University of Maryland University College *Europe*
Bowie State University

GRADUATE CATALOG

2008-2009

My UMUC

www.ed.umuc.edu

UMUC and BSU
Around the World

At University of Maryland University College (UMUC) and Bowie State University (BSU), a high-quality education is always within reach. UMUC and its partner institution BSU are dedicated to offering on-site and online courses and resources to students in Maryland and around the world. The leading education provider for the U.S. military, UMUC serves more than 41,000 active duty servicemembers. And BSU serves thousands of graduate students in Europe alone. The commitment of these institutions to students around the globe extends far beyond providing access to excellent degree programs. Students can access academic and career advising, financial aid counseling, library services, and much more by phone, e-mail, or online. All around the world, UMUC and BSU give its students more of what they need to succeed, putting goals within their reach.

CONTACT US

UMUC Europe and BSU are ready to assist current and prospective students with their questions and inquiries. Please contact us at:

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ACCREDITATION

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). UMUC and Bowie State University are governed by the University System of Maryland Board of Regents and certified by the State Council of Higher Education for Virginia. UMUC and Bowie State University are constituent institutions of the University System of Maryland.

See the policy statement and additional policies on the inside back cover.

Welcome to Bowie State University and UMUC Europe!

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.

HIGHER EDUCATION IN MARYLAND

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 graduate degree will know that their achievements will be significant professional assets.

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

Bowie State University, 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 Fort Meade. Additionally, BSU currently offers on-site courses in five countries on 15 military bases in Europe and Asia.

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE

University of Maryland University College 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 90,000 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 adult students. UMUC's commitment to academic strength, relevance, and quality remains consistent throughout all university programs, class locations, and delivery formats. Whether offered in Maryland classrooms, at overseas locations, or through online courses, academic programs maintain the same structure, quality, and requirements. To develop and maintain relevance in curricula, UMUC works closely with faculty members, businesses, and other organizations.

Since its establishment in 1947 as the College of Special and Continuation Studies, UMUC was designed to meet the educational needs of adult students, who must balance study with the demands of work and family life. Today, UMUC has grown to be the second largest public university in Maryland—both in terms of enrollment and in global scope—while earning accolades for quality programs and innovative use of technology.

From its inception, UMUC looked beyond state boundaries to bring courses to U.S. servicemembers stationed overseas. In cooperation with the U.S. Department of Defense (DoD), UMUC administers two overseas programs: UMUC Europe (since 1949) and UMUC Asia (since 1956). Today, UMUC is the leading educational partner with the DoD and provides courses at more than 120 military installations throughout Europe and Asia. 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 or tuition assistance.

To maximize credit awarded for military schools and training, UMUC maintains strategic collaborations with key programs, including: GoArmyEd, Air University ABC program, College of the American Soldier, the Navy College Program Distance Learning Partnership, and Servicemembers Opportunity Colleges (SOC) degree programs. By proving 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's degree, bachelor's degree, or master's degree. Students who studied in Europe earned more than 550 associate's degrees, 600 baccalaureate degrees, and 100 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 U.S. 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 70 sites in 17 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 in Europe. These programs presently include the Master of Arts in Counseling Psychology, Master of Education in School Counseling, Master of Science in Management Information Systems, and Master of Public Administration. UMUC Europe also offers the Master of Science in Information Technology and certificates in information technology from the UMUC Graduate School.

UNDERGRADUATE PROGRAMS

UMUC offers undergraduate liberal arts programs leading to certificates and to associate's and bachelor's degrees. For more information, go to *www.ed.umuc.edu*.

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* for more details.

GOARMYED

GoArmyEd is a comprehensive, student-centered, online system developed to help Army students move forward academically. It is centered on the GoArmyEd portal and allows Army students to apply to a university, enroll in courses, request tuition assistance (TA), and monitor their progress towards a degree—all via the GoArmyEd portal.

UMUC Europe presents an introduction to the GoArmyEd portal on its Web site. Prospective and current students can go to *www.ed.umuc.edu* and click on "Getting Started with GoArmyEd." Army students may also visit the portal directly at *www.GoArmyEd.com,* or may contact their education services officer (ESO) or counselor to learn more about GoArmyEd.

*My*UMUC

Available summer 2008, UMUC Europe introduces a new online resource for students and faculty with the launch of the feature-rich MyUMUC portal. The portal creates a powerful and convenient environment where students, faculty, and staff may obtain information and access services central to university operations. Admissions, course registration, centralized financial activity, academic records, grades, and more, are easily, securely, and readily accessible 24-hours per day from anywhere in the world. MyUMUC supports the core commitment of the university to program accessibility and enhances the university's commitment to student success as its paramount goal.

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MESSAGE FROM THE VICE PRESIDENT

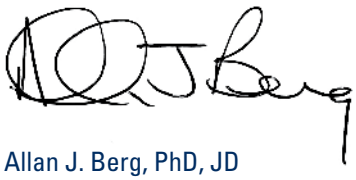
Welcome to the Graduate Programs at University of Maryland University College in Europe, the most diverse group of graduate programs offered in the European theater. UMUC, in conjunction with Bowie State University, brings together faculty and graduate students from around the world into wide-ranging 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 if 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: Master of Arts in Counseling Psychology, Master of Education in School Counseling, Master of Public Administration, Master of Science in Information Technology, and the Master of Science in Management Information Systems. Numerous certificate options are also available in the Information Technology program. This *2008-2009 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
Vice President and Europe Director

COUNSELING
MANAGEMENT INFORMATION SYSTEMS
PUBLIC ADMINISTRATION

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 School Counseling, Master of Public Administration (MPA), and Master of Science (MS) in Management Information Systems.

ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll in classes through University of Maryland University College Europe, in accordance with the terms of the Department of Defense contract which requires that the university "must only enroll those academically qualified individuals who have a valid Identification Privilege Card issued by the military services."

Questions about eligibility should be addressed to the director, Student Affairs, UMUC Europe, in Heidelberg.

ADMISSION INFORMATION

All students must complete an online 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, 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

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 from all undergraduate schools attended. Students will not be fully admitted until all application materials are received. (See Application Procedures for specific requirements.) Students are permitted to take 9 credits 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 GPA of 3.0 or better after the completion of nine graduate credits with BSU. If a student does not meet this requirement, a request for waiver may be submitted to the respective program director.

Non-Degree Admission

Students who do not wish to earn a BSU degree but wish to enroll in courses, to transfer credit to another institution, or for the purposes of professional development or recertification must complete an online application, pay the $40 application fee, and submit 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 online application for admission through MyUMUC at *https://myumuc.edu*. All application materials must be complete and admission status granted within the first 9 credits of coursework. The student must:

1. Complete the online application for admission indicating the chosen degree plan:
   a. MA in Counseling Psychology
   b. MEd in School Counseling
   c. Master of Public Administration (either management or policy track)
   d. MS in Management Information Systems
2. Pay the application fee ($40).
3. 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:

   University of Maryland University College Europe
   Office of Graduate Programs
   Unit 29216
   APO AE 09102-9216

   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.*
4. **Counseling Program Applicants** must submit the following additional documentation. Forms can be found at *www.ed.umuc.edu/graduate/bsu*:
   a. *Three letters of recommendation* using the recommendation form provided. These letters must be from any professional not related to the applicant who can testify to the applicant's work/study habits.
   b. *A personal statement.* The personal statement must be a typewritten statement not to exceed three single-spaced pages. Further details are included on the form provided.

GoArmyEd

Students must submit all documents for admission in order to receive their Student Agreement by the time they have completed 6 credits of coursework in accordance with GoArmyEd requirements (*www.GoArmyEd.com*).

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 may not 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 two years even without being registered in the program. However, after two years without a completed graduate course, students must submit a new online graduate application.

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

Graduate Work by UMUC Europe Seniors

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

- The graduate courses exceed the number of credits required for the bachelor's degree.
- English proficiency has been successfully established.
- The student's GPA is 3.0 or better.
- The student has submitted a new online application for graduate admission and paid the $40 application fee.
- Permission has been secured from the appropriate graduate program director.

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

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*.

Proof of English Proficiency

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

1. An official copy of the results of the Test of English as a Foreign Language (TOEFL) indicating a score of at least 550 on a written version, 213 on the computer-based version, or 79 on the Internet-based version. UMUC does not administer this test. It is the student's responsibility to arrange for testing and to see that an official copy of the test results reaches UMUC Europe Graduate Programs in Heidelberg. The TOEFL school code for UMUC Europe is 0715. Information about the exam may be found at *www.toefl.com*.
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 credits may be accepted in transfer for the management information systems or public administration program. Up to 12 credits 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 degree progress report and must remain within the total span of seven years allowed to earn the degree.
4. Transfer credit is not applicable for COUN 836, COUN 837, COUN 861, INSS 880, INSS 890, PSYC 836, PSYC 858, PSYC 861, or PUAD 704.
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

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 approves the student's program of study.

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)*. 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.

DEGREE PROGRESS REPORT

Upon official admission, degree-seeking students will be able to view their degree progress report through MyUMUC which lists all course requirements for graduation including:

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

Students must successfully complete all coursework stipulated on the degree progress report to be eligible for graduation.

CONTINUOUS ENROLLMENT

Should there be a lapse of two academic years during which graduate courses are not taken, the student must submit a new online graduate application.

ACADEMIC STANDARDS

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 credits 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 one term; 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 must 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)*, 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

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. For other exceptions, students must petition to the program director.

ACADEMIC HOLD

Students may be placed on academic hold, which makes them ineligible 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*. 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 140 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.

PROGRAM PROGRESSION

ADMISSION PROCESS

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

ADVANCEMENT TO CANDIDACY

15 credits	Meet requirements for advancement to candidacy

PRACTICUM/INTERNSHIP: COUNSELING

18+ credits	May apply for counseling practicum/internship

COMPREHENSIVE EXAMINATION

24 credits	May apply for comprehensive examination

RESEARCH/PROFESSIONAL PAPER

24+ credits	Once the comprehensive examination has been passed successfully, may enroll in the research/professional paper course

GRADUATION

36 credits	Complete requirements for MPA or MS degree
48 credits	Complete requirements for MA or MEd degree

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* under Citation Resources. Online help from a writing advisor is available from the UMUC Effective Writing Center at *www.umuc.edu/writingcenter.*

COUNSELING

The Master of Arts (MA) in Counseling Psychology and the Master of Education (MEd) in School 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. As state-licensed professional counselors, these graduates will join the ranks of master's level clinicians who are the major providers of mental health services nationwide. The MEd in School Counseling degree prepares counselors to work with school children and youth across all levels from primary through high school (K-12). Like teachers, these school counselors will be certified by the state's department of education.

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.

Both degrees require completion of 48 credits 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 and 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.

ACADEMIC AND PROFESSIONAL PREPARATION

Students seeking a master's degree in counseling without an undergraduate background in education or psychology must have a minimum of 12 credits 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*, telephone, or in person to discuss admission qualifications. During their first term, students must send the counseling program director their plan on meeting prerequisite conditions not yet satisfied.

POLICIES AND PROCEDURES

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

- Transfer Credit
- Academic Advisement
- Degree Progress Report
- Academic Hold
- Academic Standards
- Time Limitation
- Continuous Enrollment

DEGREE PLANS

MA in Counseling Psychology (48 credits)

PSYC 502*	Principles and Philosophy of Counseling
PSYC 734*	Counseling Theory and Practice
COUN 731*	Group Counseling
EDUC 507	Human Growth and Development
EDUC 706	Introduction to Research
COUN 608	Career Counseling and Development
COUN 610	Appraisal, Assessment, and Evaluation
COUN 633	Multicultural Counseling
COUN 732	Family Counseling
COUN 762	Drug and Alcohol Counseling
PSYC 710	Psychometric Testing
PSYC 714	Clinical Assessment in Psychotherapy
PSYC 780	Legal and Ethical Issues in Counseling and Therapy
PSYC 836+	Practicum in Counseling Psychology
PSYC 858+	Internship in Counseling Psychology
PSYC 861+	Seminar in Counseling Psychology

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

*Note that these three courses are only offered on-site: PSYC 502, PSYC 734, COUN 731.

