPA falls below 3.0 for the first time,
- ✧ A second C is recorded, or
- ✧ The student receives an F.

Students in academic jeopardy are notified of conditions that must be fulfilled to continue their studies. While in academic jeopardy, a student may not enroll in any course(s) until the course in which a C or F was earned has been successfully repeated. If already enrolled in a course for the next term, the student will be administratively withdrawn from that course to meet the terms of academic jeopardy. Provisional students may not be placed in academic jeopardy status.

A student in academic jeopardy who fails to raise his or her grade point average to a 3.0 will be dismissed. A student who is dismissed is ineligible to register again for UMUC graduate courses.

## PROGRAM COMPLETION REQUIREMENTS

The award of degrees and certificates is conditional upon satisfactory completion of all program requirements and compliance with all UMUC policies. In order to be approved for graduation, students must have resolved any outstanding fees.

Diploma applications must be received, with the required fees, within the prescribed time limits. Backdated applications will not be accepted.

### Time Limit for Degrees

All requirements established for the completion of a graduate degree program must be fulfilled within seven consecutive years. This regulation includes courses transferred from other institutions. Any transfer of credit must be completed within the seven-year time frame applied toward the degree.

### Time Limit for Certificates

Certificate programs must be completed within three years.

## PROGRAM OVERVIEW

The curriculum for the degree of MS in Information Technology is 36 credits, divided into 21 credits of core courses and 15 credits of electives. The core curriculum consists of seven courses in basic technology, computing, software, telecommunications, systems engineering, and the Internet, as well as a capstone course on information technology integration and applications.

Students may fulfill the elective component of the curriculum in one of two ways, depending upon their individual needs and the demands of their work situations: they may select 15 credits of coursework from the entire range of existing UMUC technology courses in order to gain an interdisciplinary perspective, or they may take a sequenced series of courses within one of the specialized sub-disciplines or course groups. Certain management electives are also available for students who may be on the IT management track in their organizations.

### Core Courses (21 credits)

The required core courses of the curriculum are:

MSIT 610	Foundations of Information Technology
MSIT 620	Computer Concepts
MSIT 630	Concepts in Software-Intensive Systems
MSIT 640	Data Communications and Networks
MSIT 650	Systems Engineering
MSIT 660	Internet Technology
ITSM 670	Information Technology Integration and Applications (capstone)

### Elective Courses (15 credits)

Students must select five courses from any of the following subject groups to fulfill the elective requirement.

#### Computer Systems Group

CSMN 614	Data Structures and Algorithms
CSMN 616	Distributed Computing
CSMN 617	Principles of Programming Languages
CSMN 618	Knowledge-Based Systems Database Group

#### Database Group

CSMN 661	Relational Database Systems (formerly CSMN 656)
CSMN 662	Advanced Relational/Object-Relational Database Systems
CSMN 663	Distributed Database Management Systems
CSMN 664	Object-Oriented Database Systems
CSMN 665	Data Warehouse Technologies
CSMN 666	Database Systems Administration
CSMN 667	Data Mining
CSMN 668	Database Security Electronic Commerce Group
ECOM 610	Introduction to E-Commerce
ECOM 620	E-Marketing
ECOM 670	Social, Legal, Ethical, and Regulatory Issues

#### Information Assurance\*

CSMN 655	Information Risk Assessment and Security Management
CSMN 681	Cryptology and Data Protection
CSMN 683	Intrusion Detection, Incident Response, and Computer Forensics
TLMN 672	Network and Internet Security
ITSM 620	Concepts in Homeland Security

\* These electives are offered through UMUC-Europe; all other electives are available online from UMUC.

**Information Technology Management Group**

- TMAN 610 Economics and Financial Analysis
- TMAN 614 Strategic Management of Technology and Innovation
- TMAN 633 Managing People in Technology-Based Organizations
- TMAN 640 Program and Project Management

**Project Management Group**

- PMAN 634 Program and Project Management (also listed as TMAN 640)
- PMAN 635 Techniques of Scheduling and Resource Allocation
- PMAN 636 Legal Aspects of Contracting (also listed as ADMN 627)
- PMAN 637 Risk Management: Tools and Techniques
- PMAN 638 Communication, Negotiation, and Conflict Resolution Software

**Systems Group**

- MSWE 645 Systems and Software Standards and Requirements
- MSWE 646 Software Design and Implementation
- MSWE 647 Software Verification and Validation
- MSWE 648 Software Maintenance

**Special Topics**

- ITSM 637 IT Acquisitions Management
- CSMN 639 Multimedia and the Internet
- MSIT 699 Current Trends in Information Technology

**Telecommunications Group**

- TLMN 620 Local Area Networking Systems
- TLMN 625 Wide Area Network Systems
- TLMN 641 Network Management and Design
- TLMN 645 Wireless Telecommunications Systems
- TLMN 665 Wireless Security

**Total:**

**36 s.h.**



The Master of Science in Information Technology program seeks to provide students with a technical curriculum that covers a wide range of information technology topics.



# UMUC GRADUATE COURSES OFFERED IN EUROPE

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UMUC graduate courses offered in Europe normally carry 3 semester hours of graduate credit. Courses may be scheduled in 8-week terms and meet either two evenings a week or on four alternating weekends, or over a traditional 16-week semester meeting on a schedule which ensures forty-eight contact hours (50 minutes/hour) required for each 3-semester-hour classroom course. For detailed course information, students should refer to current syllabi, also available online at [www.ed.umuc.edu/schedule](http://www.ed.umuc.edu/schedule) or at a UMUC-Europe field office.

## **CSMN 655 Information Risk Assessment and Security Management (3)**

The proliferation of corporate databases and the development of telecommunication network technology as gateways or invitations to intrusion are examined. Ways of investigating the management of the risk and security of data and data systems are presented as a function of design through recovery and protection. Issues of risk and security as they relate to specific industries and government are major topics in the course. Examples are presented of how major technological advances in computer and operating systems have placed data, as tangible corporate assets, at risk. Quantitative sampling techniques for risk assessment and for qualitative decision-making under uncertainty are explored.

## **CSMN 668 Database Security (3)**

Information stored in databases is a valuable asset that needs to be protected from damage. This course offers both theory of and applications for providing effective security in database management systems. Conceptual frameworks for discretionary and mandatory access control, data integrity, availability and performance, secure database design, data aggregation, data inference, secure concurrency control, and secure transactions processing are studied. Models for multilevel secure databases for both relational and object-relational databases are analyzed. Practical applications of database security concepts are applied in the laboratory component of this course.

## **CSMN 681 Cryptology and Data Protection (3)**

*Prerequisite:* CSMN 655. This course traces the historical development of cryptographic methods and cryptanalysis tools. The theory of encryption using symmetric and asymmetric keys is presented. Current protocols for exchanging secure data, including the Data Encryption Standard and the Advanced Encryption Standard, are discussed. Secure communications techniques are also reviewed. Public Key Infrastructure and the use of digital signatures and certificates for protecting and validating data are examined. The course also explores strategies for the physical protection of information assets.

## **CSMN 683 Intrusion Detection, Incident Response, and Computer Forensics (3)**

*Prerequisite:* TLMN 672. The theory, skills, and tools needed in intrusion detection and computer forensics are the major themes in this course. The course discusses techniques for identifying vulnerable target systems and types of malicious code, for mitigating security risks, and for recognizing attack patterns. It also presents the conceptual and operational tools necessary for analysis and resolution of problems with respect to effective filters and firewalls, attack tracing, system recovery, continuity of operation, evidence collection, evidence analysis, and prosecution.

## **ITSM 620 Concepts in Homeland Security (3)**

Presents basic concepts of infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability. The nation's telecommunications and IT networks are both vulnerable assets and critical solutions.

## **ITSM 670 IT Integration and Applications (Capstone) (3)**

This course integrates and applies the major concepts presented in all other coursework. Using casework methods, students will identify best practices and appropriate technologies to implement effective IT decisions aligned with organizational goals. Strong emphasis is placed on viewing information technology issues in a context of both day-to-day and strategic management decision-making based on applied research. Issues include competitiveness, information architecture, user needs, process reengineering, value chain management, collaborative computing, globalization, social impact, information policy, and ethics. Emerging trends in information technology are analyzed to understand their potential effect on the workplace and society.

**MSIT 610 Foundations of Information Technology (3)**

This course lays a common foundation for use in all other courses in the program. Its goal is to impart an understanding of how the many elements that make up information technology work and what their limitations are. The course reviews mathematical and physical concepts helpful in thinking about the capabilities of information technology and its applications. Mathematical concepts include information theory, the representation of signals in both the time and frequency domains, modulation schemes, digitization, and probability. Physical concepts include electromagnetic waves, the properties of various guided and unguided transmission media, integrated circuits, lasers, and optical transmission and switching. The course also introduces concepts essential to information security applications, such as various encryption schemes and measures for assuring personnel and physical security. As far as possible, these concepts will be treated descriptively rather than analytically.

**MSIT 620 Computer Concepts (3)**

This course examines the major hardware and system software components and underlying technologies that are the basis of the modern digital computer. Major developments in the evolution of computers are reviewed first; theoretical and engineering topics include Boolean logic, the Von Neumann architecture, and semiconductor device technology. The similarities and differences between mainframes, minicomputers, and microprocessors are then investigated. Supercomputer, parallel processor, and distributed system architectures are examined. Various types of storage media and input/output devices are discussed. An overview of system software elements, including operating systems and middleware, is also presented. The course concludes by introducing the student to advanced topics such as optical computers and bio-molecular computers. *Students may receive credit for only one of the following courses: MSIT 620 or INSS 510.*

**MSIT 630 Concepts in Software-Intensive Systems (3)**

This course examines the technology, engineering practices, and business economics behind the wide variety of modern software-intensive systems. The foundations of software engineering are examined. Classes of application domains including real-time systems and transaction-based systems are analyzed. The practices used in developing small-scale and large-scale software systems are evaluated. Modern issues including design of the human-computer interface, software product liability, and certification of software engineers are discussed. The course concludes by investigating the structure, environment, and possible future of the software industry.

