

2021-2022 UMGC EUROPE CATALOG



UNIVERSITY
OF MARYLAND
GLOBAL CAMPUS
EUROPE



Serving Overseas Since 1949

EUROPE.UMGC.EDU

UMGC IN MARYLAND AND AROUND THE WORLD

MISSION

The mission of University of Maryland Global Campus is improving the lives of adult learners. We will accomplish this by operating as Maryland's open university, serving working adults, military servicemen and servicewomen and their families, and veterans who reside in Maryland, across the United States, and around the world.

VISION

UMGC will be a global leader in adult education focusing on career-relevant programs that enable students to realize their professional aspirations.

VALUES

- **Students First:** These are the people who make our work possible.
- **Accountability:** We are each responsible for our overall success.
- **Diversity:** Each individual brings value to our efforts and results.
- **Integrity:** Our principles and standards are never compromised.
- **Excellence:** Quality is the hallmark of our work.
- **Innovation:** We advance so others can benefit from our leadership.
- **Respect:** The rights and feelings of others are always considered.
- **People Always:** Our faculty and staff represent our differentiator and competitive advantage.

CONTACT UMGC EUROPE

We stand ready to assist current and prospective students with their questions and inquiries.

Civilian (Germany)

0631-534-800

International

+49-631-534-800

Email

studentservices-europe@umgc.edu

Facebook

facebook.com/umgceurope

Virtual Office

umgc-edu.zoom.us/j/840013102

Web

europe.umgc.edu



UNIVERSITY
OF MARYLAND
GLOBAL CAMPUS
EUROPE

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2021. Students should keep the catalog available for easy reference throughout their degree program.

Welcome to UMGC Europe

On behalf of the faculty and staff of University of Maryland Global Campus Europe, welcome to the 2021-2022 academic year. It is hard to believe that we ended last academic year in its entirety under pandemic conditions. As we look forward to the coming year, the safety and health of our students, faculty, and staff continue to remain a top priority. We are as committed as ever to partnering with you on your educational journey, particularly as we return to on-site classes and services while also maintaining our virtual offices and class formats that served us so well during lockdown.

Our focus is on connecting with you, the learner, as you chart your educational path toward achieving your personal and career goals. We know every one of you is on a unique journey, a journey that our skilled staff and attentive faculty can help you navigate. As we get to know you in our offices at more than 50 locations across Europe and downrange and in our virtual offices providing extended coverage, our highly trained staff can advise you on how your prior work and educational experiences can earn you credit and allow you to attain your educational goals as quickly and affordably as possible.

The low student-to-teacher ratio of our on-site classes allows UMGC Europe faculty to really get to know you as a student, encouraging meaningful, tailored learning experiences that are accessible and affordable. Through our online programs, the full breadth and depth of the curriculum of a large public university with more than 90,000 students is available to you. The Schools of Arts and Sciences, Business, and Cybersecurity and Information Technology offer a range of certificate programs and undergraduate and graduate degree options that are focused on helping you develop knowledge and skills you can apply immediately.

Whether you are a high school student, recent graduate, active duty servicemember, spouse, civilian, or retiree, UMGC Europe has the presence and expertise to help you achieve your educational goals. With more than 70 years of experience serving those who serve, one student at a time, we never forget that it is a privilege to be on this journey with you.



Colonel Tony K. Cho
U.S. Army, Ret.
Vice President and Director
UMGC Europe



Dr. Andrew D. Boone
Associate Vice President
and Associate Dean
UMGC Europe



Accreditation

University of Maryland Global Campus is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (+1-267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

UMGC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMGC is certified to operate by the State Council of Higher Education for Virginia (SCHEV). University of Maryland Global Campus, 9625 Belvoir Road, Barden Education Center, Building 1017, Room 128, Fort Belvoir, VA 22060.



See the policy statement and additional policies in the index.

Table of Contents

WELCOME TO UMGC EUROPE

III Welcome to UMGC

ABOUT STUDY AT UMGC

1 Helping You Get Started
4 Admission
9 Enrollment Information
11 Ways of Earning Credit

FINANCIAL INFORMATION

20 Payment of Tuition and Fees
22 Ways to Finance Your Education
23 Financial Aid
27 Veterans Education Benefits

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

30 Academic Standards
35 Scholastic Recognition
38 Responsibilities of the Student

SERVICES AND RESOURCES

43 Availability of Services
43 Accessibility Services
43 Admission Assistance
44 Alumni Association
44 Career Services
44 Computer Labs and Services
44 Graduation Clearance and Services
45 The UMGC Library
46 MyUMGC
46 Student Advisory Council
46 Student Organizations
46 Transcript Services
47 Tutoring and Writing Resources
47 Verification Services
48 Academic Advisement

OVERVIEW OF ACADEMIC SCHOOLS AND PROGRAMS

51 The School of Arts and Sciences
52 The School of Business
53 The School of Cybersecurity and Information Technology

UNDERGRADUATE CERTIFICATE PROGRAMS

54 Expectations
54 Requirements
55 UMGC Europe Programs
55 **UNDERGRADUATE CERTIFICATE PROGRAMS**
56 Accounting Foundations
56 Computer Studies
56 Foreign Language Area Studies
57 Management
57 Women's Studies