MEd in School Counseling (48 credits)

PSYC 502*	Principles and Philosophy of Counseling
PSYC 734*	Counseling Theory and Practice
COUN 731*	Group Counseling
EDUC 507	Human Growth and Development
EDUC 706	Introduction to Research
COUN 608	Career Counseling and Development
COUN 610	Appraisal, Assessment, and Evaluation
COUN 633	Multicultural Counseling
COUN 840	Counseling Children and Adolescents
PSYC 710	Psychometric Testing
PSYC 714	Clinical Assessment in Psychotherapy
PSYC 780	Legal and Ethical Issues in Counseling and Therapy
SPED 511	Special Education Perspective
COUN 836+	Practicum in School Counseling
COUN 837+	Internship in School Counseling
COUN 861+	Seminar in School Counseling

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

*Note these three courses are offered only on-site: PSYC 502, PSYC 734, COUN 731.

OTHER REQUIREMENTS

The following milestones must be completed.

Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. The program director will review students' records to determine eligibility for advancement to candidacy. To advance to candidacy students must:

1. Be fully admitted.
2. Complete the first 15 credits 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.
3. Have taken at least one on-site course.
4. Be recommended by two faculty members and the program director who can attest to:
   a) Demonstrated ability to complete the program
   b) Sensitivity to interpersonal relationships
   c) Adherence to the Code of Ethics of the American Counseling Association.

   (Note: Violation of confidentiality is cause for dismissal from the counseling program. Interviews conducted by the faculty may be required.)
5. Remove all marks of Incomplete (I).
6. Satisfy 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 credits of coursework, including COUN 608, COUN 610, COUN 633, PSYC 502, PSYC 714, PSYC 734, and PSYC 780.
2. Advanced to candidacy.
3. A minimum GPA of 3.0.
4. Removed all outstanding marks of Incomplete (I).

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
18 October 2008	15 August 2008
14 March 2009	15 January 2009
27 June 2009	15 April 2009

The *Comprehensive Examination Application* can be obtained online from MyUMUC under MyAcademics. When the application to take the examination is approved, students are subscribed to the comprehensive examination electronic conference.

The comprehensive examination is normally scheduled at locations in Europe where graduate classes are offered. If a student is not able to take it at one of these scheduled locations, the student is responsible for making proctor arrangements, following Graduate Programs guidelines.

Clinical Instruction (Practicum and Internship)

All students are required to complete a sequence of supervised clinical field work experiences, beginning with COUN 836 (MEd degree) or PSYC 836 (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 734, PSYC 780, COUN 610, COUN 731, and COUN 840

   Note: For a practicum in a Department of Defense Education Activity (DoDEA) school add the following: COUN 608, COUN 762, PSYC 710.

   MA degree:

   PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, and COUN 732
3. Have a GPA of 3.0 or better.
4. Be recommended for practicum by a graduate counseling faculty member who can attest to the student's:

   a) Demonstrated ability to complete the program

   b) Sensitivity to interpersonal relationships

   c) Adherence to the Code of Ethics of the American Counseling Association.
   (Note: Violation of confidentiality is cause for dismissal from the counseling program.)
5. Submit a practicum application.
6. Attend the practicum orientation session four months prior to enrolling in either COUN 836 or PSYC 836.
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 assisted in obtaining placement in approved practicum settings. While enrolled in COUN 836 or PSYC 836, 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 sessions 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 836 or COUN 836, MA students must enroll in PSYC 858 and MEd students must enroll in COUN 837 during the next two sessions and complete a minimum of 400 clock hours of supervised internship experiences.

PROGRAM SEQUENCE

The sequence of courses for students' programs depends on:

a) Which prerequisites have been satisfied.

b) Availability of courses in their geographic location or via distance education.

c) The number of courses students can take per term. (The maximum is 12 credits per term without prior approval.)

d) 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 coursework during any session. PSYC 502 is the recommended first course for both counseling degrees. Observing prerequisite requirements, it is recommended that students take coursework in level one before level two or three.

Level One	Level Two	Level Three
PSYC 502	COUN 731	COUN 836
PSYC 780	COUN 732	COUN 837
EDUC 507	COUN 762	PSYC 861
EDUC 706	COUN 840	PSYC 836
COUN 608	PSYC 710	PSYC 858
COUN 610	PSYC 714	PSYC 861
COUN 633	PSYC 734	
SPED 511		

Practicum

After PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, and COUN 732 or COUN 840 have been completed, students may take COUN 836 or PSYC 836. For a practicum in a DoDEA school, students must also take COUN 608, COUN 762, and PSYC 710.

The comprehensive examination is not a requirement for practicum.

After COUN 836 or PSYC 836 has been completed

COUN 837 or PSYC 858

After successful completion of EDUC 706 and the comprehensive examination

COUN 861 or PSYC 861

MANAGEMENT INFORMATION SYSTEMS

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

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 UCSP 630 with approval of the program director.
- College Algebra
- Economics (macroeconomics or microeconomics)
  May be satisfied by completing UCSP 621 with approval of the program director.
- Management
  May be satisfied by completing MGMT 501 or MGMT 511, which may count as an elective.
- Programming Language
- Quantitative Methods
  May be satisfied by completing MGMT 585, which may count as an elective.

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*, telephone, or in person to discuss admission qualifications. During their first term, students must send to the MIS program director a plan on meeting prerequisite conditions not yet satisfied.

DEGREE PLAN

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

Required (27 credits)

INSS 510*	Computer Concepts
INSS 620*	Software Structures
INSS 630*	Information Systems in Organizations
INSS 638*	Data Communication Systems Network
INSS 640*	Information Systems Analysis and Design
INSS 650*	Database Management and Decision Systems
INSS 720*	Information Systems Policy
INSS 880	Information Systems Practicum
INSS 890	Professional Seminar

* Please refer to the comprehensive examination section.

Electives (9 credits)

Students meeting course prerequisites may use:

a. Non-required BSU INSS courses as electives.

b. ECON, MGMT, or PUAD courses as electives with prior approval of the program director. MGMT 501, MGMT 511, 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.

TOTAL CREDITS **36**

POLICIES AND PROCEDURES

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

- Transfer Credit
- Academic Advisement
- Degree Progress Report
- Academic Hold
- Academic Standards
- Time Limitation
- Continuous Enrollment

OTHER REQUIREMENTS

The following milestones must be completed.

Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. The program director will review students' records to determine eligibility for advancement to candidacy. To advance to candidacy, students must:

1. Be fully admitted.
2. Complete the first 15 credits 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 be granted permission by the program director to repeat one course.
3. Remove all marks of Incomplete (I).
4. Satisfy 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 credits of coursework, including five of the following courses:

   INSS 510, INSS 620, INSS 630, INSS 638, INSS 640, INSS 650, and INSS 720
2. Advanced to candidacy.
3. A minimum GPA of 3.0.
4. Removed all marks of Incomplete (I).

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
18 October 2008	15 August 2008
14 March 2009	15 January 2009
27 June 2009	15 April 2009

The *Comprehensive Examination Application* can be obtained online from MyUMUC under MyAcademics. When the application to take the examination is approved, students are subscribed to the comprehensive examination electronic conference.

The comprehensive examination is normally scheduled at locations in Europe where graduate classes are offered. If a student is not able to take it at one of these scheduled locations, the student is responsible for making proctor arrangements, following Graduate Programs guidelines.

MANAGEMENT INFORMATION SYSTEMS

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 12 credits 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 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 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:

MGMT 501	(satisfies principles of management prerequisite)
MGMT 511	(satisfies principles of management prerequisite)
MGMT 585	(satisfies quantitative methods prerequisite)

To begin

Students may begin the program during any session. INSS 630 (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.

After INSS 630 has been completed

If INSS 630 has been completed and prerequisites have been satisfied, students may take INSS 510 or:

INSS 640

INSS 650

INSS 775 (elective)

After INSS 510 has been completed

If INSS 510 has been completed and prerequisites have been satisfied, students may take INSS 630 and:

INSS 620

INSS 638

INSS 640

INSS 650

INSS 625 (elective)

INSS 655 (elective)

INSS 735 (elective)

After INSS 640 has been completed

INSS 720

INSS 825 (elective)

After INSS 640, INSS 650, and INSS 720 have been completed and advancement to candidacy has been achieved

INSS 880

After successful completion of the comprehensive examination

INSS 890

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 572

MGMT 741

PUAD 601

PUBLIC ADMINISTRATION

The Master of Public Administration (MPA) is a 36-credit 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. 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.

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
- Business Statistics
  May be satisfied by completing UCSP 630 with approval of the program director.
- College Algebra
- Macroeconomics
  May be satisfied by completing UCSP 621 with approval of the program director.
- Microeconomics
  May be satisfied by completing UCSP 621 with approval of the program director.

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*, telephone, or in person to discuss admission qualifications. During their first term, students must send to the MPA program director a plan on meeting prerequisite conditions not yet satisfied.

MANAGEMENT TRACK DEGREE PLAN

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 (18 credits)

PUAD 601*	Concepts of Public Administration
MGMT 511*	Organizational Behavior
INSS 630*	Information Systems in Organizations
PUAD 502*	Qualitative Research Methods
MGMT 584*	Management Statistics
PUAD 704	Evaluation Research

* Please refer to the comprehensive examination section.

Management Track (18 credits)

PUAD 524	Public Budgeting
PUAD 710	Intergovernmental Relations Seminar
MGMT 571	Human Resource Management
MGMT 640	Strategic Management
MGMT 741	Organizational Development
Elective (3 credits)	

The management track elective may be any:

a. Non-required Bowie State University MGMT or PUAD course.

b. INSS, COUN, and PSYC course with prior approval of the MPA program director. Students in the management track are not eligible for INSS 720.

c. University of Maryland University College graduate course with prior approval of the MPA program director.

d. Any transfer credit approved by the MPA program director. (See Transfer Credit, page 3.)

TOTAL CREDITS 36

POLICY TRACK DEGREE PLAN

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 (18 credits)

PUAD 601*	Concepts of Public Administration
MGMT 511*	Organizational Behavior
INSS 630*	Information Systems in Organizations
PUAD 502*	Qualitative Research Methods
MGMT 584*	Management Statistics
PUAD 704	Evaluation Research

* Please refer to the comprehensive examination section.

Policy Track (18 credits):

ECON 522	Public Finance
MGMT 585	Quantitative Methods for Decision-Making
PUAD 630	Public Policy Analysis
Elective (3 credits)	Specific Policy Area
Elective (3 credits)	Specific Policy Area
Elective (3 credits)	Specific Policy Area

Policy Track Electives

Policy track electives must define a specific policy area and have prior approval of the MPA program director. The following examples are pre-approved:

Network Communication
INSS 638, INSS 735, INSS 650

IT Policy
INSS 640, INSS 720, INSS 775

Social Service Policy
PSYC 502, PSYC 714, PSYC 780

Human Resource Policy
MGMT 571, COUN 608, and any third course from: EDUC 507, COUN 633, COUN 610

Homeland Security Management
HSMN 610, HSMN 620, HSMN 630

TOTAL CREDITS 36

POLICIES AND PROCEDURES

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

- Transfer Credit
- Academic Advisement
- Degree Progress Report
- Academic Hold
- Academic Standards
- Time Limitation
- Continuous Enrollment

OTHER REQUIREMENTS

The following milestones must be completed.

Advancement to Candidacy

Advancement to candidacy is a major step in fulfilling the requirements for the master's degree. The program director will review students' records to determine eligibility for advancement to candidacy. To advance to candidacy, students must:

1. Be fully admitted.
2. Complete the first 15 credits 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 be granted permission by the program director to repeat one course.
4. Remove all marks of Incomplete (I).
5. Satisfy 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 credits of coursework including four of the following courses: PUAD 601, MGMT 511, INSS 630, PUAD 502, and MGMT 584.
2. Advanced to candidacy.
3. A minimum GPA of 3.0.
4. Removed all marks of Incomplete (I).

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
18 October 2008	15 August 2008
14 March 2009	15 January 2009
27 June 2009	15 April 2009

The *Comprehensive Examination Application* can be obtained online on MyUMUC under MyAcademics. When the application to take the examination is approved, students are subscribed to the comprehensive examination electronic conference.

The comprehensive examination is normally scheduled at locations in Europe where graduate classes are offered. If a student is not able to take it at one of these scheduled locations, the student is responsible for making proctor arrangements, following Graduate Programs guidelines.