**MSIT 640 Data Communications and Networks (3)**

The course begins with a study of data communication fundamentals. These include digital and analog signals; modulation; circuit and packet switching; multiple access schemes such as Frequency Division Multiple Access (FDMA), Time Division Multiple Access (TDMA) and Code Division Multiple Access (CDMA); and telecommunication standards such as the Open System Interconnect (OSI) Model. The course then moves to telecommunications networks with a review of Local Area Networks (LANs) including topologies; contention access methods; and internetworking devices such as bridges, routers and gateways. Also covered are Wide Area Networks (WANs) including the Public Switched Telephone Network (PSTN), wireless networks such as cellular, Personal Communication Systems, and wireless data; the Integrated Services Digital Network (ISDN); X.25; Frame Relay; and Asynchronous Transfer Mode (ATM). Finally, the course examines the network convergence issue; that is, one network for data, voice, images, and video. *Students may receive credit for only one of the following courses: MSIT 640 or INSS 538.*

**MSIT 650 Systems Engineering (3)**

Systems Engineering is an interdisciplinary approach to developing complex systems that satisfy a client mission in an operational environment. Information technology is at the heart of most systems. This course is an examination of the systems engineering process with special emphasis on computers and software systems. The course includes an overview of system theory and structures, elements of the systems life cycle (including systems design and development), risk and trade-off analyses, modeling and simulation, and the tools needed to analyze and support the systems process. Case studies from the information technology domain will be used to illustrate the systems engineering principles. *Students may receive credit for only one of the following courses: MSIT 650 or INSS 540.*

**MSIT 660 Internet Technology (3)**

This course studies the Internet, addressing both its technological basis and its applications. The first part of the course studies Internet technology including packet networking, Transmission Control Protocol/Internet Protocol (TCP/IP), and Internet security and authentication (for example, firewalls, encryption, and virtual private networks), Internet 2, and IPV.6. The second part of the course reviews Internet applications and its evolving use for multimedia transmission (such as voice over the Internet), private and leased service IP networks, e-commerce, data warehousing, data mining, and policy issues such as universal service and access.

**TLMN 665 Wireless Security (3)**

This course is an analysis of the security aspects of wireless communication systems from both the technical and management perspectives. It commences with an analysis of wireless technologies and systems. The most common communication system security threats are identified. These include denial of service, corruption (replacing or inserting information) and exploitation (gaining information). Technologies that facilitate wireless communication system security are identified and explained (with examples). These include authentication, encryption, and access control. The security aspects of several wireless network infrastructures are evaluated and include cellular voice and data, wireless Local Area Networks including “WiFi hotspots,” satellite, and wireless voice over Internet protocol.

**TLMN 672 Network and Internet Security (3)**

*Prerequisite: CSMN 655 or MSIT 640.* Security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet, are introduced. The course provides an overview of networking technology and standards including an introduction to the Internet communications protocols. Specific security subjects addressed include firewalls, packet filtering, virtual private networks (VPNs), wireless network security, and operating system security.

# COURSE FORMATS

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Students may take courses in a variety of formats. Courses are offered on-site in a classroom setting at over 20 bases in Europe, online via distance education, and on rare occasions as a conference course.

## DISTANCE EDUCATION (DE)

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Students at remote locations and those with work or personal obligations that conflict with on-site class schedules may want to consider the offerings of the DE program. The DE Web site at [www.ed.umuc.edu/de](http://www.ed.umuc.edu/de) provides current graduate schedules and other information about the programs.

Online distance education courses should not be confused with independent study. In an online course, students interact asynchronously (not in real time) with a cohort group of classmates and the faculty member. Students access a secure classroom site online where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently by reading and responding three or more times per week to topics posted in the class conferences.

To participate in an online course, students must have their own computer hardware and communications software, a graphical browser, and reliable access to the Internet. Online courses begin five times a year.

To enroll in a graduate DE course, a student must have completed an application for admission to graduate study and apply online for admission to the DE course. Program directors will review each DE course application to ensure that prerequisites have been met.

## CONFERENCE COURSES

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Conference courses are offered to provide an alternative for students who cannot otherwise complete their degrees. The program director must approve conference courses.

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

A graduate student may apply for permission to take a conference course with UMUC-Europe if the student has:

1. Been granted full admission to BSU.
2. Achieved advancement to candidacy.
3. Successfully passed the comprehensive examination.
4. Earned a cumulative GPA of at least 3.0.
5. Completed at least 27 semester hours toward the master's degree.
6. 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.
7. Satisfied all outstanding Incompletes.

To apply to take a conference course, a student must request the course from the program director for the degree program in which the student is enrolled. The student should demonstrate that all of the above criteria have been met.

Upon receipt of the request, the program director:

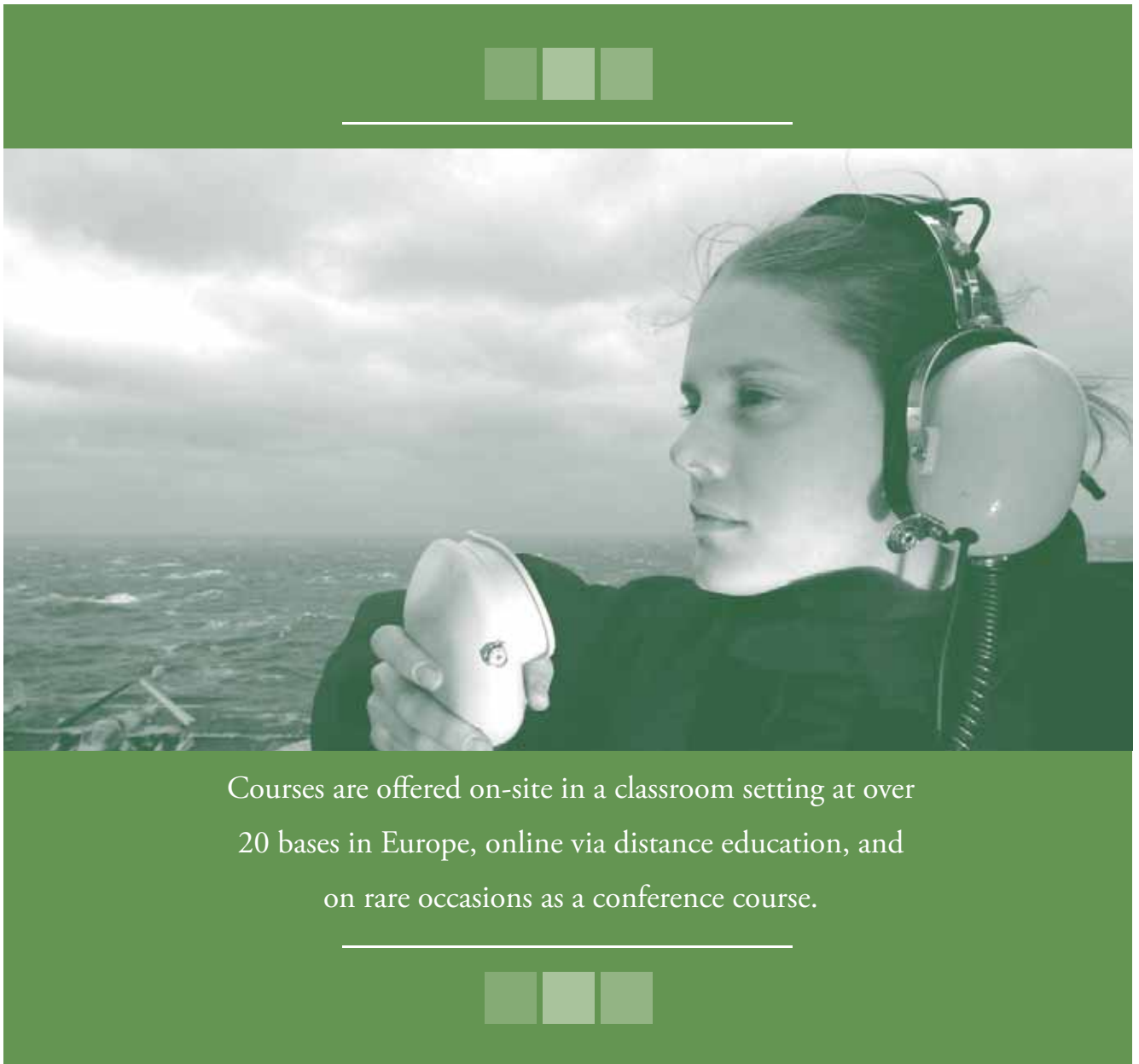
1. Determines eligibility for enrollment in a conference course.
2. Determines if the requested course is suitable for a conference course.
3. Determines if a faculty member is available who can provide the conference course.

Under certain circumstances, the program director will initiate a conference course for a student. The student does not need to apply for permission to take this course.

## COURSE FORMATS FOR DEPLOYED STUDENTS

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Students who are or will be deployed should contact their program director to determine the course format that best meets the student's learning environment. In most cases, students will be able to take Distance Education courses and continue their degree progression without interruption. In those rare circumstances where students will not be connected via the Internet, the program director may recommend a conference course that uses a CD-ROM format for instruction. Students will still have a faculty member who will guide them through course materials and assignments as the environment permits. In most cases, the comprehensive exam may also be administered in deployed areas.