ASSOCIATE DEGREE PROGRAM

58 Expectations
58 Requirements
59 UMGC Europe Programs
60 **CURRICULA**
60 General Curriculum
62 Accounting Curriculum
63 Business and Management Curriculum
64 Computer Studies Curriculum
65 Foreign Language Area Studies Curriculum
67 Management Studies Curriculum
68 Mathematics Curriculum
69 Military History Curriculum
70 Psychology Curriculum
71 Women's Studies Curriculum

BACHELOR'S DEGREE PROGRAMS

72 UMGC Europe Programs
72 Expectations
73 Requirements
76 **ACADEMIC MAJORS**
76 Accounting
78 Business Administration
80 Communication Studies
82 Computer Networks and Cybersecurity
84 Computer Science
86 Criminal Justice
88 Cybersecurity Management and Policy
90 Digital Media and Web Technology
92 English
94 General Studies
96 History
98 Homeland Security
100 Humanities
102 Human Resource Management
104 Information Systems Management

106	Management Studies	
108	Marketing	
110	Political Science	
112	Psychology	
114	Social Science	
116	ACADEMIC MINORS	
116	Accounting	
116	Art History	
116	Biology	
117	Business Administration	
117	Communication Studies	
117	Computer Science	
117	Criminal Justice	
118	Cybersecurity	
118	Digital Media and Web Technology	
118	Diversity Awareness	
119	Economics	
119	English	
119	Forensics	
120	History	
120	Homeland Security	
120	Human Resource Management	
120	Information Systems Management	
121	Marketing	
121	Philosophy	
121	Political Science	
121	Psychology	
122	Sociology	
122	Terrorism and Critical Infrastructure	
122	Women's Studies	
	SOCIAL WORK PARTNERSHIP PROGRAMS	123
123	Bachelor of Arts in Social Work	
126	Master of Social Work	
	MASTER'S DEGREE PROGRAMS	129
129	Expectations	
129	Requirements	
130	UMGC Europe Programs	
130	MASTER'S DEGREE PROGRAMS	
131	Business Administration	
132	Cloud Computing Architecture	
134	Cyber Operations	
136	Cybersecurity Management and Policy	
138	Cybersecurity Technology	
140	Digital Forensics and Cyber Investigation	
142	Information Technology	
150	Management	

GRADUATE CERTIFICATE PROGRAMS	153
153	Expectations
153	Requirements
154	GRADUATE CERTIFICATE PROGRAMS
154	Cloud Computing and Networking
155	Cyber Operations
155	Cybersecurity Management and Policy
155	Cybersecurity Technology
156	Database Systems Technology
156	Digital Forensics and Cyber Investigation
156	Foundations of Information Technology
157	Homeland Security Management
157	Informatics
157	Information Assurance
158	Project Management
158	Software Engineering
158	Systems Engineering

COURSE INFORMATION	159
159	Field Study Courses
162	Information on Courses
163	Key to Course Descriptions
164	Undergraduate Course Descriptions
217	Graduate Course Descriptions

DIRECTORY	229
229	UMGC Europe
232	UMGC Asia
232	UMGC Stateside
233	University System of Maryland
234	UMGC Europe Faculty

SUMMARY OF KEY POLICIES	243
243	Policies
246	Appendices

INDEX	247
--------------	------------



WELCOME TO UMGC

MADE FOR YOU

From its founding in 1947, University of Maryland Global Campus (UMGC) has had a single mission: to meet the educational needs of adult students like you—students who must balance study with the demands of work and family life.

Since then, the university has grown to be the largest public university in the nation, serving students throughout the state, the country, and the world. And although its name has changed more than once over the decades (from the College of Special and Continuation Studies to University College, from UMUC to UMGC), the university's mission (stated on inside front cover) and focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep you from achieving your educational goals—remains unchanged.

For information on UMGC's mission, history, and values, visit umgc.edu/mission.

MILITARY PARTNERSHIPS

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

This long relationship has made UMGC particularly sensitive to the needs of military students and prepared to handle details specific to military life, such as veterans benefits and the transfer of credit earned in military specialty schools. In July 2013, UMGC was awarded a U.S. Department of Defense contract to continue offering programs at its military sites across Europe. In 2015, the U.S. Department of Defense announced that it had extended UMGC's privilege to serve the members of the U.S. military community in Asia.

By proving that traditional standards of academic excellence can be maintained in nontraditional settings, UMGC has won the respect of the military community and established itself as an integral part of military life.