PUBLIC ADMINISTRATION

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 12 credits 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 or other graduate advisor. Students are 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

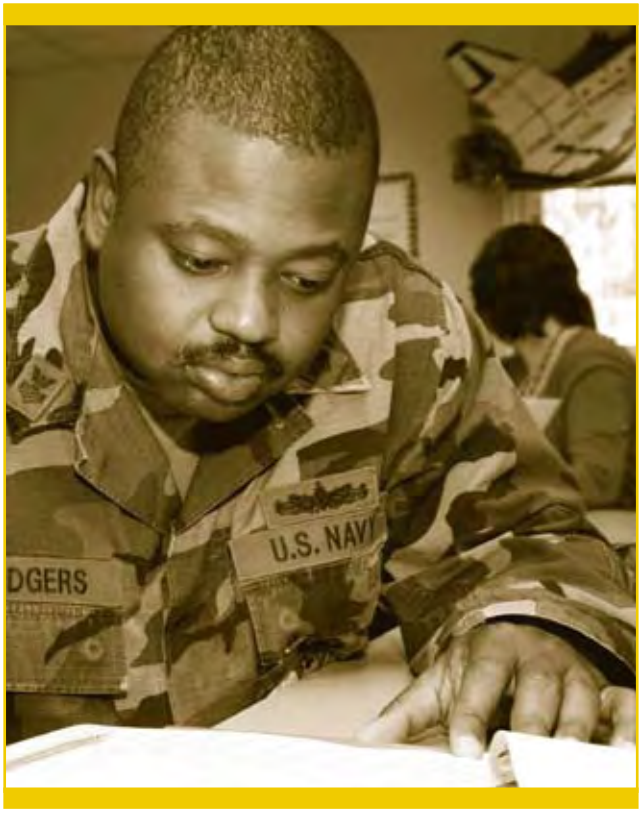
A student can begin the program during any session. Several courses are appropriate for beginning the public administration program.

These courses include:

PUAD 601
MGMT 511
INSS 630
PUAD 502
MGMT 584 (after business statistics 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 601)
PUAD 710
MGMT 571 (after MGMT 511)
MGMT 640 (after MGMT 511, MGMT 571, PUAD 601, and PUAD 524)
MGMT 741 (after MGMT 511 and MGMT 571)



Suggested Midpoints: Policy Track

PUAD 630 (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 has 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 704.

Please note: Some BSU course names have changed but not their course content. Students may receive credit for only one such course. For example, COUN 608 was formerly GUCO 508 or GUCO 608.

COUNSELING

COUN 608 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. *Formerly GUCO 608.*

COUN 610 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. *Formerly GUCO 610.*

COUN 633 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. *Formerly GUCO 633.*

COUN 731 Group Counseling (3)

Prerequisites: PSYC 502 and PSYC 734. 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. *Formerly GUCO 731.*

COUN 732 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. *Formerly GUCO 732.*

COUN 762 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. *Formerly GUCO 762.*

COUN 836 Practicum in School Counseling (3)

Prerequisites: PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, COUN 840; 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. *Formerly GUCO 836. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.*

COUN 837 Internship in School Counseling (3)

Prerequisite: COUN 836. 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. *Formerly GUCO 837. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.*

COUN 840 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. *Formerly GUCO 840.*

COUN 843 Marital and Couples Counseling (3)

Prerequisite: PSYC 502. This course explores theoretical applications regarding marital and couples counseling with a strong focus on clinical application, including case conceptualization, hypothesis building, and therapeutic technique. *Formerly GUCO 843.*

COUN 861 Seminar in School Counseling (3)

Prerequisite: EDUC 706 and 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 School Counseling. The course will focus attention on a review of relevant literature on current trends, issues, and problems with presentations and class discussions. *Formerly GUCO 861. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.*

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.

EDUC 706 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.

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.

PSYC 710 Psychometric Testing (3)

Prerequisites: 15 credits of graduate counseling courses, including COUN 610. 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.

PSYC 714 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.

PSYC 734 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.

PSYC 775 Psychopharmacology (3)

Prerequisite: 21 credits of graduate counseling 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 780 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 806 Internship in Mental Health Therapy (3)

Prerequisites: COUN 837 or PSYC 858 and permission of the program director. This course builds on the experiences gained from the prerequisites courses and has a similar structure.

PSYC 836 Practicum in Counseling Psychology (3)

Prerequisites: PSYC 502, PSYC 734, PSYC 780, COUN 610, COUN 731, COUN 732; 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 graded Pass (P) or Fail (F) and is conducted over two sessions.*

PSYC 858 Internship in Counseling Psychology (3)

Prerequisite: PSYC 836. 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 graded Pass (P) or Fail (F) and is conducted over two sessions.*

PSYC 861 Seminar in Counseling Psychology (3)

Prerequisite: EDUC 706 and 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. *Formerly PSYC 561. This course is graded Pass (P) or Fail (F) and is conducted over two sessions.*

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.

MANAGEMENT INFORMATION SYSTEMS

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.

INSS 620 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 625 Individual and Group Dynamics (3)

Prerequisite: Either INSS 510, INSS 520, INSS 620, 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 630 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 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 638 Data Communication Systems Networks (3)

Prerequisite: Either INSS 510, INSS 520, INSS 620, 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.

INSS 640 Information Systems Analysis and Design (3)

Prerequisites: Undergraduate statistics and quantitative methods, and either INSS 510, INSS 520, INSS 530, INSS 620, INSS 630, 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.

INSS 650 Database Management and Decision Systems (3)

Prerequisite: Either INSS 510, INSS 520, INSS 530, INSS 620, INSS 630, 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 655 Human Information Processing (3)

Prerequisite: Either INSS 510, INSS 520, INSS 620, 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 720 Information Systems Policy (3)

Prerequisites: All undergraduate program prerequisites, INSS 510, INSS 630, and INSS 640, 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.

INSS 735 Information Systems Security (3)

Prerequisite: Either INSS 510, INSS 520, INSS 530, INSS 620, INSS 630, 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; and control and prevention of viruses and other malicious programs.

INSS 745 Systems Processing Solving Methods (3)

Prerequisite: Either INSS 510, INSS 520, INSS 530, INSS 620, INSS 630, 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 775 Information Systems Project Management (3)

Prerequisite: Either INSS 530, INSS 540, INSS 630, INSS 640, 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 825 Issues in Information Systems Management (3)

Prerequisite: Either INSS 540, INSS 620, INSS 640, INSS 720, 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 880 Information Systems Practicum (3)

Prerequisites: INSS 640, INSS 650, INSS 720, 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 sessions.*

INSS 885 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.

INSS 890 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 normally conducted over two sessions.*

PUBLIC ADMINISTRATION

ECON 522 Public Finance (3)

Prerequisites: Undergraduate macroeconomics and microeconomics 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.

MGMT 511 Organizational Behavior (3)

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)

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: Business statistics 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 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 601, and PUAD 524, or permission of the program director. Strategic Planning: analyses of operational systems, policy issues, development and implementation of solutions to managerial problems. *Students in the MIS program are not eligible for MGMT 640.*

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 691 Specialized Individual Study (3)

Prerequisite: Permission of the program director. Specialized individual study requires students to complete 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.

MGMT 741 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 organizational development, to include materials, techniques, designs, current issues, and practices in organizational development. Other topics covered in the course include the organization as a system, organization assessment, team building and inter-group work as OD intervention, entry strategies, internal/external change agents, and third-party consultation.

MGMT 772 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.

PUAD 502 Qualitative Research Methods (3)

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 macroeconomics, microeconomics, and American political science or American government, and PUAD 601, 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 601 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 630 Public Policy Analysis (3)

Prerequisites: Undergraduate macroeconomics, microeconomics, and American political science or American government, and PUAD 601 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 704 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 normally conducted over two sessions.*

PUAD 710 Intergovernmental Relations Seminar (3)

Prerequisites: Undergraduate American political science or American government and PUAD 601, 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.

INFORMATION TECHNOLOGY

The Master of Science in Information Technology program provides a broad technical understanding of current and evolving technologies in the IT field with an emphasis on moving technology from the laboratory to the realm of business development through its program core courses.

PROGRAM OBJECTIVES

Graduates of this program will be able to:

- Grasp the principles and theories underlying applied information technology.
- Gain an understanding of the technical and regulatory issues surrounding the Internet.
- Apply IT best practices to productivity and competitive advantage.
- Display an awareness of developments in the convergence of computer and telecommunications technologies.
- Discuss the role of information awareness and literacy in organizational decision making.
- Grasp the central role of software and hardware life cycles.

PROGRAM OVERVIEW

The program leads to an MS in Information Technology. The curriculum requires 36 credits of coursework and is divided into 15 credits of required program core coursework, and 21 credits of required specialization coursework which includes a 3-credit capstone course.

STUDENT PROFILE

Students with a variety of educational backgrounds and work experiences can enter this program, but some specializations may require a background in mathematics, computer studies, or more specialized work experiences.

ELIGIBILITY

Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members may enroll in graduate classes through University of Maryland University College Europe in accordance with the terms of the Department of Defense contract which requires that the university "must only enroll those academically qualified individuals who have a valid Identification Privilege Card issued by the military services."

Questions about eligibility should be addressed to the director, Student Affairs, UMUC Europe in Heidelberg.

GENERAL ADMISSION REQUIREMENTS

UMUC Europe 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 official transcripts from a regionally accredited bachelor's-degree-granting institution indicating successful completion of an undergraduate degree with a cumulative grade point average (GPA) of at least 3.0 on a 4.0 scale. Students must complete an online application for graduate admission, pay the $40 application fee, and also submit a Personal Statement.

Due to the importance of strong writing skills for success in a graduate program, particularly in online courses, all applicants are encouraged to assess their writing ability at the time of application. Students who have been out of academia for a period of time or who do not write often in their profession are encouraged to enroll in COMM 600 in their first term of enrollment. COMM 600 is a 3-credit graduate-level writing course specially designed to reinforce and strengthen the writing skills necessary for success in UMUC Europe's graduate MSIT program.

Readmission

Previously admitted students who have not enrolled in graduate classes with UMUC Europe for more than a two-year period must complete a new online application for admission. Students will be evaluated based on the admission requirements in place at the time of readmission.

Students who were academically dismissed from UMUC Europe or the UMUC Graduate School of Management and Technology will not be considered for readmission.

APPLICATION PROCEDURES

As students applying for admission to the UMUC Europe MSIT program are limited to a maximum of 3 credits 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 subsequent MSIT courses. For admission into MSIT courses, students must complete the following steps:

1. Complete an online application for admission.
2. Pay the application fee ($40).
3. Request official transcripts from the bachelor's-degree-granting institution, even if the student attended another institution in the University System of Maryland. However, if the bachelor's degree was awarded by University of Maryland University College (Stateside, Asia, or Europe), the student does not need to request a UMUC transcript. 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. 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.*
4. 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 and also provides a sample of the student's ability to organize thoughts and express him/herself. Students are advised to complete this statement thoroughly, professionally, and in a timely manner. Applications without a Personal Statement will not be considered for admission.

International Applicants

To be considered for admission, international 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. The evaluation organization will send a copy of the evaluation both to the applicant and to the Office of Graduate Programs. Students should contact directly the following independent organization, not affiliated with UMUC for a transcript evaluation:

  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: *goungd@aacrao.nche.edu* or *oies@aacrao.nche.edu*

- Proof of English language proficiency.

  Applicants who have not received a bachelor's degree from the United States, United Kingdom, Australia, New Zealand, Commonwealth Caribbean, or English-speaking Canada must demonstrate English proficiency by submitting a Test of English as a Foreign Language (TOEFL) score of at least 575 on the written format, 233 on the computerized format, or 90 on the Internet-based exam (TOEFL iBT) and a Test of Written English (TWE) score of 4 or more to be eligible for admission. Applicants must arrange to have official score reports sent directly from the testing agency to the Office of Graduate Programs, UMUC Europe. Test scores must be less than two years old. The TOEFL code for UMUC Europe is 0715.

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

  Merely providing these documents does not ensure admission; an interview may also be required. An official transcript evaluation from AACRAO must also 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 may not 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 two years even without being registered in the program. However, after two years without a completed graduate course, students must submit a new online graduate application.

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

TRANSFER CREDIT

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 credits of graduate credit may be considered for transfer to the MSIT program, if earned at a regionally accredited institution. Up to 3 graduate transfer credits may 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 applicable 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, a course syllabus, and an official transcript.

Graduate students at UMUC Europe must complete a minimum of 12 credits at the graduate level with a minimum GPA of 3.0 before transfer credits will be released or posted to their permanent records.

ACADEMIC STANDARDS

Academic Levels of Progress

An assessment of academic standing is made for each student at the end of each session. Each student's GPA is computed for all UMUC graduate-level graded coursework to make a determination of academic standing as described below.