Courses are offered on-site in a classroom setting at over 20 bases in Europe, online via distance education, and on rare occasions as a conference course.

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# FEES

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## TUITION AND FEES

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### Graduate Application \$40

Students wishing to take a graduate course with UMUC-Europe pay this nonrefundable fee prior to their first course. The application fee must accompany the BSU or UMUC-Europe *Application for Graduate Admission*. This fee is waived for students who have already paid the graduate application fee with the *UMUC-Europe Seniors' Application for Graduate Admission* (BSU programs only).

### UMUC-Europe Seniors' Application \$40

UMUC-Europe undergraduate students who have reached senior-level status and wish to take a graduate course with BSU pay this nonrefundable fee prior to their first course. The application fee must accompany the *UMUC-Europe Seniors' Application for Graduate Admission* (BSU programs only).

### Graduate Tuition

Payable at the time of registration. A member of the Armed Forces may be entitled to tuition assistance from the United States Government. Students may also qualify for Veterans Affairs education benefits and other forms of financial assistance. Further information follows in the Financial Aid section of this *Catalog*.

### Late Registration \$30

Charged to students who do not register and make full payment of fees prior to the start of the term.

### Change of Registration \$15

Charged to students who change registration from one course to another after the start of the term.

### Returned Check \$30

Charged when a check is returned unpaid by a bank. A student who stops payment on a check is thereby neither disenrolled nor relieved of responsibility for payment.

### Declined Credit Card \$30

This amount is the university's processing fee for any credit card charge that is declined by the student's bank. A student who initiates a charge back on a credit card payment is neither disenrolled nor relieved of responsibility for payment.

### Transcript \$5

Charged for each academic transcript issued.

### Rush Transcript \$20

Special handling. Transcript processed within 24 hours.

### Diploma (Graduation) \$50

Payable each time a diploma application is filed. Non-refundable.

### Cap and Gown (Commencement) \$50

Payable by graduates who participate in Commencement ceremonies.

### Certificate \$50

Payable when the certificate application is filed. Non-refundable.

### Undergraduate Application \$30

The undergraduate application fee is waived only for graduate students who have paid the graduate application fee and are taking undergraduate courses to meet prerequisites for their graduate program. If, however, graduate students take other undergraduate courses, this fee must be paid in addition to the graduate application fee.

## REFUNDS

The refund policy applies to tuition only. The application fee is not refundable. A student who withdraws from a course before the first class will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal. All tuition refunds will be computed from the date the *Application for Withdrawal* is formally initiated at an education center (not from the date of the last class attended), according to the following schedule:

1. If no more than one-eighth of the class meetings have been held at the time the withdrawal is initiated, the university will refund 75 percent of the tuition.
2. If more than one-eighth, but not more than one-fourth, of the class meetings have been held at the time the withdrawal is initiated, the university will refund 25 percent of the tuition.
3. If more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, no tuition will be refunded.

For Distance Education courses, a full refund of tuition will be given if a cancellation is initiated prior to the starting date of the course. Seventy-five percent of tuition will be refunded if no more than one-eighth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated. If more than one-eighth but not more than one-fourth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated, UMUC-Europe will refund 25 percent of the tuition. If more than one-fourth of the weeks for which the DE course is scheduled have elapsed at the time the withdrawal is initiated, no tuition will be refunded.

Exceptions to the refund policy may apply during periods of heightened military activity. Requests for exceptions will require written documentation from an appropriate authority and should be submitted to the UMUC-Europe registrar.

## STUDENT INDEBTEDNESS

All students who incur debts to UMUC-Europe during a particular term must clear them in order to register for the next term. Requests for transcripts, certificates, and diplomas will be held until all financial obligations have been cleared. Outstanding debts will be collected against any refunds due the student. After 120 days, uncollected debts will be forwarded to the State Central Collection Unit (SCCU) of the State of Maryland. SCCU debt is a serious matter; SCCU reports delinquent student accounts to major credit reporting entities. This report can impair credit ratings for up to seven years.



There are scholarships available in a wide range of categories for which students can qualify, including military members, family members, civilians, VA students, and TA students.

# SCHOLARSHIPS AND FINANCIAL AID

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## SCHOLARSHIPS

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UMUC awards scholarships to eligible graduate students in Europe who have completed 9 s.h. of the program. There are scholarships available in a wide range of categories for which students can qualify, including military members, family members, civilians, VA students, and TA students.

Scholarships are awarded on the basis of student's academic records and potential in accordance with the specific requirements for a given category. Each scholarship is in the form of a tuition and book credit which can be applied toward UMUC-Europe courses and/or seminars during the academic year of the award, excluding the summer term.

Scholarship information is located on the UMUC-Europe Web site at [www.ed.umuc.edu/ufso](http://www.ed.umuc.edu/ufso) or through the Financial Aid Office.

## FINANCIAL AID

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University of Maryland University College-Europe acts on behalf of Bowie State University as a processing agent for financial aid. Two federal financial aid programs are available to graduate students — the William D. Ford Federal Direct Stafford Loan Program and the William D. Ford Federal Direct Unsubsidized Stafford Loan. Student loans, which are awarded by academic year, may be processed throughout the academic year. These loans may be used concurrently with VA educational benefits, military tuition assistance, and other types of financial assistance. Under current federal regulations, federal grants are not available to graduate students.

For additional information on financial aid, please contact:

University of Maryland University College  
Financial Aid Office  
Unit 29216  
APO AE 09102

Telephone: DSN 370-6762 or  
CIV +49-(0)6221-378324  
E-mail: [edfso@ed.umuc.edu](mailto:edfso@ed.umuc.edu)  
Web: [www.ed.umuc.edu/ufso](http://www.ed.umuc.edu/ufso)

## FINANCIAL AID APPLICATION PROCESS

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All students must undergo a federal needs analysis to determine eligibility for any type of federal financial aid, including student loans. Students will use the 2005-2006 *Free Application for Federal Student Aid* (FAFSA), the 2005-2006 UMUC-Europe *Financial Aid Data Form*, and the 2005-2006 UMUC-Europe *Guide to Financial Aid* to apply for financial aid. These materials are available at education centers or under Financial Aid application forms at [www.ed.umuc.edu/ufso](http://www.ed.umuc.edu/ufso). The Data Form is sent to the UMUC-Europe Financial Aid Office in Heidelberg to initiate and establish the student's 2005-2006 financial aid file. When dealing with the financial aid office, students should always identify themselves as graduate students to ensure appropriate advice and processing. The FAFSA should be completed and mailed to the federal processing center in Mt. Vernon, Illinois, or completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The UMUC-Europe *Guide to Financial Aid* provides specific details and instructions on exactly which forms and documentation are required by federal regulations. Before a federal student loan may be processed, the 2005-2006 UMUC-Europe financial aid file must be completed and the federally required review accomplished. The Financial Aid Office reviews and approves the completed financial aid file before a student loan request is processed.

An initial financial aid award will be made based on anticipated enrollment in either regular 8-week term classes or 16-week classes (distance education or face-to-face), depending upon information provided on the UMUC-Europe *Financial Aid Data Form*. Students who wish to have their file reviewed due to special or unusual circumstances should still submit the FAFSA with the information requested, wait for the results of the FAFSA, and then contact the UMUC-Europe Financial Aid Office.

Students select their own loan period within the 2005-2006 academic year. Student loan recipients must be enrolled at least half time each term of their loan period to remain eligible for their loan. At the time of this publication, loan periods are calculated based on enrollment in either regular 8-week or 16-week terms. Enrollment in both types of terms cannot be combined for the purpose of the half time enrollment necessary for a student loan. (See Graduate Enrollment Levels.) All financial aid recipients must be degree-seeking, admitted students.

Deadlines for a student loan require that the loan be initiated with the federal processor, via the UMUC-Europe Financial Aid Office, no later than the last day of the eligible enrollment period. However, June 1 is the priority processing deadline for the following academic year beginning in Term 1. Please see the 2005-2006 UMUC-Europe *Guide to Financial Aid* for additional application deadlines.

### Priority Deadlines for Financial Aid

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

Term	Priority Deadline
Term 1	1 June 2005
Term 2	1 August 2005
Term 3	1 October 2005
Term 4	1 January 2006
Term 5	1 March 2006

## FEDERAL DIRECT STUDENT LOAN PROGRAMS

### William D. Ford Federal Direct Stafford Loan Program

This federally subsidized loan program enables students to borrow directly from the Department of Education. Following federal guidelines, the Financial Aid Office determines eligibility for the William D. Ford Federal Direct Stafford Loan program. Eligible graduate students may borrow up to \$8,500 per academic year of graduate study. Students requesting the Federal Direct Student Loan will be offered their maximum eligibility for their loan period. Students can accept all or part of the loan award.

The interest is annually variable but is capped at 8.25 percent. There is also a 3 percent origination fee subject to reduction by the Department of Education. Interest does not accrue during the loan period as long as the student remains enrolled on at least a half-time basis. (See Graduate Enrollment Levels.)

### William D. Ford Federal Direct Unsubsidized Stafford Loan Program

This student loan program has the same terms, conditions, deadlines, and interest rates as the subsidized Federal Direct Stafford Loan program, except that the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. The William D. Ford Federal Direct Unsubsidized Stafford Loan program is available to students who either do not qualify or who qualify only in part for a subsidized Federal Stafford Loan up to the federal loan limits or who have an additional financial need above the subsidized Federal Stafford Loan amounts allowed. Graduate students are eligible for amounts equal to the Federal Direct Stafford Loan limits plus additional amounts of up to \$10,000 per academic year.

### Federal Return of Funds Policy

The student is responsible for following UMUC-Europe's withdrawal procedures as outlined in this *Catalog*. The 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of Title IV funds (loans and grants) on all federal financial aid students who withdraw (officially or unofficially) from all classes for the term on or before the 60 percent attendance point in the term. If students withdraw from classes, they may not receive further financial aid disbursements, may lose some or all of the aid that has already been disbursed to their accounts, and may be personally responsible for payment of any charges for tuition and fees that are due. For a complete description of the Federal Return of Funds Policy, refer to the 2005-2006 UMUC-Europe *Guide to Financial Aid*.

### Graduate Enrollment Levels for Financial Aid

It is important that students pay attention to the minimum half-time level of enrollment required in order to be eligible for the Federal Direct Student Loan Programs. Graduate students may only receive aid from one school during a given enrollment period. Students must notify the Financial Aid Office if they have or will receive aid from an institution other than UMUC-Europe. **These enrollment levels may be different than that required for Veterans Assistance educational benefits.**

Regular 8-week terms

Full time	6 s.h.
Half time	3 s.h.

Distance Education and terms of 16 full weeks

Full time	9 s.h.
Half time	6 s.h.

## DISBURSEMENT OF FUNDS

Each term, the UMUC-Europe Business Office disburses (applies) funds to the student's account based on federal and UMUC guidelines. In general, loans are authorized by the Financial Aid Office to the Business Office several weeks into the term once confirmation of enrollment has taken place by the Financial Aid Office.

Awards applied to the account in excess of tuition and fee charges are refunded to the student within UMUC and federally mandated timeframes. The Business Office in Heidelberg prepares refund checks and mails them directly to the student. In general, this refund process requires 7 to 14 days from the date the credit balance was created on the student's account at UMUC.

## SATISFACTORY ACADEMIC PROGRESS

Financial aid is intended to meet the financial needs of students who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need but must also make satisfactory progress as determined by UMUC in accordance with federal regulations.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each term in which they are enrolled. Satisfactory academic progress, as described below, is evaluated each term. Failure to maintain satisfactory progress, may result in cancellation of financial aid awards and the student may have to repay funds already received.

### Basic Standards for Graduate Students

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

- ❖ **Minimum cumulative GPA.** The student must maintain a minimum cumulative GPA of 3.0.
- ❖ **Minimum completion rate.** The student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67 percent).
- ❖ **Federally mandated maximum timeframe to complete the program/degree.** The student must complete his or her educational program within a time frame no longer than 150 percent of the published length of the educational program (for example, complete his or her program after attempting a maximum of 54 s.h. credits for a 36 s.h. credit program).

Federal regulations require that the academic progress of financial aid recipients be tracked from the first date of enrollment at UMUC, whether or not financial aid was received.

Credits transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students whose attempted credits, including transfer credits, exceed the 150 percent timeframe for any reason will be placed on Financial Aid Denied status, not Financial Aid Probation. No financial aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid Denied status and the appeal is granted.

### Financial Aid Treatment of Grades and Repeated Coursework

#### Course Withdrawals (W)

Course withdrawals after the drop/add period are not included in the GPA calculation but are considered a noncompletion of attempted coursework.

#### Incomplete (I)

Incomplete marks are not included in the GPA calculation and are considered a noncompletion of attempted coursework. When the incomplete mark is replaced with a permanent grade, academic progress can be re-evaluated. If an Incomplete is not completed after a year from the course completion date, the I becomes an F.

#### Audit (AU)

An audit grade is not considered attempted coursework. It is not included in the GPA calculation or completion rate determinations.

#### Satisfactory (S) or Pass (P)

A satisfactory grade or a pass grade is treated as attempted credits which are earned but not included in the GPA calculation.

#### Failure (F)

F grades will be treated as attempted credits that were not earned and will be included both in the calculation of the GPA and the minimum completion rate.



### No Grade

If no grade is assigned for any reason, it will be treated as a mark of Incomplete in determination of satisfactory academic progress.

### Repeated Course (R)

The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course. Maryland's policy only allows students to receive aid for one repeat of a course.

### Financial Aid Academic Probation

Students who fail to meet the minimum 3.0 cumulative GPA standard or fail to complete at least two-thirds of the cumulative credits attempted will be placed on Financial Aid Probation for the subsequent terms of enrollment until the next evaluation of satisfactory academic progress. Financial aid can be received during the terms of probation. Financial aid disbursements for the next period of enrollment will be held until the grades and course completions have been reviewed for the terms of Financial Aid Probation.

Students receiving financial aid for the first time will be placed on Financial Aid Probation if they do not meet the minimum GPA or course completion standards in any previous term of enrollment at Maryland.

### Financial Aid Denied Status

Students who, while on Financial Aid Probation or on Financial Aid Denied status, fail to maintain the minimum completion rate of 67 percent and/or fail to maintain a minimum cumulative GPA of 3.0 or better will be placed on Financial Aid Denied status for subsequent terms of enrollment. No financial aid will be disbursed during subsequent terms until the student is removed from Financial Aid Denied status.

Students who fail to satisfy the 150 percent requirement will also be placed on Financial Aid Denied status. No aid will be disbursed during subsequent terms unless the student has made an appeal and the appeal is granted for that term. There are no exceptions to this requirement. There is no probationary period once students have exceeded the 150 percent standard.

### Reinstatement of Aid after Financial Aid Denied Status

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

- ✧ The student submits a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term rather than on Financial Aid Denied status.
- ✧ The student attends UMUC, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility in a probationary status. Students who are on Financial Aid Denied status for failure to meet the 150 percent requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150 percent of their program cannot regain financial aid eligibility except on a term-by-term basis through the appeal process.

### Appeal Process

The student must submit an appeal of Financial Aid Denied status in writing to the associate director of financial aid by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.

## VETERANS EDUCATIONAL BENEFITS

University of Maryland University College acts on behalf of Bowie State University and itself as a certifying agent for the Department of Veterans Affairs (DVA) and certifies graduate students' enrollments to the Department of Veterans Affairs Regional Office in Buffalo, New York, on a term-by-term basis.

Graduate students applying for VA educational benefits should seek assistance and VA counseling available at education centers. The counselors can assist in determining which VA application form the student should complete to start his or her educational benefits in the graduate program. The VA application form and any required substantiating documents can be found on the GI Bill Web site ([www.gibill.va.gov](http://www.gibill.va.gov)). The documents can be submitted to the UMUC-Europe field representative at the time of registration or mailed to the VA Office at the UMUC-Europe headquarters in Heidelberg.

Graduate students using VA benefits for the first time must submit VA Form 22-1990 and a certified, true copy of DD Form 214 for each period of prior service. Graduate students who have used VA benefits for their undergraduate degree must submit VA Form 22-1995.

DVA regulations require that degree-seeking students from other institutions must first consult with their degree-granting school prior to taking a course with UMUC-Europe. Students must request written permission for each course they wish to take. Students submit the written permission to the local UMUC-Europe field representative with the appropriate DVA application form and any other documents at the time of registration.

At the time of registration, students are responsible for notifying their field representatives of their eligibility for using VA benefits. The DVA will not pay for audited enrollments or for courses not applicable to the degree program. Student enrollments are sent to the UMUC-Europe VA Office, where enrollment certifications are then processed and are forwarded to the VA Regional Office in Buffalo, New York. The amount of assistance a student may receive is based on the student's enrollment status/training time and the type of VA benefits for which the student is eligible.

Students are responsible for notifying the UMUC-Europe VA Office of any changes affecting their training times. This includes all course additions, withdrawals, and change in degree objective. VA students who withdraw are subject to having the amount of their award recalculated by the DVA and may be required to repay any unauthorized amounts received. Students are responsible for paying all tuition and fees whether or not the VA payments cover these costs. VA payments are made by the DVA in Buffalo, New York, after student monthly verifications. Students must verify their training times with the DVA through the Web Automated Verification of Enrollment (WAVE).

VA payments are then disbursed within five to six days of verification for students with Direct Deposit. Payments may take longer for students receiving a check from the DVA. WAVE can also be found on the GI Bill Web site at [www.gibill.va.gov](http://www.gibill.va.gov).

### Graduate Training Timetable for VA Benefits

For calculating VA benefits for graduate courses, each student is classified according to the following criteria:

3 s.h. (8 weeks) = 3/4 time

6 s.h. (8 weeks) = full time

3 s.h. (8 weeks) = greater than 1/4, less than 1/2

6 s.h. (8 weeks) = 3/4 time

For additional information, please contact:

University of Maryland University College  
VA Office  
Unit 29216  
APO AE 09102

DSN 370-6762  
CIV 06221-378390 (in Germany)  
CIV+49-6221-378390 (from outside Germany)  
E-mail: [edva@ed.umuc.edu](mailto:edva@ed.umuc.edu)  
Web: [www.ed.umuc.edu/stuasst/va](http://www.ed.umuc.edu/stuasst/va)

# ACADEMIC CREDIT, RECORDS, AND GRADES

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## RESIDENT CREDIT

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Study with the graduate programs available through UMUC-Europe establishes resident credit with the degree-granting institution in whose program the student is enrolled, Bowie State University (BSU) or University of Maryland University College (UMUC).

## UNIT OF CREDIT

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The unit of credit is the semester hour, which represents 16 Carnegie hours of classroom work in addition to required outside preparation. Most graduate courses are 3 semester hours of credit and require an additional 96 to 144 hours of preparation outside of the classroom.