Good Academic Standing

A student with a cumulative GPA of 3.0 or higher is in good academic standing. Students must be in good academic standing to be considered for graduation.

Academic Probation

A student with a cumulative graduate GPA below 3.0 is placed on academic probation. Academic probation is a temporary status. Students placed on academic probation must restore their GPA to 3.0 or higher by the end of the next term of enrollment. Students on academic probation should seek guidance and advice from the MSIT program director. Any course in which a grade of F is earned must be repeated in the next term of enrollment. Failure to restore the GPA to 3.0 or higher will result in academic dismissal. A student who successfully restores the GPA to 3.0 or higher will be reinstated in good academic standing.

Dismissal

A student on academic probation who fails to raise the GPA to 3.0 or higher by the end of the next term of enrollment is dismissed. A student who is dismissed is ineligible for readmission to any UMUC graduate program.

PROGRAM COMPLETION REQUIREMENTS

Students are responsible for applying for graduation (for degrees and/or certificates) by completing the appropriate diploma application and fees by the published deadlines. The award of degrees and certificates is conditional upon satisfactory completion of all program requirements and compliance with all UMUC policies. Graduation clearance will not be granted for a student with an outstanding debt to UMUC or any outstanding misconduct charges or unsatisfied sanction terms. No grade of F can remain on the graduate record at the time a student applies for graduation.

Time Limit for Degrees

All requirements established for the completion of the MSIT graduate degree must be fulfilled within seven consecutive years. The 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.

Degree Requirements

In general, the UMUC degree and certificate requirements that apply to a student are those that were in effect when the student began continuous enrollment in the program. If a student has not been continuously enrolled, the requirements that apply are those in effect at UMUC when the student resumes continuous enrollment. To be considered continuously enrolled, students must be or have been enrolled at UMUC and had no more than two years of nonenrollment. When a continuously enrolled student chooses to change his or her program, the student may be subject to the requirements in effect at the time of the change.

SPECIALIZATIONS

The Master of Science in Information Technology program offers eight specializations, each covering subject areas relevant to today's career fields. Each specialization prepares students for one of several possible career paths.

Information Assurance

The information assurance specialization provides a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of secure information systems and with the protection of an organization's information assets. The specialization provides students with a practical understanding of the principles of data protection, network security, and computer forensics. The specialization also introduces students to the ethical, legal, and policy issues associated with information security. Laboratory exercises are included in some courses to enhance the learning experience.

Career Paths

- Chief Security Officer
- Network Administrator
- Network Professional
- Security Administrator
- Security Architect
- Security Manager
- Security Officer
- Security Professional
- System Administrator
- System Professional

Homeland Security Management

The homeland security management specialization provides managers and practitioners with the background to prepare for and deal with a wide range of man-made and natural threats and vulnerabilities at the community and organizational level. The curriculum prepares students to perform security risk assessments and to develop strategies to mitigate threats to people, physical facilities, and information-dependent critical infrastructure as well to plan for and manage operational recovery. Courses also explore the evolving roles within various first responder communities regarding pre-event planning and post-event response.

Career Paths

- Chief Operation Officer
- Facility or Plant Manager
- Facility Security Officer
- Military Planner
- Federal, State, or Local Government Emergency Planner or Policy Maker
- Law Enforcement, Emergency, or Medical Policy Maker, Practitioner, or Administrator

Telecommunications Management

The telecommunications management specialization provides the technical knowledge and management skills needed to plan, acquire, operate, and evaluate telecommunication systems. This specialization emphasizes critical management concepts, such as the structure and environment of the telecommunications industry, strategic planning, financial management, and quality improvement.

Career Paths

- Telecommunication System Development and Deployment Specialist
- Network Security Manager
- Network Manager and Designer for Local and Wide Area, Wired, and Wireless Systems
- Information Systems Development and Deployment Specialist
- Telecommunication System Business Manager
- Federal, State, and Local Government Telecommunication Manager or Contractor

Informatics

The informatics specialization offers a broadly based and strongly quantitative grounding in the various facets of information theory and best practices for developing a variety of systems and program products. Students receive an introduction to the major categories of IT endeavor including networking, security, software development, databases, Web design, and IT acquisitions in order to be well prepared for the challenges of the workplace in the second millennium. The specialization also serves as a logical extension of coursework begun in programs offered at UMUC military sites.

Career Paths

- Customer Service Training/Support
- Hardware Acquisition and Integration
- Interface Design
- Internet Site Design, Development, and Management
- Network Design and Fabrication
- Programming and Applications Software Development and Acquisitions
- Publications and Systems Documentation
- Software Testing
- Software Quality Assurance

Database Systems Technology

Database technology is pervasive in our society and is considered a core component of most businesses. The database systems technology specialization focuses on the design, development, and management of database technology. The primary focus is on relational databases. In addition to basic courses, there is opportunity to study distributed databases, data warehousing, data mining, database administration, and database security. Laboratory experiences are included in most courses.

Career Paths

- Database Administrator
- Manager of Data Management Systems
- Technical Leader

Software Engineering

The software engineering specialization provides a foundation in technical concepts and design techniques as well as management and teamwork approaches for building software systems. The emphasis of this specialization is on implementing software engineering projects within cost and schedule by applying proven and innovative practices that overcome the shortcomings of an undisciplined approach.

Career Paths

- Leader of a Software Development Team
- Head of a Development Department
- Chief Technical Officer

Project Management

The project management specialization provides a strong theoretical and practical foundation in project management. This specialization is designed to serve managers and other professionals who wish to acquire, enhance, and certify their knowledge and skills to successfully design, integrate, develop, and manage projects. Students gain hands-on experience using various project management tools and techniques to successfully manage real-world projects of varying sizes and degrees of complexity. Additionally, students apply emerging principles and methods in the project management field.

Career Paths

Depending on their backgrounds, graduates can find positions in many areas, such as

- Aerospace
- Construction
- Information Technology
- Government Contracting
- Project-based Organizations

E-Business

The e-business specialization provides courses on how managers can design and operate Web sites and generally conduct e-commerce and e-business effectively. The specialization is structured to accommodate the needs of students who are specialists in information technology as well as those with little or no experience with computers. In addition to receiving a solid technology foundation, students are exposed to the relevant business aspects such as strategic planning, marketing planning, security planning, financial and economic aspects of e-business, and social, legal, and regulatory issues.

Career Paths

- E-Government Specialist
- E-Marketing Specialist
- E-Security Expert
- Web Site Designer
- Web Site Operator

UMUC–INFORMATION TECHNOLOGY

PROGRAM: MASTER OF SCIENCE IN INFORMATION TECHNOLOGY		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Recommendations	Students who wish to improve their graduate writing skills may take COMM 600 Academic Writing for Graduate Students (3) during their first two terms.	
CORE		
Required Courses	ITEC 610	Information Technology Foundations (3)
	ITEC 620	Information Technology Infrastructure (3)
	ITEC 630	Information Systems Analysis, Modeling, and Design (3)
	ITEC 640	Information Technology Project Management (3)
	TMAN 625	Economics and Financial Analysis for Technology Managers (3)
Core Rules	1. ITEC 620 must be taken before taking first specialization course. 2. Must complete 3 credits of core courses before taking first specialization course.	
SPECIALIZATIONS		
SOFTWARE ENGINEERING		
Required Courses	SWEN 603	Systems Engineering (3)
	SWEN 640	Software Project Management (3)
	SWEN 645	System and Software Standards and Requirements (3)
	SWEN 646	Software Design and Implementation (3)
	SWEN 647	Software Verification and Validation (3)
	SWEN 648	Software Maintenance (3)
Capstone Course	SWEN 670	Software Engineering Project (3)
Specialization Rules	Courses must be taken in the order listed above.	
INFORMATICS		
Required Courses	SWEN 603	Systems Engineering (3)
	DBST 651	Relational Database Systems (3)
	SWEN 645	System and Software Standards and Requirements (3)
	INFA 610	Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
	IMAT 639	Internet Multimedia Applications (3)
	IMAT 637	IT Acquisitions Management (3)
Capstone Course	IMAT 670	Contemporary Topics in Informatics (3)
Specialization Rules	Must complete 6 credits of core courses before taking first specialization course.	
INFORMATION ASSURANCE		
Required Courses	INFA 610	Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
	INFA 620	Network and Internet Security (3)
	INFA 630	Intrusion Detection and Intrusion Prevention (3)
	INFA 640	Cryptology and Data Protection (3)
	INFA 650	Computer Forensics (3)
	INFA 660	Security Policy, Ethics, and the Legal Environment (3)
Capstone Course	INFA 670	Information Assurance Capstone (3)
Specialization Rules	Courses must be taken in the order listed above.	

SPECIALIZATIONS

E-BUSINESS		
Required Courses	EBUS 610	Introduction to E-Business (3)
	EBUS 620	E-Marketing (3)
	EBUS 630	Social, Legal, Ethical, and Regulatory Issues (3)
	EBUS 640	E-Technology (3)
	EBUS 650	E-Development and Management (3)
	EBUS 660	E-Business Economics (3)
Capstone Course	EBUS 670	E-Business Capstone (3)
Specialization Rules	Courses must be taken in the order listed above.	
HOMELAND SECURITY MANAGEMENT		
Required Courses	HSMN 610	Concepts in Homeland Security (3)
	HSMN 620	Physical Security (3)
	HSMN 630	Business Continuity: Disaster Recovery, Planning, and Response (3)
	INFA 660	Security Policy, Ethics, and the Legal Environment (3)
	BSBD 641	Biosecurity and Bioterrorism (3)
	ENER 603	Energy Infrastructure Management (3)
Capstone Course	HSMN 670	Seminar in Homeland Security (3)
Specialization Rules	HSMN 610 must be taken as one of the first two specialization courses.	
PROJECT MANAGEMENT		
Required Courses	PMAN 634	Foundations of Project Management (3)
	PMAN 637	Risk Management: Tools and Techniques (3)
	PMAN 638	Communication, Negotiation, and Conflict Resolution (3)
	PMAN 639	Project Quality Management (3)
	PCMS 627	Legal Aspects of Contracting (3)
	PMAN 650	Financial Management of Projects (3)
Capstone Course	PMAN 670	Advanced Project Methods (3)
Clustered Course Option	PMAN 600	Project Management: Foundations and Advanced Methods (6) is a six-credit course. Students who receive credit for PMAN 600 may not receive credit for PMAN 634 or PMAN 670.
Specialization Rules	PMAN 634 or PMAN 600 must be taken as the first course.	
TELECOMMUNICATIONS MANAGEMENT		
Required Courses	TLMN 602	Telecommunications Industry: Structure and Environment (3)
	TLMN 623	Telecommunications Networks (3)
	TLMN 630	Satellite Communication Systems (3)
	TLMN 641	Network Management and Design (3)
	TLMN 645	Wireless Telecommunications Systems (3)
	INFA 620	Network and Internet Security (3)
Capstone Course	TLMN 670	Capstone Course in Telecommunications (3)
Specialization Rules	1. ITEC 620 is prerequisite to TLMN 623, TLMN 630, TLMN 645, and INFA 620. 2. TLMN 670 requires completion of 27 credits.	
DATABASE SYSTEMS TECHNOLOGY		
Required Courses	DBST 651	Relational Database Systems (3)
	DBST 652	Advanced Relational/Object-Relational Database Systems (3)
	DBST 663	Distributed Database Management Systems (3)
	DBST 665	Data Warehouse Technologies (3)
	DBST 667	Data Mining (3)
	DBST 668	Database Security (3)
Capstone Course	DBST 670	Database Systems Administration (3)
Specialization Rules	DBST 651 and DBST 652 must be taken in order, followed by any three other DBST courses before capstone can be taken.	

GRADUATE CERTIFICATES

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. UMUC Europe offers nine certificate programs:

- Database Systems Technology
- E-Business
- Foundations of Information Technology
- Homeland Security Management
- Informatics
- Information Assurance
- Project Management
- Software Engineering
- Telecommunications Management

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 five- to six-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 DATABASE SYSTEMS TECHNOLOGY

Program Description

Database technology is pervasive in our society and is considered a core component of most businesses. The Certificate in Database Systems Technology focuses on the design, development, and management of database technologies. The primary focus is on relational databases. In addition to basic courses, there is an opportunity to study distributed databases, data warehousing, data mining, database administration, and database security. Laboratory experiences are included in most courses.

Program Objectives

At the completion of this program, students will:

- Have acquired the fundamentals of database technology.
- Be able to design, create, and use databases in various arenas such as health care, financial management, security, and business.

Program Overview

The Certificate in Database Systems Technology requires 15 credits of coursework. All courses completed for the certificate can be applied towards the DBST specialization in the Master of Science in Information Technology.

Career Paths

Depending on a student's background and an employer's criteria, students that receive a Certificate in Database Systems Technology may qualify for these positions:

- Technical Leaders
- Managers of Database Management Systems
- Database Administrators

CERTIFICATE IN DATABASE SYSTEMS TECHNOLOGY		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	DBST 651	Relational Database Systems (3)
	DBST 652	Advanced Relational/Object-Relational Database Systems (3)
	DBST 663	Distributed Database Management Systems (3)
	DBST 665	Data Warehouse Technologies (3)
Capstone Course	DBST 670	Database Systems Administration (3)

CERTIFICATE IN E-BUSINESS

Program Description

The Certificate in E-Business is designed to address the basic requirements of e-business: introduction to e-business, e-marketing, e-technology, e-business economics, and social, legal, ethical, and regulatory issues.

Program Objectives

At the completion of this program, students will:

- Acquire the main pillars of e-business.
- Be able to understand the history and basic theory behind e-business
- Explain the mission and vision of e-business within an organization
- Describe the e-business enterprise with a systemic view
- Describe and assess the necessary support services for an e-business program
- Plan for the implementation of an e-business program
- Discuss the planning of technology for delivery and development of the e-business enterprise

Program Overview

The post-graduate Certificate in E-Business requires 15 credits of specified coursework. All courses required for this certificate may be applied to the Master of Science (MS) in Technology Management or MS in Information Technology (e-business specialization).

Career Paths

The Certificate in E-Business serves a number of careers at mid- or high-level positions, depending on the prior level of experience of the candidate. It serves professionals:

- In related fields, extending their area of expertise into the e-business environment
- Already in the information technology or e-business fields and need to expand their theoretical knowledge
- In the quest for a career change and would like to add a foundational knowledge of e-business to their professional profile

Graduates from the certificate can find positions as:

- Web Site Designer
- E-Marketing Specialist
- E-Security Expert
- Web Site Operator
- E-Government Specialist

CERTIFICATE IN E-BUSINESS		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	EBUS 610	Introduction to E-Business (3)
	EBUS 620	E-Marketing (3)
	EBUS 630	Social, Legal, Ethical and Regulatory Issues (3)
	EBUS 640	E-Technology (3)
	EBUS 660	E-Business Economics (3)

CERTIFICATE IN FOUNDATIONS OF INFORMATION TECHNOLOGY

Program Description

The Certificate in Foundations of Information Technology provides a general technical understanding of current and emerging technologies in the IT field; familiarity with project and systems engineering concepts, technological basis of the Internet; and a solid foundation in IT economics.

Program Objectives

At the completion of this program, students will be able to:

- Comprehend the fundamentals of IT.
- Understand the IT infrastructure including data communication systems and technologies, telecommunication networks standards, network architecture, future trends in data communication concepts, equipment, applications, and services.
- Understand the systems development life cycle as it applies to large hardware and software systems.
- Gain a solid understanding of essential concepts, processes, and techniques that are used in the management of projects and project investment economics in order to successfully manage IT projects in each phase of the project life cycle.
- Utilize proven project management tools to complete IT projects on time and within budget.

Program Overview

The Certificate in Foundations of Information Technology requires the completion of 15 credits of specified coursework. All courses required for this certificate may be applied to the Master of Science (MS) in Information Technology.

Career Paths

Depending on a student's background and employer criteria, the Certificate in Foundations of Information Technology serves a number of careers at entry-, mid-, or high-level positions for those who are:

- In related fields, and want to extend their area of expertise into the IT environment.
- Already in the IT field and need to expand their theoretical knowledge.
- In the quest for a career change and would like to add a foundational knowledge of IT to their professional profile.

CERTIFICATE IN FOUNDATIONS OF INFORMATION TECHNOLOGY		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	ITEC 610	Information Technology Foundations (3)
	ITEC 620	Information Technology Infrastructure (3)
	ITEC 630	Information Systems Analysis, Modeling, and Design (3)
	ITEC 640	Information Technology Project Management (3)
	TMAN 625	Economics and Financial Analysis for Technology Managers (3)

CERTIFICATE IN HOMELAND SECURITY MANAGEMENT

Program Description

The Certificate in Homeland Security Management provides managers and practitioners with the background to prepare for and deal with a wide range of man-made and natural threats and vulnerabilities at the community and organizational level. The curriculum prepares students to perform security risk assessments and to develop strategies to mitigate threats to personnel, physical facilities, and information-dependent critical infrastructure, as well to plan for and manage operational recovery. Courses also explore the evolving roles within various first responder communities regarding pre-event planning and post-event response.

Program Objectives

At the completion of this program, students will be able to:

- Recognize and apply domestic and international security concepts from an historical and current perspective in both a social and organizational context.
- Have skills in evaluating and formulating proactive and reactive strategies for community and enterprise survival.

Program Overview

The Certificate in Homeland Security Management requires the completion of 15 credits of specified coursework. All courses required for this certificate may be applied to the MS in Information Technology (Homeland Security Management Specialization).

Career Paths

In combination with other advanced degrees and experience, students may be able to use this certificate to add to their credentials and may qualify for the following positions:

- Chief Operation Officer
- Facility and Plant Manager
- Facility Security Officer
- Military Planner
- Federal, State, or Local Government Emergency Planner or Policy Maker
- Law Enforcement, Emergency, or Medical Policy Maker, Practitioner, or Administrator

CERTIFICATE IN HOMELAND SECURITY MANAGEMENT		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	HSMN 610	Concepts in Homeland Security (3)
	HSMN 620	Physical Security (3)
	HSMN 630	Business Continuity: Disaster Recovery, Planning, and Response (3)
	INFA 660	Security Policy, Ethics, and the Legal Environment (3))
Capstone Course	HSMN 670	Seminar in Homeland Security (3)
Program Rules	HSMN 610 must be taken as one of the first two courses in the program.	

GRADUATE CERTIFICATES

CERTIFICATE IN INFORMATICS

Program Description

The Certificate in Informatics is designed for students interested in the foundation and issues of information technology. The certificate addresses the introduction of the major facets of IT.

Program Objectives

At the completion of this program, students will be able to:

- Identify key issues and trends in IT
- Perform basic operations with major genres of applications software
- Define software requirements and rough out software projects
- Describe basic network operations and functions

Program Overview

The Certificate in Informatics requires the completion of 15 credits of specified coursework. All courses required for this certificate can be applied toward the IMAT specialization in the Master of Science in Information Technology (ITEC).

Career Paths

The Certificate in Informatics is appropriate for students who are new to information technology and seek entry level positions as well as those who are renewing and updating skills acquired some time ago.

CERTIFICATE IN INFORMATICS		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	ITEC 610	Information Technology Foundations (3)
	ITEC 620	Information Technology Infrastructure (3)
	DBST 651	Relational Database Systems (3)
	INFA 610	Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
	IMAT 637	IT Acquisitions Management (3)
Program Rules		ITEC 610 must be taken first

CERTIFICATE IN INFORMATION ASSURANCE

Program Description

The Certificate in Information Assurance provides a thorough knowledge base for managers and technology professionals concerned with the design, development, implementation, operation, and management of secure information systems and with the protection of an organization's information assets. It provides students with a practical understanding of the principles of data protection, network security, and computer forensics, and also introduces students to the ethical, legal, and policy issues associated with information security.

Program Objectives

At the completion of this program, students will be able to:

- Understand the principles in information assurance.
- Identify the key issues and trends in information assurance.
- Design, develop, implement, manage, and evaluate secure information systems with an emphasis on confidentiality, integrity, and availability.

Program Overview

The Certificate in Information Assurance requires the completion of 15 credits of specified coursework. All courses can be applied towards the information assurance specialization in the Master of Science in Information Technology.

Career Paths

Depending on a student's background and employer criteria, the Certificate in Information Assurance prepares recipients for a number of positions, such as:

- Chief Security Officer
- Network Administrator
- Network Professional
- Security Administrator
- Security Architect
- Security Manager
- Security Officer
- Security Professional
- System Administrator
- System Professional

CERTIFICATE IN INFORMATION ASSURANCE		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	INFA 610	Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)
	INFA 620	Network and Internet Security (3)
	INFA 630	Intrusion Detection and Intrusion Prevention (3)
	INFA 640	Cryptology and Data Protection (3)
	INFA 650	Computer Forensics (3)

CERTIFICATE IN PROJECT MANAGEMENT

Program Description

The Certificate in Project Management provides a strong theoretical and practical foundation in project management. It is designed to serve managers and other professionals who wish to acquire, enhance, and certify their knowledge and skills to successfully design, integrate, develop, and manage projects. Students gain hands-on experience using various project management tools and techniques to successfully manage "real world" projects of varying sizes and degrees of complexity. Additionally, students apply emerging principles and methods in the modern project management field.

Program Objectives

At the completion of this program, students will be able to:

- Apply each of the nine core areas identified in the Project Management Body of Knowledge.
- Use the major analytical tools and techniques that provide the ability to manage project scope, schedule, and budget.
- Use the major people skills that are especially crucial to managing in team-based organizations.
- Manage varying priorities as projects proceed from the initiation phase through to project completion.
- Practice project management within its stated professional standards as articulated by the Project Management Institute.

Program Overview

The Certificate in Project Management requires the completion of 15 credits of specialized coursework. To maintain a balance of interests the curriculum is guided by the Project Management Body of Knowledge, the standard approach generally accepted in the project management field. These principles are applicable to virtually all projects and project environments.

Partnerships

The Graduate School of Management & Technology is a Project Management Institute Registered Educational Provider, and each course is recognized by the Institute as being equivalent to 45 Professional Development Units. Each course therefore satisfies the educational/training requirement to pursue certification as a Project Management Professional independently through the Institute. Professional Development Units also apply to recertification.

Career Paths

Aerospace, construction, information technology, and government contracting are natural environments to practice project management principles. Driven by the need for innovation in rapidly changing environments, many other fields and industries are discovering that project-based organizations are more appropriate than their traditional modes of management. This growing perception applies from the lowest levels of management to the strategic boardroom.

CERTIFICATE IN PROJECT MANAGEMENT		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	PMAN 634	Foundations of Project Management (3)
	IMAN 637	Risk Management: Tools and Techniques (3)
	PMAN 638	Communication, Negotiation and Conflict Resolution (3)
	PMAN 639	Project Knowledge Management (3)
Capstone Course	PMAN 670	Advanced Project Methods (3)
Clustered Course Option	PMAN 600	Project Management: Foundations and Advanced Methods (6) is a six-credit course. Students who receive credit for PMAN 600 may not receive credit for PMAN 634 or PMAN 670.
Program Rules		PMAN 634 or PMAN 600 must be taken as the first course.

CERTIFICATE IN SOFTWARE ENGINEERING

Program Description

The Certificate in Software Engineering provides an understanding of the foundation and issues of software engineering. The certificate addresses software development and design issues.

Program Objectives

At the completion of this program, students will be able to:

- Identify key issues and trends in the software engineering industry
- Manage key phases of the software life cycle
- Define software requirements, identify conceptual design, develop detailed design, verify and validate the software product
- Prescribe procedures for maintenance of the software applications.

Program Overview

The Certificate in Software Engineering requires 15 credits. All courses can be applied toward the SWEN specialization in the Master of Science in Information Technology (ITEC).

Career Paths

The Certificate in Software Engineering is selected by individuals who are either more comfortable working with technology rather than managing others, or are using it as an enhancement to another career direction (for example, database administration).

Special Requirements

Students need to be conversant with operating systems (Windows, or a variant of Unix), and Web access and development techniques. All students should have access to a personal computer with a high-speed connection to the Internet and the power to run sophisticated development environments (for example, Visual Studio from Microsoft, or WebSphere from IBM).