## GRADING SYSTEM

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Thirty-six to 48 semester hours of coursework with a minimum average grade of B in courses approved for graduation are required. The grading system is as follows:

- A Denotes superior academic performance with excellent mastery of the subject and outstanding scholarship. The grade of A will be assigned 4 quality points per semester hour of credit.
- B Denotes good academic performance with good mastery of the subject and good scholarship. The grade of B will be assigned 3 quality points per semester hour of credit.
- C Denotes the minimal acceptable academic performance and does not represent satisfactory progress toward a graduate degree. The grade of C will be assigned 2 quality points per semester hour of credit.
- F The grade of F may be given for academic failure or for non-attendance. A student who fails to pass the course receives an F (academic). A student who drops out of a course without officially withdrawing receives an FN (non-attendance). The grade of F will be assigned 0 quality points.
- P Letter grades are not assigned to students in GUCO 561, INSS 680, INSS 690, PSYC 561, and PUAD 604. Students who successfully complete the work in these courses receive a mark of Pass. Students who do not successfully complete the requirements receive a grade of Fail. Pass indicates a minimum grade of B.

## Mark of AU (Audit)

Students seeking neither credit nor grades may register as auditors provided they meet current admission standards. To take subsequent courses for credit, an auditor must apply for admission and meet the requirements in effect at that time. Auditors pay the same fees as those taking the course(s) for credit. Once a class has begun, a student cannot change registration status.

## Mark of I (Incomplete)

The mark of I (Incomplete) is used only in exceptional circumstances and may be issued only upon the request of a student whose work has been satisfactory and who is unable to complete the course because of illness or other circumstances beyond his or her control. An I will not be recorded for a student who has not completed at least 50 percent of the work in the course. The student must submit documentation substantiating the reasons for requesting the Incomplete and complete an *Agreement for the Mark of Incomplete* with the faculty member for the course. This agreement may be obtained online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a field representative.

The faculty member makes the final decision concerning the granting of the Incomplete. When recording the Incomplete on the *Final Grade Report*, the faculty member will state the quality of the student's work to date, the requirements remaining, and the deadline — not to exceed six months for the MSIT program or twelve months for any of the BSU programs — for completion of the work. If a mark of I is not changed after one year, it converts to an F.

It is the responsibility of the student, not of the education center nor of the Office of Graduate Programs, to develop a contract with the faculty member establishing the assignments necessary for the subsequent removal of the Incomplete. Students should realize that it is virtually impossible to remove an I after transfer out of Europe. A student no longer in contact with the faculty member who assigned the I should contact the program director. An I cannot be removed by a W (withdrawal). A student who elects to repeat the course must register, pay the full fees, and repeat the entire course.

## Mark of W (Withdrawal)

When a student officially withdraws, a W is assigned. The W can be posted only when it is documented by an *Application for Withdrawal*. (See Withdrawal section of this *Catalog* for filing instructions.)

## Change of Grade

With the exception of the I (Incomplete), all grades and marks are final and cannot be changed. (See also Grade Appeal Process.)

## Repeating a Course

If a student repeats a course in which a passing grade already has been earned, the subsequent attempt shall not increase the total hours earned toward a degree. At BSU, the higher grade will count for credit. For the BSU programs, no courses may be repeated while a student is on conditional admission status. For the MSIT program, no courses may be repeated while a student is on provisional status.

## Online Grades

Students who have enrolled in courses since January 2002 can view their grades and student account by using the Student Portal online at [www.ed.umuc.edu](http://www.ed.umuc.edu). Students can also register for courses using the Student Portal online service.

## COMPUTATION OF ACADEMIC 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 marks of P, W, and I are not. In the computation of the cumulative GPA, a course in which the mark of I has been assigned is not included as hours attempted. When the requirements of the 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.

## WITHDRAWAL

Students who must withdraw from a course are responsible for completing the *Application for Withdrawal*, which may be obtained online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms) or from a field representative. Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal nor relieve the student of his or her financial obligation to UMUC-Europe. Never attending or ceasing to attend class(es) does not constitute a withdrawal. UMUC-Europe cannot accept withdrawals verbally over the telephone.

On the *Application for Withdrawal*, students must include reasons for the action, obtain all necessary signatures, and submit the form at the education center where they paid their tuition. Students who do not formally withdraw will automatically receive a failing grade and forfeit any refund.

An *Application for Withdrawal* cannot be initiated after the beginning of the final exam or the last class meeting, whichever comes first. Students in classes that span two terms cannot withdraw after the Friday before the final examination week for these classes. Additional information can be found in the refund section of this *Catalog*.

## NAME CHANGE

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

1. Copy of court order.
2. Copy of marriage certificate.
3. Statement from a legal officer certifying the name change.

The request, which can be made by letter or a completed *Notification of Student Name Change* form available from a field representative should be mailed with the appropriate document to the Office of the Registrar. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been acknowledged.

For additional information, please contact:

University of Maryland University College  
Office of the Registrar  
Unit 29216  
APO AE 09102

## TRANSCRIPTS

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In accordance with the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's records are confidential. A transcript may be released only upon the signed request of the student.

Requests for transcripts should be accompanied by a check or money order for \$5 for each transcript requested. Requests for transcripts should include the student's full name, signature, Social Security number, date of birth, and first and last dates of attendance. Rush transcripts are available for \$20.

### Transcripts for BSU Students

Prior to graduation and until an official diploma is received from BSU, transcript requests should be sent to:

University of Maryland University College-Europe  
Office of the Registrar (Transcripts)  
Unit 29216  
APO AE 09102  
Fax: +49-(0)6221-378384

Forms for requesting transcripts are available at education centers or online at [www.ed.umuc.edu](http://www.ed.umuc.edu).

All transcript requests after receipt of the official BSU diploma must be sent directly to BSU at the following address:

Bowie State University  
Office of the Registrar  
Overseas Programs  
14000 Jericho Park Road  
Bowie, Maryland 20715-9465  
Fax: +1-301-860-3438

Forms for requesting transcripts from BSU are available online at [www.bowiestate.edu](http://www.bowiestate.edu).

### Transcripts for UMUC Students (MSIT program)

Transcript requests should be sent to:

University of Maryland University College  
Office of the Registrar (Transcripts)  
Unit 29216  
APO AE 09102  
Fax: +49-(0)6221-378384

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

University of Maryland University College  
Attn: Registrar  
Unit 29216  
APO AE 09102  
or  
University of Maryland University College  
Attn: Registrar  
Im Bosseldorn 30  
69126 Heidelberg  
Germany

In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves. The only student information that may be released without prior consent is directory information: the student's name, major field of study, dates of attendance, degrees/awards received, the previous educational institution most recently attended, and birth date. This information is disclosed even in the absence of consent unless the student provides written notice by the end of the second week of the term in which the student begins each school year. To prevent automatic disclosure of directory information, this notice must be provided annually to the registrar within the time allotted above.

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

See Appendix E of the *2005-2006 UMUC-Europe Undergraduate Catalog* for additional information about FERPA.



# POLICY STATEMENTS

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## ACADEMIC INTEGRITY

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

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

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

Academic dishonesty includes but is not limited to obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism. Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person's work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge those sources in footnotes.

The policy on Academic Dishonesty and Plagiarism can be found in Appendix H of the *2005-2006 UMUC-Europe Undergraduate Catalog* and is also available at [www.umuc.edu/policy/aa15025.shtml](http://www.umuc.edu/policy/aa15025.shtml).

## COURSE LOAD

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One course, or 3 semester hours, is considered a normal course load for a graduate student who is fully employed. This course load for an eight-week course will require at least six hours of class time per week and approximately 18 hours per week of additional out-of-class study time, averaging 20 to 25 hours per week. Under unusual circumstances, students who have demonstrated their ability with the university may wish to enroll in more than one course during a term. These students, however, must expect heavy academic work loads.

Students may enroll themselves in up to 6 semester hours per eight-week term. However, students wishing to take 9 semester hours or more must have a grade point average of 3.0 or better and must request special permission from the program director. Students enrolling for the first time may not take more than 6 semester hours in one term.

## EXCEPTION TO POLICY

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Requests for an exception to policy must be submitted in writing to the program director for the degree program in which the student is enrolled. The student bears the entire responsibility for adequately presenting a request for exception to policy, but should be aware that such requests are approved only in rare circumstances. Exceptions to policy are granted by the program director.

## GRADE APPEAL PROCESS

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

Regardless of teaching style, it may happen that a student believes a faculty member's determination of a final course grade has been arbitrary and capricious. The phrase "arbitrary and capricious grading" means the assignment of a course grade:

- ❖ On some basis other than performance in the course,
- ❖ By resorting to unreasonable standards different from those applied to other students in the course, or
- ❖ By standards that are substantial, unreasonable, and unannounced departures from the faculty member's previously articulated grading standards.

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

If the student has not been able to contact the faculty member after a reasonable effort, or if the student and faculty member cannot, after consultation, reach a satisfactory resolution, the student shall consult with the program director. If the student, the faculty member, and the program director are unable to reach a mutually agreeable solution, the student may file a formal grade appeal with the associate dean.

For a formal grade appeal, the student shall submit a written statement to the associate dean, explaining in detail the allegation that the grade was the result of arbitrary and capricious grading and presenting relevant evidence. The associate dean may dismiss the appeal if:

- ❖ The student did not first confer with the faculty member or program director,
- ❖ The allegations, even if true, would not constitute arbitrary and capricious grading,
- ❖ The appeal was not filed in a timely manner, or
- ❖ The student submitted the same, or substantially the same, complaint to any other formal grievance procedure.

If the appeal is not dismissed, a committee shall be formed and a copy of the student's written statement forwarded to the faculty member with a request for a written reply within 30 days. If a mutually agreeable solution is not achieved, the committee shall hold an informal, nonadversarial fact-finding investigation. If a majority of the committee finds the allegations supported by clear and convincing evidence, the committee shall take appropriate action to resolve the matter.