CERTIFICATE IN SOFTWARE ENGINEERING		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	SWEN 603	Systems Engineering (3)
	SWEN 640	Software Project Management (3)
	SWEN 645	System and Software Standards and Requirements (3)
	SWEN 646	Software Design and Implementation (3)
	SWEN 647	Software Verification and Validation (3)

GRADUATE CERTIFICATES

CERTIFICATE IN TELECOMMUNICATIONS MANAGEMENT

Program Description

The Certificate in Telecommunications Management is designed for students who wish to learn the latest in the telecommunications field without obtaining a degree. It is designed to provide the technical knowledge and management skills needed to plan, acquire, operate, and evaluate telecommunication systems. This certificate emphasizes critical management concepts, such as the structure and environment of the telecommunications industry, strategic planning, financial management, and quality improvement

Program Objectives

At the completion of this program, students will be able to:

- Develop an understanding of the emerging technologies in telecommunications including wireless, security, and IP networking

Program Overview

The Certificate in Telecommunications Management requires the completion of 15 credits of specified coursework. All courses can be applied towards the telecommunications management specialization in the Master of Science in Information Technology.

Career Paths

Students who wish to develop an understanding of the telecommunications field including regulatory, network management, and technologies including wireless, IP, and security.

CERTIFICATE IN TELECOMMUNICATIONS MANAGEMENT		
Initial Requirements	UCSP 611	Introduction to Graduate Library Research Skills (0)
Required Courses	ITEC 620	Information Technology Infrastructure (3)
	TLMN 602	Telecommunications Industry: Structure and Environment (3)
	TLMN 641	Network Management and Design (3)
	TLMN 645	Wireless Telecommunications Systems (3)
	TLMN 623	Telecommunications Networks (3)

COMM 600 Academic Writing for Graduate Students (3)

A writing seminar designed to help graduate students acquire and strengthen the writing and critical thinking skills needed for effective academic writing. Emphasis is on developing well-organized, well-supported, and clear arguments; demonstrating the appropriate use of sources; and refining grammar and mechanics. The writing process presented begins with planning, continues through drafting and revision, and culminates in completion of a final project that demonstrates advanced writing and critical thinking skills.

HSMN 610 Concepts in Homeland Security (3)

An overview of the basic concepts of homeland security, including infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability. The nation's telecommunications and information technology networks are both vulnerable assets and critical solutions. *Formerly ITSM 620.*

HSMN 620 Physical Security (3)

A comprehensive study of the many interdependent elements involved in protecting man-made structures from direct or indirect physical and cyber attacks. Examination covers various factors impacting physical security, including construction materials, architectural design, location, function, occupancy, and life cycle management. Accessibility, access control, traffic patterns, and internal and external communications are analyzed. Methods for protecting critical infrastructure support systems, such as electric power, water supply, airflow, and information systems, are reviewed. Typical security policies and procedures for various categories of physical facilities – for example, those involved in power generation, finance, and telecommunications – are also evaluated. *Formerly ITSM 624.*

HSMN 630 Business Continuity: Disaster Recovery, Planning, and Response (3)

An in-depth examination of managerial and technical strategies for maintaining enterprise resiliency in the face of man-made or natural disruptions to business operations. Study emphasizes the importance of advanced planning and explores techniques for performing business risk assessment and potential incident impact analysis. Alternative models for supporting contingency operations, including the use of Service Level Agreements, are discussed. Key activities and processes involved in post-event business resumption, including the recovery of key information assets, are reviewed. Various formal Business Continuity standards such as ISO 17799 are also introduced. Actual and hypothetical cases are analyzed to reinforce key concepts. *Formerly ITSM 626.*

IMAT 670 Contemporary Topics in Informatics (3)

A capstone study of emerging and current technologies and some eternal verities in information technology (IT) management that integrates and augments concepts previously studied. Topics vary and may include aligning IT with the strategic goals of the enterprise, leadership in IT, software psychology in the design of user interfaces, geographical information systems, building and managing Internet communities, using technology to ameliorate the digital divide, managing an enterprise's IT portfolio, and the social impact of information policy decisions.

INFA 610 Computer Security, Software Assurance, Hardware Assurance, and Security Management (3)

Prerequisite: ITEC 620, MSIT 620, or MSIT 640.
An overview of information security management. Topics include security architecture, security models, access control systems and methodology, applications and systems security, operation security, database security, cryptography, physical security, network and Internet security, business continuity planning, and law and ethics in information assurance. A brief review of the building blocks of information systems (such as computer organization and architecture, operating systems, data structure and algorithms, principles of programming languages, database, and software engineering) is provided to show the scope of security management. *Formerly CSMN 655.*

INFA 620 Network and Internet Security (3)

Prerequisite: ITEC 620, MSIT 620, or MSIT 640. An introduction to the security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the Internet. A brief review of networking technology and standards (including an introduction to Internet communication protocols) is provided. Specific security subjects addressed include defense models, security policy development, authentication and authorization controls, virtual private networks (VPNs), and wireless network security. *Formerly TLMN 672.*

INFA 630 Intrusion Detection and Intrusion Prevention (3)

Prerequisite: ITEC 620, MSIT 620, or MSIT 640. An exploration of the theory and implementation of intrusion detection and intrusion prevention. Topics include network-based, host-based, and hybrid intrusion detection, intrusion prevention, attack pattern identification, deployment, response, surveillance, damage assessment, data forensics, data mining, attack tracing, system recovery, and continuity of operation. *Formerly CSMN 683.*

INFA 640 Cryptology and Data Protection (3)

Prerequisite: ITEC 620, MSIT 620, or MSIT 640. An overview of the theory of encryption using symmetric and asymmetric keys, current protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and secure communication techniques. A review of the historical development of cryptographic methods and cryptanalysis tools is provided. Public Key Infrastructure and the use of digital signatures and certificates for protecting and validating data are examined. Strategies for the physical protection of information assets are explored. *Formerly CSMN 681.*

INFA 650 Computer Forensics (3)

Prerequisite: ITEC 620, MSIT 620, or MSIT 640. An introduction to the fundamental concepts behind the collection and analysis of the digital evidence left behind in a digital crime scene. Topics include the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes. Discussion also covers the laws and ethics related to computer forensics and challenges in computer forensics. Network forensics is briefly explored.

INFA 660 Security Policy, Ethics, and the Legal Environment (3)

Prerequisite: ITEC 620, MSIT 620 or MSIT 640. An overview of laws and ethics related to information assurance. The information security responsibilities of major domestic and international agencies (such as the Federal Bureau of Investigation, National Security Agency, and National Institute of Standards and Technology) are reviewed. Topics include issues involving information security management within an enterprise, such as suitable organizational policy, plans, and implementation strategies. Discussion also covers ethical issues, such as monitoring employee computer use and proper limitations on the use of customer data. *Formerly CSMN 685.*

INFA 670 Information Assurance Capstone (3)

Prerequisite: ITEC 620, MSIT 620 or MSIT 640. A study of information assurance that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information security are explored. Emerging trends are analyzed to understand their potential effect on information security and assurance.

ITEC 610 Information Technology Foundations (3)

A fundamental study of technology and its applications, as well as the economic and social issues they have raised. Topics include computers, peripherals, databases, and networks; operations (of business, government, and other enterprises), decision-support systems, and acquisition of information technology resources; and information security, productivity, equitable access by users, intellectual property rights, and global reach. Discussion also covers current and future developments in the field and their implications.

ITEC 620 Information Technology Infrastructure (3)

An introduction to the broad variety in information technology infrastructure from the perspectives of systems architecture, data communications, and networks. Topics include enterprise information infrastructure, multinational enterprise, servers and Web services, layered network architecture, convergence and Internet protocols, global WAN services, enterprise network design, wireless technologies, network security, network management, server architectures, storage management and networks, and content management networks.

ITEC 630 Information Systems Analysis, Modeling, and Design (3)

A study of systems analysis and design, using selected engineering and management science techniques and practices. Topics include requirements determination, modeling, decision making, and proposal development. The system development life cycle model, including system implementation and post-implementation activities, is examined. Emphasis is on the specification of the information system's logical and physical analysis and design from a management perspective. Research and project assignments related to information systems analysis, design, implementation, and/or project planning and control require individual and group work. *Formerly CSMN 635.*

ITEC 640 Information Technology Project Management (3)

An examination of the fundamental principles and practice of managing programs and projects in an information processing and high-tech environment. The dynamic nature of information technology (IT) and the effect of life cycles are explored. The fundamental building blocks of high-tech management styles (including project planning, organizational structure, team building, and effective control mechanisms) are addressed. Discussion covers the effect of product and project life cycles in delivering a successful IT project, considering the obsolescence factors in procurement/stakeholder contracts. The goal is to gain a solid foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs, and utilize proven management tools to execute a dynamic project on time and within budget. Emphasis is on how to apply the essential concepts, processes, and techniques in the management of large-scale governmental or commercial programs. Topics also include the need for global vision, strong planning techniques, appropriate training before introducing any IT product into the market, and discipline in executing tasks.

SWEN 645 System and Software Standards and Requirements (3)

An examination of major models of software requirements and specifications (sequential and concurrent systems), existing software standards and practices, and formal methods of software development. A comparative survey of various languages and methods serves to emphasize similarities and significant differences. Additional topics covered include writing system and software requirements, formal specification analysis, formal description reasoning, models of "standard" paradigms, and translations of such models into formal notations. *Formerly MSWE 645.*

TLMN 623 Telecommunications Networks (3)

A study of computer networks and telecommunications functionality, characteristics, and configurations. Recent advances in standardization, internetworking, and deployment of LANs (local area networks), MANs (metropolitan area networks), and WANs (wide area networks) are examined. Topics include network topologies; protocols; architectures; and current and emerging protocols such as asynchronous transfer mode (ATM), 10 gigabit ethernet, and the Open Systems Interconnect (OSI) Reference Model. Emphasis is on emerging trends in telecommunications, network technologies, and services. Discussion also covers strategies for network planning, implementation, management, and security.

TMAN 625 Economics and Financial Analysis for Technology Managers (3)

A study of the financial tools managers use to find answers to four important questions: What is the financial condition of the firm? What long-term investment should the firm make? How can the money be raised for the investments? And how will the firm meet its daily financial requirements? Topics include accounting statements, tax implications, types of costs, profit recognition, financial markets, investment decision tools, net present value, free cash flows, project financing, valuation of firms, risk-return, cost of capital, long-term financing, short-term financing, and equity financing for entrepreneurs. Discussion also covers mergers and acquisition activities, governance and ethics, and international aspects. Business cases from contemporary firms and readings relevant to technology management are used to illustrate the application of financial concepts.

UCSP 611 Introduction to Graduate Library Research Skills (0)

(Required for all new graduate students and all students who reapply for admission. It must be completed within the first six credits of graduate study.) An overview of online library and information resources material that is critical for 21st-century managers. The significant changes in how information is delivered make information retrieval and research an exciting challenge. An in-depth introduction to the library research process and the tools necessary to be effective in the Graduate School of Management and Technology are provided. Emphasis is on the efficient and effective use of a variety of electronic retrieval systems, including the online catalog of the University System of Maryland and the Affiliated Institutions (USMAI), UMUC's subscription databases, and the Web. This online faculty-mediated course is taken concurrently with an introductory course in the student's discipline (recommended), but may also be taken alone. Discipline-specific research is conducted in order to gain experience in formulating viable research questions, selecting the most appropriate investigative methods and resources for research, locating relevant research materials, evaluating the scholarly value of sources, and effectively citing sources.

UCSP 621 Economics (0)

(Recommended for students who need to satisfy the economics program prerequisites in the Bowie State University Management Information Systems and Public Administration graduate programs.) An overview of both the microeconomic issues of supply and demand for individual companies and products and macroeconomic issues concerning inflation, unemployment, and recession for the economy as a whole. Basic economic concepts such as opportunities cost, comparative advantage, economic efficiency, and the time value of money are explored in the context of business, government, and personal situations.

UCSP 630 Introduction to Research Methods (0)

(Recommended for students who need to satisfy the business statistics program prerequisite in the Bowie State University Management Information Systems and Public Administration graduate programs.) A presentation of basic research techniques and methodologies used in organizational research and evaluation studies. The information from these studies is used in making business decisions. Emphasis is also placed on evaluating and using research-based information developed by other individuals. The focus of the course is on applying basic research techniques to assess the performance of individuals, work groups, and organizations. Areas covered include principles of good data collection, presentation of data in tables and charts, summary and description of numerical data, basic probability and discrete estimation, the fundamentals of hypothesis testing, and the use of existing research-based materials to solve business problems. Focus is on basic approaches and beginning skills necessary to evaluate research materials and their use in decision making.

Students may take courses in a variety of formats. Courses are offered on-site in a classroom setting at various bases in Europe, and online via distance education.