The decision of the committee shall be final and shall be promptly reported in writing to the parties.

A copy of the detailed procedural steps for grade appeals can be obtained from the administrative director, Graduate Programs.

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## MAKE-UP EXAMINATIONS

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

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## NONDISCRIMINATION

The University System of Maryland, in all of its divisions, units, and offices, subscribes to a policy of equal educational and employment opportunity and does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status. Any questions or complaints relating to the nondiscrimination policy within UMUC-Europe should be addressed to: Director, Human Resources, University of Maryland University College, Unit 29216, APO AE 09102. For the complete statement on nondiscrimination, see Appendix C of the *2005-2006 UMUC-Europe Undergraduate Catalog*. UMUC's revised Policy and Procedures on Affirmative Action, Equal Opportunity, and Sexual Harassment is also available online at [www.umuc.edu/policy/admin04030.shtml](http://www.umuc.edu/policy/admin04030.shtml).

## STUDENTS WITH DISABILITIES

UMUC-Europe is committed to assisting students with disabilities or medical conditions to the extent possible so that they are able to pursue their educational goals while overseas. UMUC-Europe faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter and on the comprehensive examination. Students also share the responsibility for ensuring that appropriate accommodations can be made and are primarily responsible for identifying, documenting, and communicating their disabilities to the university. Any special arrangements should be agreed to in writing before the first class each term and with the application to the comprehensive examination.

Students who want more information or who wish to file a petition relating to their disability should contact the administrative director, Graduate Programs.

## CODE OF CIVILITY

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

### Respect

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

### Kindness

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

### Truth

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

### Responsibility

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

### Cooperation

Work together with other students, faculty, and staff in a spirit of cooperation toward our 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.

# DIPLOMAS, GRADUATION, AND COMMENCEMENT

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Degrees earned in graduate programs available through UMUC-Europe are awarded in August, December, and May of each academic year. Commencement ceremonies in May recognize master's candidates who have earned their degrees in any of the three degree periods.

## APPLICATION DEADLINES

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Students expecting to complete requirements for a master's degree must submit an *Application for Graduation* and the \$50 graduation (diploma) fee to:

University of Maryland University College  
Office of Graduate Programs  
Unit 29216  
APO AE 09102

Applications for graduation can be obtained from a UMUC field office, or online at [www.ed.umuc.edu/graduate/forms](http://www.ed.umuc.edu/graduate/forms).

The completed *Application for Graduation* must be received in the Office of Graduate Programs in Heidelberg in accordance with the following schedule:

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

A student whose *Application for Graduation* is received after these deadlines will be considered for the next scheduled graduation. Students should expect an acknowledgement of the receipt of this application within 30 days. If no acknowledgement is received, students should notify their program director.

## GRADUATION REVIEW

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Applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include incompletes to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure this work is completed and official documentation reaches the University of Maryland University College, Office of Graduate Programs, Unit 29216, APO AE 09102, no later than the first day of the month in which the degree is to be awarded.

## COMMENCEMENT

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Master's candidates who have earned their degrees in any of the three degree periods (August, December, or May of that academic year) are eligible to march at the May Commencement ceremonies. Candidates who plan to march at Commencement must pay a \$50 cap and gown fee, in addition to the diploma fee, and complete the commencement application. All candidates will receive commencement information from the registrar in late February. To be eligible to march, May master's candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremony and pay the required fees.

## ISSUANCE OF DIPLOMAS

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All graduates completing degrees in August, December, or May can expect to receive their diplomas by mail approximately three months after the graduation date if all financial obligations with UMUC-Europe have been satisfied. If students need special verification of meeting master's degree requirements prior to receiving the diploma, they may request a *Letter of Completion* from their program director.

## NONCOMPLETION OF DEGREE REQUIREMENTS

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Students who do not complete degree requirements in time for the graduation date specified on their *Application for Graduation* must submit a new application and another \$50 graduation fee. Students will be informed of remaining degree requirements.

# DIRECTORY

## ADMINISTRATIVE OFFICES, UMUC-EUROPE, HEIDELBERG

John C. Golembe, PhD ..... *Director, UMUC-Europe*  
Allan Berg, PhD, JD ..... *Associate Dean*  
Michelle Curtis, MS ..... *Associate Director, Financial Aid*  
Monika E. Denburg, MA ..... *Director, Distance Education Programs*  
Janice A. Keller, EdM ..... *Director, Student Affairs*  
Michael S. Maurer, MS ..... *Director, Finance*  
Carol Skinner, BS ..... *Director, Human Resources*  
Denise Sokolowski, MLIS ..... *Librarian*

### Graduate Programs

Allan Berg, PhD, JD ..... *Director, Graduate Programs*  
William M. King, EdD ..... *Program Director, Counseling*  
John G. Meinke, EdM, MAT, MS ..... *Program Director, Management Information Systems*  
Sandra K. Pate, PhD ..... *Interim Program Director, Public Administration*  
Carole Wellington, MEd ..... *Administrative Director, Graduate Programs*

### Area Directors

Robert V. Scott, EdD ..... *Director, Central Germany, Greece, Middle East, Portugal, Spain, and Turkey*  
Elizabeth Trousdell, PhD ..... *Director, Benelux, Iceland, North Central Germany, and the UK, and Director, Special Projects*  
Monika Zwink, PhD ..... *Director, Afghanistan, the Balkans, Italy, and Uzbekistan*

### Addresses

University of Maryland University College  
Office of Graduate Programs  
Unit 29216  
APO AE 09102

University of Maryland University College  
Office of Graduate Programs  
Im Bosseldorn 30  
69126 Heidelberg  
Germany  
(for non-U.S. post)

### E-mail

UMUC-Europe Graduate Programs  
[gradprog@ed.umuc.edu](mailto:gradprog@ed.umuc.edu)

### Telephone numbers

Military: DSN 370-6762/7157  
Civilian (Germany): 06221-378302/3780  
International: +49-6221-378302/3780

### Fax

Civilian: +49-(0)6221-315871

### Web

[www.ed.umuc.edu/graduate](http://www.ed.umuc.edu/graduate)

### Counseling

[gradcouns@ed.umuc.edu](mailto:gradcouns@ed.umuc.edu)

### Graduate Distance Education

[gradde@ed.umuc.edu](mailto:gradde@ed.umuc.edu)

### Management Information Systems/ Information Technology

[gradmis@ed.umuc.edu](mailto:gradmis@ed.umuc.edu)

### Public Administration

[gradpa@ed.umuc.edu](mailto:gradpa@ed.umuc.edu)



## UMUC-EUROPE LOCATIONS

At these locations there may be one or more education centers sponsoring UMUC-Europe and BSU classes.

### Afghanistan

Bagram  
Kabul  
Kandahar  
Salerno

### Bahrain

Manama

### Belgium

Brussels  
Kleine Brogel  
SHAPE

### Bosnia-Herzegovina

Sarajevo  
Tuzla-Eagle Base

### Egypt

Sinai North Camp  
Sinai South Camp

### Germany

Ansbach  
Babenhausen  
Bamberg  
Baumholder  
Böblingen  
Büchel  
Büdingen  
Darmstadt  
Dexheim  
Friedberg  
Garmisch  
Geilenkirchen  
Giebelstadt  
Giessen  
Grafenwöhr  
Hanau  
Heidelberg  
Hohenfels  
Illesheim  
Kaiserslautern  
Kitzingen  
Landstuhl  
Mainz-Wackernheim  
Mannheim  
Miesau  
Ramstein  
Schweinfurt  
Schwetzingen  
Sembach  
Spangdahlem  
Stuttgart-Vaihingen  
Vilseck  
Wiesbaden  
Würzburg

### Greece

Souda Bay

### Iceland

Keflavik

### Italy

Aviano  
Gaeta  
Ghedi  
La Maddalena  
Livorno  
Naples  
Sigonella  
Vicenza

### Kuwait

Ali Al Salem Air Base  
Camp Arifjan  
Camp Buehring  
Camp Doha  
Camp Patriot  
Camp Victory  
Camp Virginia

### Netherlands

AFNORTH  
Volkel

### Portugal

Lajes  
Lisbon

### Qatar

Camp As Sayliyah  
Aludeid

### Serbia and Montenegro

Bondsteel  
Monteith  
Pristina

### Spain

Rota

### Turkey

Adana (Incirlik)  
Izmir

### United Kingdom

Alconbury  
Croughton  
Fairford  
Harrogate  
Lakenheath  
Mildenhall  
Molesworth  
Navy London  
St. Mawgan

### Uzbekistan

Karshi-Khanabad (K2)

Distance education courses available at all locations.

## UMUC-ASIA

### Administrative Staff

Joseph J. Arden, PhD	<i>Vice President, Overseas Military Programs, and Director, UMUC-Asia</i>
Lorraine Suzuki, PhD	<i>Associate Dean</i>
Matthew Altman, MS, JD	<i>Director, Institutional Research, and Director, Computer Studies</i>
William R. Berglof, PhD	<i>Director, Administrative Support</i>
Paul Brewer, PhD	<i>Director, Student Affairs, and Director, Japan</i>
Steven E. Crouch, MPA, CPA	<i>Comptroller</i>
Douglas A. Franklin, PhD	<i>Director, Okinawa</i>
Gary T. Hunt, PhD	<i>Director, Korea</i>
Anand Krishna, PhD	<i>Director, Distance Education, and Associate Director, Japan</i>
Ruth E. Lattimore, MS	<i>Director, Mathematics and Statistics</i>
Melvin E. Medeiros, MA	<i>Director, Human Resources</i>
Robert L. Rosser, PhD	<i>Director, English, Communication, and Humanities</i>
Daniel T. Vogel, MBA	<i>Director, Information Technology</i>

## UMUC-ASIA LOCATIONS

### Australia

Alice Springs

### Central Japan

Atsugi

Camp Fuji

Camp Zama

Iwakuni

Misawa

Sasebo

Yokosuka

Yokota

Zama

### Guam

Andersen

COMNAVMAR

NCTS

### Marshall Islands

Kwajalein

### Okinawa

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Lester

Camp Schwab

Camp Shields

Futenma

Torii Station

### People's Republic of China

U.S. Embassy, Beijing

### Singapore

497th Combat Training Squadron

### South Korea

Camp Carroll

Camp Casey

Camp Colbern

Camp Henry

Camp Hialeah

Camp Hovey

Camp Humphreys

Camp Long

Camp Red Cloud

Camp Stanley

Chinhae

K-16

Kunsan

Kwangju

Osan

Pilsong

Pohang

Suwon

Yongsan

### Thailand

JUSMAG-THAI/

U.S. Embassy

## BOWIE STATE UNIVERSITY

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### Administrative Staff

Calvin W. Lowe, ScD	<i>President</i>
Diane Maloney-Krichmar, PhD	<i>Acting Dean, School of Graduate Studies and Continuing Education</i>
Vernon C. Polite, PhD	<i>Dean, School of Education</i>
Rhonda Jeter, PhD	<i>Chair, Department of Counseling</i>
Mathias A. Mbah, PhD	<i>Acting Dean, School of Business</i>
David Anyiwo, PhD	<i>Chairperson, Management Information Systems Department</i>
Marion H. Harris, DPA	<i>Program Coordinator, Public Administration</i>
Cubie Bragg, PhD	<i>Program Coordinator, Counseling</i>
Moncenyia (Monie) Broadus, BA	<i>Director, Alumni Relations</i>

## STATESIDE REGIONAL LOCATIONS

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- Andrews Air Force Base
- Fort George G. Meade
- Montgomery County Public Schools Partnership Program in Rockville
- USM Shady Grove Center
- Southern Maryland/Thomas Stone Center

## UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

### Administrative Staff

Nicholas H. Allen, DPA	<i>Interim President</i>
Nicholas H. Allen, DPA	<i>Provost and Chief Academic Officer</i>
Vincent P. Conti, MA	<i>Senior Vice President and Chief Financial Officer</i>
Joseph J. Arden, PhD	<i>Vice President, Overseas Military Programs, and Director, UMUC-Asia</i>
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Mary Ellen Hrutka, PhD	<i>Vice Provost and Dean, School of Undergraduate Studies</i>
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Merodie Hancock, PhD	<i>Associate Vice President, Business Process Improvement</i>
Dawn Mosisa, MA	<i>Associate Vice President, Financial Aid</i>
Robert Stahl, MGA	<i>Associate Vice President, Operations</i>
Kimberly B. Kelley, PhD	<i>Associate Provost, Information and Library Services</i>
James Cronin, MA	<i>Assistant Vice President, Department of Defense Program Management</i>
Benjamin Birge, MA	<i>Assistant Vice President, Governmental Relations</i>
Jackie Bowen, MA	<i>Assistant Vice President and Executive Director, Institutional Advancement</i>
Gregg Chottiner, BS	<i>Assistant Vice President, Information Technology</i>
Cristina Dewey, BA	<i>Assistant Vice President, National Military Outreach</i>
Michelle Dunn	<i>Assistant Vice President, Marketing</i>
Eugene D. Lockett Jr., MBA	<i>Assistant Vice President, Administration</i>
Benjamin Lowenthal, MBA	<i>Assistant Vice President, Finance, and Controller</i>
Robert Jerome, PhD	<i>Assistant Provost, Faculty and International Affairs</i>
Theodore Stone, PhD	<i>Assistant Provost and Acting Director, Office of Instructional Design and Development Services</i>

## UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

### Stateside Regional Locations

Aberdeen Proving Ground	Fort Myer
Adelphi (UMUC Headquarters)	Frederick Community College
Andrews Air Force Base	Harford Community College
Annapolis Center	Henderson Hall, Navy Annex
Anne Arundel Community College	Marine Corps Base Quantico
Arundel Mills (Anne Arundel Community College Center)	Patuxent River Naval Air Warfare Center
Bethesda National Naval Medical Center	Pentagon
Bolling Air Force Base	Prince George's Community College
College of Southern Maryland (La Plata, Leonardtown, Prince Frederick)	Southern Maryland Higher Education Center
Fort Belvoir	University of Maryland, College Park
Fort Detrick	USM Hagerstown Education Center
Fort Meade	USM Shady Grove Center
	Waldorf Center for Higher Education
	Walter Reed Army Medical Center

## UNIVERSITY SYSTEM OF MARYLAND

### Board of Regents

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Orlan M. Johnson, Treasurer	

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Irwin Goldstein . . . . .	<i>Vice Chancellor for Academic Affairs</i>
Joseph F. Vivona . . . . .	<i>Vice Chancellor for Administration and Finance</i>

### Web

[www.usmb.usmd.edu/usm](http://www.usmb.usmd.edu/usm)



# FACULTY

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**Berg, Allan J.**, *Collegiate Professor, Counseling*, BA, Augsburg College; MS, University of Georgia; JD, Southern Illinois University; PhD, University of Georgia

**Boeringa, James A.**, *Collegiate Professor, Counseling*, BA, Hope College; MA, University of Texas; PhD, University of Texas

**Borrelli, Scott E.**, *Collegiate Professor, Counseling*, BA, Boston University; EdM, Salem State College; EdD, Boston University

**Briscoe, James B.**, *Collegiate Professor, Management Information Systems*, BS, Stanford University; MA, Columbia University; MBA, University of Oklahoma; MPhil, Columbia University; PhD, Columbia University

**Brodie, Doris**, *Adjunct Assistant Professor, Counseling*, BS, Central Connecticut State University; MS, Central Connecticut State University; EdD, University of Southern California

**Bunch, Cameron D.**, *Adjunct Associate Professor, Management Information Systems*, BS, University of Maryland University College; MS, Bowie State University

**Butts, Duncan R.**, *Collegiate Professor, Management Information System*, BS, Arizona State University; MBA, Eastern New Mexico University; EdD, College of William and Mary

**Calabresi, Leonello**, *Adjunct Instructor, Management Information Systems*, Laurea, University of Salerno

**Calvin, James B.**, *Adjunct Professor, Counseling*, MA, Kent State University; PhD, Kent State University

**Cameron, Janice K.**, *Adjunct Associate Professor, Management Information Systems, Public Administration*, MBA, University of Warwick

**Chen, Jim Q.**, *Collegiate Associate Professor, Information Technology*, BA, Fudan University; MA, Fudan University; PhD, University of Maryland, College Park

**Coleman, Margo S.**, *Collegiate Professor, Counseling*, BA, Connecticut College; MA, University of Chicago; PhD, Hahnemann University

**Conquest, Robert A.**, *Collegiate Professor, Counseling*, BS, Pennsylvania State University; MS, Case Western Reserve University; PhD, Case Western Reserve University

**Cristea, Valentin**, *Adjunct Professor, Management Information Systems*, PhD, Polytechnic University of Bucharest

**Cutello, Vincenzo**, *Adjunct Professor, Management Information Systems*, Laurea, University of Catania; MS, New York University; Dottorato in Ricerca, University of Catania; PhD, New York University

**Dean, Susan T.**, *Collegiate Professor, Management Information Systems*, BA, Vanderbilt University; MS, University of Alabama, Birmingham; PhD, University of Alabama, Birmingham

**Deaton, Edmund I.**, *Collegiate Professor, Management Information Systems*, BA, Hardin-Simmons University; MA, University of Texas; PhD, University of Texas

**Deeter, Fred R.**, *Adjunct Associate Professor, Management Information Systems*, BA, Wichita State University; MS, Boston University

**Dighello, Robert M.**, *Management Information Systems*, BS, University of Maryland University College; MS, Bowie State University

**Ethington, Cristina**, *Collegiate Associate Professor, Management Information Systems*, BAI, University of Rio de Janeiro; MSc, University of Madrid

**Ewert, Craig C.**, *Collegiate Associate Professor, Management Information Systems*, BS, Illinois Institute of Technology; MS, Roosevelt University

**Goff, David I.**, *Collegiate Professor, Information Technology*, BAT, Western Illinois University; AM, University of Illinois; PhD, Northwestern University

**Gorg, Asia J.**, *Adjunct Assistant Professor, Counseling*, BA, St. Thomas University; MS, St. Thomas University; PhD, Union Institute

**Guindon, Mary H.**, *Counseling*, AB, George Washington University; MS, Jacksonville State University; PhD, University of Virginia

**Güngördü, Nafia F.**, *Adjunct Associate Professor, Management Information Systems*, BS, University of Bosphorus; MS, University of Bosphorus

**Hamilton, Brett**, *Collegiate Professor, Public Administration*; BA, University of California, Los Angeles; PhD, University of California, Los Angeles

**Harris, Albert L.**, *Adjunct Professor, Management Information Systems*, BS, Indiana University; MS, George Washington University; PhD, Georgia State University

**Helms, Susan**, *Adjunct Professor, Management Information Systems*, BS, Weatherford College; MS, Purdue University; PhD, University of Texas

**Helton, James G.**, *Adjunct Instructor, Management Information Systems*, BS, University of Maryland University College; MS, Bowie State University

**Hinz, Yurek K.**, *Adjunct Instructor, Management Information Systems*, MS, Bowie State University

**Holladay, Gae**, *Collegiate Professor, Counseling*, MA, University of Nevada, Las Vegas; MEd, Temple University; PhD, Arizona State University