ON-SITE COURSES

Graduate courses offered in Europe normally carry 3 graduate credits. Forty-eight contact hours (50 minutes/hour) are required for each 3 credit classroom course. On-site courses are scheduled in a variety of formats, including four alternating weekends or in hybrid format, which combines classroom and online instruction. For detailed course information, students should refer to current syllabi, available online. Additionally, the current course schedule, as well as the projected schedule, is available online at *www.ed.umuc.edu/schedule*.

DISTANCE EDUCATION (DE)

Students at remote locations and those with work or personal obligations that conflict with on-site class schedules may want to consider classes offered online via distance education. The DE Web site at *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 other students 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.

CONFERENCE COURSES

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.
2. Achieved advancement to candidacy or Degree Status.
3. Successfully passed the comprehensive examination. (BSU only.)
4. Earned a GPA of at least 3.0.
5. Completed at least 27 credits 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. The program director will then determine whether the request can be approved.

COURSE FORMATS FOR DEPLOYED STUDENTS

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 online courses via distance education and continue their degree progression without interruption.

TUITION AND FEES

Fees charged to students are listed below. Payment may be made by credit card (Discover, MasterCard, or Visa) directly through the MyUMUC portal. Check or money order payments may be made at the field site or mailed directly to the UMUC Europe headquarters. Checks and money orders should be made payable to University of Maryland University College.

Application for Graduate Admission $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 an online graduate application.

Graduate Tuition

Tuition is payable at the time of registration, and may be paid through the MyUMUC portal by credit card (Discover, MasterCard, or Visa). Payment made via check or money order should be presented directly to the field representative at the education center or mailed directly to UMUC Europe headquarters.

A member of the U.S. Armed Forces may be entitled to tuition assistance (TA) from the U.S. government. TA students other than GoArmyEd must give the field representative at their education center a copy of the TA form, or mail it directly to the UMUC Europe headquarters.

Students may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Further information follows in the Financial Aid section of this *Catalog*.

Students will be invoiced for any tuition due that is not received by the time the course starts.

Returned Check $30

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

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

On-site

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

All withdrawals will be initiated through the MyUMUC student portal. Students may visit their education center for assistance from the UMUC field representative.

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

All refunds will be computed from the date the withdrawal is initiated, not from the date of the last class attended, according to the following schedule.

- A 75% refund will be applied if the student withdraws within the first 7 days after the course start date.
- A 25% refund will be applied if the student withdraws between the 8th and 14th day after the course start date.
- No refund will be applied for withdrawals initiated after the 14th day from the course start date.

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

Distance Education

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

All withdrawals will be initiated through the MyUMUC student portal. Students may visit their education center for assistance from the UMUC field representative.

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

All refunds will be computed from the date the withdrawal is initiated, not from the date of the last class attended, according to the following schedule.

- A 75% refund will be applied if the student withdraws within the first 9 days after the course start date.
- A 25% refund will be applied if the student withdraws between the 10th and 18th day after the course start date.
- No refund will be applied for withdrawals initiated after the 18th day from the course start date.

INDEBTEDNESS TO THE UNIVERSITY

Students who incur debts to UMUC during a particular session must clear them to be permitted to register for the next session. Requests for services including transcripts, evaluations, and diplomas will be denied until all debts have been paid. Outstanding debts are collected against any refunds due the student. After 120 days, uncollected debts are forwarded to the State Central Collection Unit (SCCU) of the State Attorney General's Office (of the State of Maryland), which may report the debt to major credit reporting entities. A 17% fee will be assessed by the State of Maryland for all debts submitted to SCCU.

SCHOLARSHIPS AND FINANCIAL AID

SCHOLARSHIPS

UMUC awards scholarships to eligible graduate students in Europe who have completed 9 credits 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/fso* or through the Financial Aid Office.

FINANCIAL AID

University of Maryland University College Europe acts on behalf of Bowie State University as a processing agent for financial aid. Three federal financial aid programs are available to graduate students: the William D. Ford Federal Direct Subsidized Stafford Loan Program and the William D. Ford Federal Direct Unsubsidized Stafford Loan. Graduate Plus Loans, which are awarded by academic year, are 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*
Web: *www.ed.umuc.edu/fso*

FINANCIAL AID APPLICATION PROCESS

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 2008-2009 *Free Application for Federal Student Aid* (FAFSA) and the 2008-2009 *Untaxed Income Worksheet* to apply for financial aid. These materials are available at education centers or online at *www.ed.umuc.edu/fso*. The *Military Untaxed Worksheet* is sent to the UMUC Europe Financial Aid Office in Heidelberg to initiate and establish the student's 2008-2009 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 online at *www.fafsa.ed.gov* or mailed to the federal processing center in Mt. Vernon, Illinois.

The UMUC Europe Financial Aid Web site 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 2008-2009 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 award offer letter, based on half-time enrollment, will be sent to the student.

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 2008-2009 academic year. Student loan recipients must be enrolled at least half-time each term during the loan period to remain eligible for their loan. Enrollment in both on-site and distance education classes can 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. Please see our Web site for 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
Fall	1 June 2008
Spring	1 October 2008
Summer	1 March 2009

FEDERAL DIRECT STUDENT LOAN PROGRAMS

William D. Ford Federal Direct Subsidized 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 fixed at 6.8 percent. There is also a 2 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 Stafford Loan, 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 $12,000 per academic year.

Federal Graduate PLUS Loans

This non-need-based federal loan program is available to graduate and professional students who have already applied for their maximum loan eligibility under the Federal Subsidized and Unsubsidized Stafford Loan Program. Graduate and professional students are eligible to borrow up to the cost of attendance minus other estimated financial assistance. Students must present a satisfactory credit history to be eligible for this program.

Repayment of the Graduate PLUS Loan begins on the date of the last disbursement of the loan, with a fixed interest rate of 7.9 percent. There is a 4.0 percent origination fee that is subject to reduction by the Department of Education.

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 semester on or before the 60 percent attendance point in the semester. 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 our Web site.

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.**

Full time	9 credits
Half time	6 credits

DISBURSEMENT OF FUNDS

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 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 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 three times annually, in January, June, and September. 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 credits for a 36-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 a BSU Incomplete is not completed after a year from the course completion date, the I becomes an F. A UMUC Incomplete becomes an F after four months.

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)

Only 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. UMUC Europe's policy only allows students to receive aid for one repeat of a course.

Financial Aid 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.

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 Regional Office in Buffalo, New York, on a term-by-term basis.

Graduate students applying for VA education 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 education 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*). 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 (for veterans) also a photocopy 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.

VA 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 VA application form and any other documents at the time of registration.

All students requesting VA benefits must use MyUMUC each term or session they request benefits. The MyUMUC portal allows students to:

- apply for their VA educational benefits each term with the university.
- adjust their VA benefits each session if they enroll in additional courses
- view the processing status of their requests for VA certification.

The VA will not pay for audited enrollments or for courses not applicable to the degree program. 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 VA 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 VA 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 VA. WAVE can also be found on the GI Bill Web site at *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 credits (8 weeks) = 3/4 time
6 credits (8 weeks) = full time
3 credits (10 weeks) = 1/2 time
6 credits (10 weeks) = full 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*
Web: *www.ed.umuc.edu/stuasst/va*

RESIDENT CREDIT

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

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

GRADING SYSTEM

Thirty-six to 48 credits 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 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 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 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 COUN 836, COUN 837, COUN 861, INSS 880, INSS 890, PSYC 836, PSYC 858, PSYC 861, and PUAD 704. 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. The mark of I will not be recorded for a student who has not completed at least 60 percent of the work in the course. The faculty member makes the final decision concerning the granting of the Incomplete.

When posting the Incomplete the faculty member will state the requirements remaining and the deadline — not to exceed four 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 (BSU) or four months (UMUC), 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, the mark of W is assigned. The W can be posted only when the student withdraws (drops) from the class through MyUMUC. (See the Withdrawal section of this *Catalog*.)

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 must not increase the total credits earned toward a degree. The higher grade will count for credit. For the BSU programs, no courses may be repeated while a student is on conditional admission status.

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. When the requirements of an incomplete course are completed and the I is changed to a final grade, an appropriate correction is made in the cumulative GPA. Only grades earned at the university awarding the degree are counted in the GPA. Credits accepted in transfer are not counted in the GPA.

WITHDRAWAL

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

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

GoArmyEd GoArmyEd students must follow the procedures and withdraw through the GoArmyEd portal.

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

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

- Students who register for on-site classes must officially withdraw no later than the day before the final class.
- Students who register for online courses must officially withdraw no later than the Friday before the final week of the course.
- Students enrolling in hybrid classes should note that the official start date is the first day of the WebTycho part of the class, which may be earlier than the first on-site meeting date.

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

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 online or from a UMUC 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

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 from current students should be submitted through MyUMUC. Students may also request transcripts using the form available from the UMUC Europe Web site. 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 submitted through MyUMUC. 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*.

Transcripts for UMUC Students (MSIT program)

Transcript requests should be requested through MyUMUC.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 09102-9216
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 within three weeks of the first enrollment of each school year. To prevent automatic disclosure of directory information, this notice must be provided annually with the registrar within the time allotted above. Students may select which information they wish to release without consent through MyUMUC.

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

See Appendix E of the *2008-2009 UMUC Europe Undergraduate Catalog* for additional information about FERPA.

POLICY STATEMENTS

ACADEMIC INTEGRITY

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 *2008-2009 UMUC Europe Undergraduate Catalog* and is also available at *www.umuc.edu/policy/aa15025.shtml.*

COURSE LOAD

One course, or 3 credits, 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 session. These students, however, must expect heavy academic work loads.

Students may enroll themselves in up to 12 credits per term (fall: August-December; spring: January-May; summer: June-July). Students wishing to take 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 credits in one session.

CERTIFICATE OF ENROLLMENT

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

EXCEPTION TO POLICY

Requests for an exception to policy must be submitted in writing to the program director for the degree plan 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

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 must 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 must 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 must 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 must hold an informal, nonadversarial fact-finding investigation. If a majority of the committee finds the allegations supported by clear and convincing evidence, the committee must take appropriate action to resolve the matter.

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

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

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, this can be accomplished through MyUMUC.

POLICY STATEMENTS

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 Europe, Unit 29216, APO AE 09102-9216. For the complete statement on nondiscrimination, see Appendix C of the *2008-2009 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*.

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 of each session 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 director, Student Affairs.

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

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

Students expecting to complete requirements for a master's degree must submit an online graduation application and the $50 graduation (diploma) fee in accordance with the following schedule:

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

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

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 Europe, Office of Graduate Programs, Unit 29216, APO AE 09102-9216, no later than the first day of the month in which the degree is to be awarded.

COMMENCEMENT

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

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

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

DIRECTORY

UMUC EUROPE

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

Douglas A. Franklin, PhD
Associate Dean
Service Program Director, Navy

Stephanie R. Anderson, MHR
Interim Director, Downrange Operations

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Co-Director, Information Technology

Scott Culton, BA
Co-Director, Information Technology

Monika E. Denburg, MA
Director, Distance Education Programs

Patricia A. Jameson, MA
Equal Opportunity Officer

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Director, Student Affairs

Anand Krishna, PhD
Service Program Director, Army

TBA
Service Program Director, Air Force

Edna D. Roy
Associate Director, Financial Aid

Gina M. Schmidt-Phillips, EdM
Director, Institutional Research

Vermele S. Smith, MA
Director, Human Resources

Beverly Wehr, MBA, CPA
Comptroller

Jennifer J. Williams, MA
Registrar

Graduate Programs

Carole Wellington, MEd
Graduate Programs Administrator

William M. King, EdD
Program Director, Counseling

Robert E. Mann, EdD
Program Director, Public Administration

John G. Meinke, EdM, MAT, MS
Program Director, Management Information Systems and Information Technology

Addresses
University of Maryland University College
Office of Graduate Programs
Unit 29216
APO AE 09102-9216
(from the U.S. and overseas commands)

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

Telephone numbers
Military: DSN 314-370-6762
Civilian (Germany): 06221-378302/3780
International: +49-6221-378302/3780

Fax
Civilian: +49-(0)6221-315871

E-mail
UMUC Europe Graduate Programs
gradprog@ed.umuc.edu

Counseling
gradcouns@ed.umuc.edu

Management Information Systems/
Information Technology
gradmis@ed.umuc.edu

Public Administration
gradpa@ed.umuc.edu

Web
www.ed.umuc.edu/graduate

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

Djibouti
Camp Lemonier

Egypt
Sinai North Camp
Sinai South Camp

Germany
Ansbach
Bamberg
Baumholder
Buechel
Dexheim
Garmisch
Geilenkirchen
Grafenwoehr
Heidelberg
Hohenfels
Illesheim
Kaiserslautern
Landstuhl
Mannheim
Miesau
Ramstein
Schweinfurt
Sembach
Spangdahlem
Stuttgart
Vilseck
Wiesbaden

Greece
Souda Bay

Italy
Aviano
Gaeta
Ghedi
Livorno
Naples
Sigonella
Vicenza

Kosovo
Bondsteel

Kuwait
Ali Al Salem Air Base
Camp Arifjan
Camp Buehring
Camp Virginia
Kuwait Naval Base

Netherlands
AFNORTH
Volkel

Portugal
Lajes
Lisbon

Qatar
Al Udeid
Doha-Camp As Sayliyah

Spain
Rota

Turkey
Adana (Incirlik)
Izmir

United Kingdom
Alconbury
Croughton
Harrogate
Lakenheath
Mildenhall
St. Mawgan

DIRECTORY

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Vice Provost and Dean, School of Undergraduate Studies

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Associate Provost, Student Affairs, and University Registrar

Pershail Young, MA
Assistant Provost, Student Affairs

Sean Chung
Assistant Vice President, Enrollment Management

Cynthia Lyons, AGS
Director, Records

UMUC Stateside Address
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783-8085

Telephone number
800-888-UMUC

Fax
301-985-7977

E-mail
umucinfo@umuc.edu

Web
www.umuc.edu

UMUC LOCATIONS

Major administrative centers are indicated by an asterisk*.
Stateside locations outside Maryland and the metropolitan Washington, D.C., area provide services only.

California

Coronado Naval Base

Point Loma Naval Base

San Diego Naval Base

Travis Air Force Base

District of Columbia

Bolling/Anacostia

Walter Reed Army Medical Center

Florida

Jacksonville Naval Air Station

Mayport Naval Station

Georgia

Fort Gordon

Fort Stewart

Kings Bay Naval Submarine Base

Hawaii

Camp Smith

Honolulu (Coast Guard Integrated Support Command)

Kaneohe Bay Marine Corps Base

Pearl Harbor Naval Station

Schofield Barracks

Tripler Army Medical Center

Maryland

Aberdeen Proving Ground

Adelphi (UMUC headquarters)*

Allegany College of Maryland

Andrews Air Force Base

Anne Arundel Community College

Arundel Mills (Anne Arundel Community College Center)

Baltimore City Community College

Bethesda National Naval Medical Center

Carroll Community College

Cecil Community College

Chesapeake College

College of Southern Maryland (La Plata, Leonardtown, Prince Frederick)

Community College of Baltimore County

Dorsey Station*

Fort Detrick

Fort Meade

Frederick Community College

Garrett Community College

Hagerstown (University System of Maryland)

Hagerstown Community College

Harford Community College

Howard Community College

Laurel College Center

Montgomery College

Patuxent River Naval Air Station

Prince George's Community College

Shady Grove*

Southern Maryland Higher Education Center

University of Maryland, College Park

Waldorf Center for Higher Education*

Wor-Wic Community College

South Carolina

Fort Jackson

Texas

Fort Hood

Fort Sam Houston

Lackland Air Force Base

Virginia

Fort Belvoir

Fort Myer

Henderson Hall, Navy Annex

Langley Air Force Base

Little Creek Naval Air Base

Norfolk Naval Station

Oceana Naval Air Station

Pentagon

Portsmouth Naval Medical Center

Quantico (Marine Corps Base)

Washington

Bremerton Naval Station

Everett Naval Station

Fort Lewis

Kitsap at Bangor Naval Base

McChord Air Force Base

Whidbey Island Naval Air Station

DIRECTORY

UMUC ASIA

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Vice President and Director

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Associate Dean and Area Director, Korea

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Associate Vice President for Operations

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Assistant Dean

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Irene Chung, BA
Associate Director, Korea

Christopher Ames, PhD
Area Director, Japan

Christine R. Kalina, BA
Registrar

Mika Gardaya, MA
Associate Director, Okinawa

Yokota Addresses
University of Maryland University College
Unit 5060, Box 0100
APO AP 96328-0100
(from the U.S. and overseas commands)

University of Maryland University College
Building 445
Yokota Air Base
Fussa, Fussa-shi
Tokyo (197-0001) Japan
(for non-U.S. post)

Telephone numbers
Military: 315-225-3680
Civilian (within the United States): +81-3117-55-3680
Civilian (from elsewhere): +81-42-552-2510, ext. 5-3680

Fax
Civilian (international): +81-42-551-8305

E-mail
sservices@asia.umuc.edu (for Student Services)

Web
www.asia.umuc.edu

UMUC ASIA LOCATIONS

Australia
Alice Springs

Central Japan
Atsugi
Camp Fuji
Camp Zama
Iwakuni
Misawa
Sasebo
Yokosuka
Yokota

Guam
Andersen
COMNAVMAR

Marshall Islands
Kwajalein

Okinawa
Camp Courtney
Camp Foster
Camp Hansen
Camp Kinser
Camp Schwab
Camp Shields
Futenma
Kadena
Torii Station
White Beach

Singapore
U.S. Navy Region Singapore (NRS)

South Korea
Camp Carroll
Camp Casey
Camp Henry
Camp Hovey
Camp Humphreys
Camp Long
Camp Red Cloud
Camp Stanley
Chinhae
K-16
Kunsan
Osan
Pohang
Suwon
Yongsan

Thailand
JUSMAG-THAI/
U.S. Embassy

BOWIE STATE UNIVERSITY

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TBA
Provost and Vice President for Academic Affairs

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University Registrar

Cosmas Nwokeafor, PhD
Assistant to the Provost for Graduate Studies

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Dean, School of Education

Mathias Mbah, PhD
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Rhonda Jeter Twilley, PhD
Chair, Department of Counseling

David Anyiwo, PhD
Chair, Department of Management Information Systems

Marion H. Harris, PhD
Chair, Department of Management/Marketing/Public Administration

Cubie Bragg, PhD
Program Coordinator, Counseling

Stateside Regional Locations

Montgomery County Public Schools Partnership Program in Rockville
USM Shady Grove Center
Southern Maryland/Thomas Stone Center

Address

Bowie State University
14000 Jericho Park Road
Bowie, Maryland 20715-9465

Telephone numbers

301-860-4000
1-877-77-BOWIE

Web

www.bowiestate.edu

DIRECTORY

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www.usmh.usmd.edu

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

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APPENDICES

For a complete listing of all appendices pertaining to UMUC programs in Europe, please refer to the University of Maryland University College Europe *2008-2009 Undergraduate Catalog*. The *2008-2009 Undergraduate Catalog* includes the following appendices:

APPENDIX A

Policies of the Maryland Higher Education Commission on General Education and Transfer from Public Institutions in Maryland (Code of Maryland Regulations Title 13B, Subtitle 06, Chapter 01)

APPENDIX B

Statement on Transferring Undergraduate College-Level Credits to UMUC

APPENDIX C

Policy on Nondiscrimination (UMUC Policy 40.3)

APPENDIX D

Policy on Religious Observances (UMUC Policy 51.00)

APPENDIX E

Policy on Disclosure of Student Records (UMUC Policy 210.14)

APPENDIX F

Procedures for Review of Alleged Arbitrary and Capricious Grading (UMUC Policy 130.80)

APPENDIX G

Code of Student Conduct (UMUC Policy 151.00)

APPENDIX H

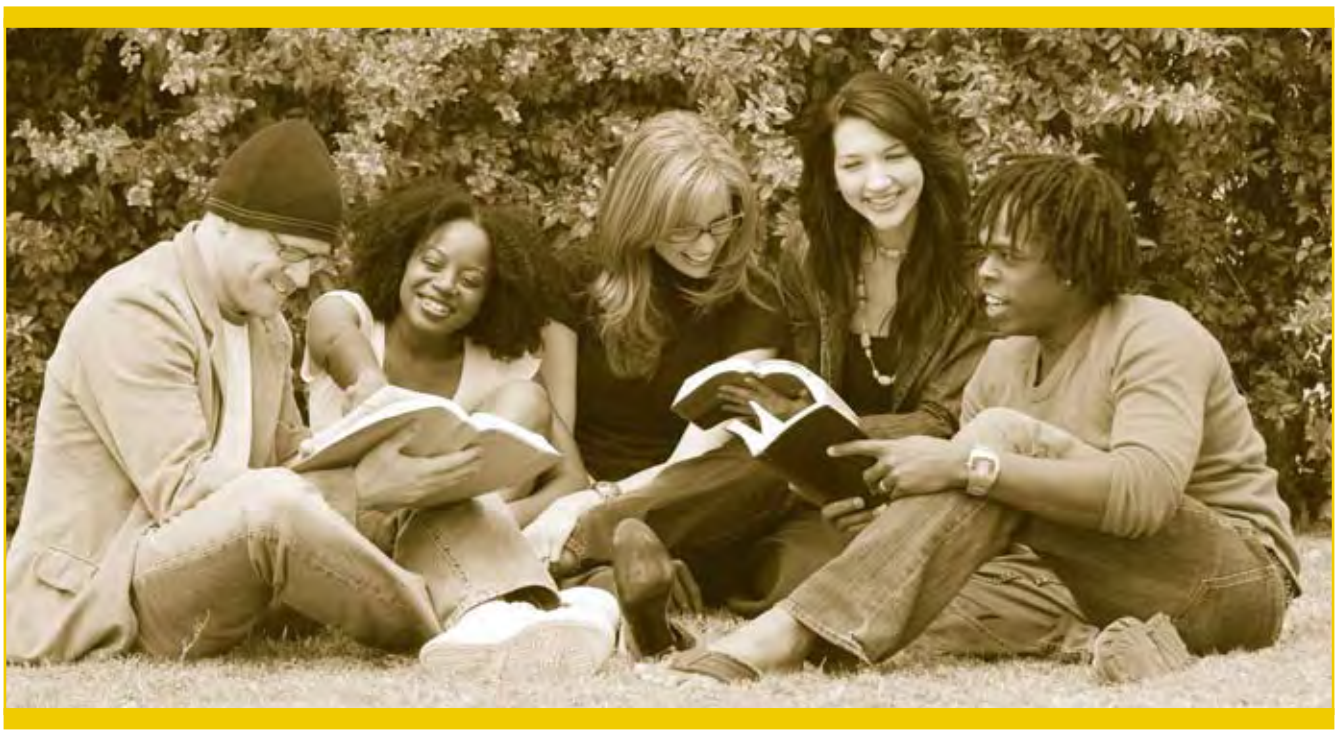
Academic Dishonesty and Plagiarism (UMUC Policy 150.25)

APPENDIX I

Annual Information Report

APPENDIX J

Policy on Shared Governance



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August 2008

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ON-SITE

FALL 2008

Session 1	Registration	11 Aug - 22 Aug 2008
	Session 1	24 Aug - 18 Oct 2008
Session 2	Registration	13 Oct - 24 Oct 2008
	Session 2	26 Oct - 20 Dec 2008

SPRING 2009

Session 1	Registration	5 Jan - 16 Jan 2009
	Session 1	18 Jan- 14 Mar 2009
Session 2	Registration	9 Mar - 20 Mar 2009
	Session 2	22 Mar - 16 May 2009

SUMMER 2009

Session 1	Registration	18 May - 29 May 2009
	Session 1	31 May - 25 Jul 2009

DISTANCE EDUCATION

FALL 2008

Session 1	Registration	24 Jun - 31 Aug 2008
	Session 1	1 Sep - 9 Nov 2008
Session 2	Registration	14 Jul - 9 Nov 2008
	Session 2	10 Nov 2008 - 25 Jan 2009

SPRING 2009

Session 1	Registration	17 Nov 2008 - 25 Jan 2009
	Session 1	26 Jan - 5 Apr 2009
Session 2	Registration	17 Nov 2008 - 5 Apr 2009
	Session 2	6 Apr - 14 Jun 2009

SUMMER 2009

Session 1	Registration	13 Apr - 14 Jun 2009
	Session 1	15 Jun - 22 Aug 2009

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Session 2	Registration	9 March - 20 March 2009
	Session 2	22 March - 16 May 2009
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	Session 1	31 May - 25 July 2009

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