**Holloman, Timothy**, *Counseling*, BS, University of Southern Mississippi; EdM, Boston University

**Huffman, William H.**, *Adjunct Professor, Counseling*, BA, East Carolina University; MAEd., East Carolina University; PhD, Duke University

**Jackson, Jeffry E.**, *Adjunct Associate Professor, Public Administration*, BS, Jacksonville State University; MA, University of Oklahoma; EdD, University of Southern California

**Johnson, Mark A.**, *Adjunct Assistant Professor, Counseling*, BS, University of Minnesota, Duluth; MS, University of Wisconsin; PhD, Fielding Institute

**Keller, Paul F. G.**, *Collegiate Professor, Information Technology*, BS, Mansfield State University; MS, Elmira College; PhD, Southern Illinois University at Carbondale

**Keller, William S.**, *Collegiate Associate Professor, Public Administration*, BBA, University of Massachusetts; MBA, University of Maine

**Keohane, John J.**, *Collegiate Professor, Management Information Systems*, BA, Bowdoin College; MS, State University of New York, Stony Brook; PhD, State University of New York, Stony Brook

**King, William**, *Collegiate Professor, Counseling*, BA, St. Meinrad College; MS, Indiana University; EdD, Indiana University

**Kovach, Kenneth J.**, *Collegiate Professor, Counseling, Public Administration*, BS, University of Tennessee, Knoxville; MA, Wayne State University; EdD, Nova University

**Krych, Jaroslaw T.**, *Adjunct Instructor, Public Administration*, BSc, University of Nicholas Copernicus; MS, University of Nicholas Copernicus

**Ladelfa, Joseph**, *Collegiate Associate Professor, Management Information Systems*, BS, St. John Fisher College; MS, Bowie State University

**Leitch, Gordon A.**, *Collegiate Professor, Public Administration*, BA, Hillsdale College; MA, Tulane University; PhD, Tulane University

**MacKenzie, Garth**, *Collegiate Associate Professor, Information Technology*, BA, Johns Hopkins University; BS, Johns Hopkins University; MAS, Johns Hopkins University

**Mann, Robert E.**, *Collegiate Professor, Public Administration*, BS, Montana State University; MEd, Boston University; MS, Boston University; EdD, University of Southern California

**Marcantonio, Clement**, *Collegiate Professor, Counseling*, MA, Long Island University; EdD, University of Colorado

**Marenka, Stephen, Jr.**, *Collegiate Associate Professor, Management Information Systems*, BS, University of Maryland, College Park; MBA, St. Mary's University; MS, Bowie State University

**McHan, Jane**, *Collegiate Professor, Counseling*, BSN, University of Tennessee; MPH, Harvard University; MS, Memphis State University; PhD, Tulane University

**Meinke, John G.**, *Collegiate Associate Professor, Management Information Systems*, BA, State University of New York, Buffalo; EdM, State University of New York, Buffalo; MAT, University of Montana; MS, Illinois Institute of Technology

**Mentzer, Michelle D.**, *Adjunct Assistant Professor, Counseling*, MA, Regent University; EdD, Argosy University

**Painter, Kerry C.**, *Collegiate Associate Professor, Management Information Systems*, BA, University of Hawaii; MS, Drexel University

**Pate, Sandra K.**, *Collegiate Professor, Public Administration*, BS, University of Nebraska, Kearney; MBA, University of Nebraska, Kearney; PhD, University of North Texas

**Payne, Christopher**, *Collegiate Professor, Management Information Systems*, BSc, University of London; MSc, University of Newcastle Upon Tyne; PhD, University of Liverpool

**Perkins, Leasa L.**, *Collegiate Associate Professor, Management Information Systems*, BA, University of Maryland University College; MSIT, University of Maryland University College

**Phillips, David**, *Adjunct Assistant Professor, Management Information Systems*, BS, Regents University; MS, Bowie State University

**Pickering, Andrew J.**, *Adjunct Associate Professor, Management Information Systems*, BA, University of Essex; MSc, University of Essex

**Price, Brian K.**, *Collegiate Professor, Counseling*, BS, Central Missouri State University; MSED, University of Kansas; PhD, Iowa State University

**Propst, Susan R.**, *Adjunct Assistant Professor, Management Information Systems*, BS, Duke University; MS, University of Colorado, Colorado Springs

**Pulido, Pilar M.**, *Adjunct Assistant Professor, Management Information Systems*, BA, University of Maryland University College; MSIT, University of Maryland University College

**Rahman-Rawlins, Tabassum A.**, *Adjunct Assistant Professor, Counseling*, BS, University of Michigan; MA, California School of Professional Psychology; PsyD, California School of Professional Psychology

**Rambow, Andreas**, *Adjunct Associate Professor, Public Administration*, BS, George Mason University; MBA, Marymount University

**Riggs, John**, *Collegiate Professor, Public Administration*, BA, University of Cincinnati; MA, University of Cincinnati; PhD, University of Cincinnati

**Risser, David T.**, *Collegiate Professor, Public Administration*, AB, Franklin & Marshall College; MA, Temple University; PhD, Temple University

**Rowson, Rebecca R.**, *Management Information Systems*, BA, North Carolina A&T State University; MS, North Carolina A&T State University; MS, University of Southern Mississippi

**Rugg, Gerald D.**, *Adjunct Associate Professor, Management Information Systems*, BS, Texas A&M University; MS, Boston University

**Sartain, Stephen P.**, *Adjunct Assistant Professor, Management Information Systems*, BA, University of New York, Regents College; MA, Bowie State University

**Scharpf, Carl A.**, *Adjunct Associate Professor, Management Information Systems*, BA, University of Florida; MS, University of Southern California

**Schmidt, Thomas G.**, *Counseling*, BS, University of Iowa; MEd, Boston University; PhD, University of Connecticut

**Smith, Maggie J.**, *Collegiate Associate Professor, Management Information Systems*, BS, Northeastern University; MBA, University of Miami

**Sommerfield, Thomas J.**, *Collegiate Assistant Professor, Counseling*, BS, University of Maryland University College; MEd, University of Maryland, College Park; PhD, Capella University

**Stachurski, Dale R.**, *Adjunct Associate Professor, Management Information Systems*, BA, University of Maryland University College; MS, University of Maryland University College

**Staik, Athena**, *Adjunct Assistant Professor, Counseling*, BA, University of Maryland University College; BS, University of Maryland University College; MA, University of West Florida; PhD, Florida State University

**Stewart, William G.**, *Collegiate Professor, Management Information Systems, Public Administration*, BA, Brigham Young University; MBA, University of South Dakota; PhD, University of Oklahoma

**Thayer, Richard**, *Adjunct Professor, Information Technology*, BA, Mary Immaculate Seminary and College; PhD, Saint Louis University

**Trostmann, Manfred**, *Adjunct Associate Professor, Management Information Systems*, Diplom, Rhenish-Westphalian Technical University; Staatsexamen, State Engineering School, Cologne

**Trousdell, Elizabeth**, *Collegiate Professor, Public Administration*, AB, Indiana University; MA, Indiana University; MPA, Indiana University; PhD, Indiana University

**Twitchell, Archie J.**, *Adjunct Professor, Public Administration*, BA, Colby College; MPA, University of Colorado, Denver; DPA, University of Southern California

**Warren, Martin K.**, *Adjunct Associate Professor, Management Information Systems*, BSc, Cranfield Institute of Technology; MSc, Cranfield Institute of Technology

**Wiswell, Grant A.**, *Collegiate Associate Professor, Management Information Systems*, BA, Stanford University; MA, University of London

**York, Charles D.**, *Adjunct Assistant Professor, Counseling*, BA, DePaul University; MS, University of Tennessee, Knoxville

**York, James E.**, *Adjunct Instructor, Management Information Systems*, BS, University of Maryland University College; MAS, Embry-Riddle Aeronautical University

**Zwink, Monika**, *Collegiate Professor, Public Administration*, BA, Metropolitan State College of Denver; MA, University of Colorado; PhD, University of Colorado

# APPENDICES

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For a complete listing of all appendices pertaining to UMUC programs in Europe, please refer to the University of Maryland University College-Europe *2005-2006 Undergraduate Catalog*. The *2005-2006 Undergraduate Catalog* includes the following appendices:

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**Catalog Staff**

**Editors** Carole Wellington, Iris Close, Emily Loupe,  
 Naomi Skinner, Denise Sokolowski

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# ACADEMIC CALENDAR 2005-2006

AUGUST 2005						
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7	8	9	10	11	12	13
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SEPTEMBER 2005						
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23	24	25	26	27	28	29
30	31					

Term 1	Begins	22	August	_____	Ends	15	October
Term 2	Begins	24	October	_____	Ends	17	December
Term 3	Begins	16	January	_____	Ends	11	March
Term 4	Begins	27	March	_____	Ends	20	May
Term 5	Begins	5	June	_____	Ends	29	July
<b>Commencement</b>		<b>28</b>	<b>May</b>	_____			
							<b>Registration Weeks</b>
							<b>Comprehensive Examinations</b>

○

Weekend classes may be conducted on the weekend before the term starts and/or on the weekend the term ends.



## ACADEMIC CALENDAR 2005 - 2006

Term 1	22 August	–	15 October
Term 2	24 October	–	17 December
Term 3	16 January	–	11 March
Term 4	27 March	–	20 May
Term 5	5 June	–	29 July

Commencement	28 May
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## CONTACT US!

CIV +49-(0)6221-378302, DSN 370-6762

*[www.ed.umuc.edu](http://www.ed.umuc.edu)*