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

KEY ALLIANCES

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

- ✦ UMGC is a strong supporter of Community College of the Air Force programs. The GEM program allows Air Force students to quickly complete major requirements for CCAF degrees. Through the AU ABC program, UMGC enables CCAF degree holders to easily transfer credits toward a bachelor's degree.
- ✦ ArmyIgnitEd is an online system developed to help Army students move forward academically and achieve their educational goals. Soldiers have unlimited access to educational opportunities, support, and guidance throughout their desired education path.
- ✦ The Military Spouses Career Advancement Account (MyCAA) is a unique financial aid program for military spouses. UMGC provides advisors to assist students with applying and using MyCAA benefits.
- ✦ UMGC Europe is an approved vendor for Army credentialing assistance (CA) funding. See p. 22 and p. 154 for more information about undergraduate- and graduate-level options.

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

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

Excellence

A regionally accredited university, UMGC is dedicated to providing the highest quality programs and services and ensuring excellence in its online and on-site courses.

In providing these programs, UMGC relies on a renowned faculty of scholar-practitioners—teachers who bring real-world experience as well as advanced academic credentials to your courses—and the use of the latest technologies. UMGC also is able to provide you with a wealth of resources because of its place within the University System of Maryland.

The success of UMGC's efforts is evident. UMGC has garnered awards from such notable organizations as the World Affairs Council, E-C Council, University Professional and Continuing Education Association, Online Learning Consortium (formerly the Sloan Consortium), and Maryland Distance Learning Association.

CARRYING OUT THE MISSION

Students First

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

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

As a global university, UMGC makes it possible for you to take classes any time, any place, by offering a large selection of online programs—in addition to classes at sites throughout Maryland and the Washington, D.C., metropolitan area and at military sites all over the world. You can also access student services online, virtually, and by phone, as well as on-site at many locations.

Innovation

UMGC has always looked for new and better ways to serve students. Long before the online revolution, the university was delivering courses to students at distant locations, using any and all available technologies—from interactive television to voice mail. Today, you can access both courses and services online, using the university's learning management system and MyUMGC, its online gateway to services and information. Through its Office of Academic Quality, UMGC leads the search for next-generation learning models and best practices for online learning.



GRADUATE PROGRAMS

UMGC's graduate programs prepare you for effective leadership and citizenship in a global environment characterized by workforce diversity, increasing competition, and technological innovation. Over the years, many of these programs have won awards for excellence.

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

Currently, nine graduate degree programs are offered in Europe: business administration, cloud computing architecture, cyber operations, cybersecurity management and policy, cybersecurity technology, digital forensics and cyber investigation, information technology, management (criminal justice management and homeland security management), and social work. Thirteen graduate certificates are also offered in Europe. The stateside campus offers additional graduate degree programs, including the Doctor of Business Administration (DBA).

EDUCATIONAL RELATIONSHIPS

UMGC is dedicated to collaboration and cooperation with other educational institutions, both public and private, throughout the nation and the world. The university has established alliance agreements with more than 70 community colleges across the United States, including all 16 Maryland community colleges.

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

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

UMGC EUROPE OVERSEAS

UMGC was founded in 1947 as the College of Special and Continuation Studies, a branch of the University of Maryland's College of Education in response to the needs of adult students who turned to higher education in search of brighter futures, better jobs, and more fulfilling lives.

In 1949, UMGc became the first university to send faculty overseas to educate active-duty military personnel in Europe. What started off as a noble experiment, with seven professors in six cities in Germany, has turned into a globally-recognized, award-winning institution that includes graduates from all 50 U.S. states, the District of Columbia, and over 20 countries and territories worldwide. This deep-rooted tradition of serving the military in war and peace continues today. We are honored to celebrate more than 70 years of providing quality education to extraordinary students overseas.

Helping You Get Started

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

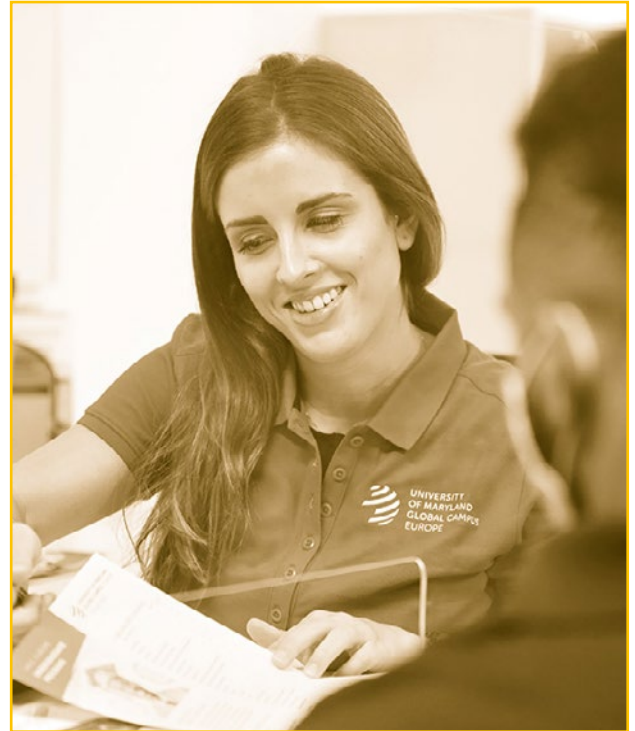
To that end, UMGC looks first for ways to make it easy for you to get started. Admission policies are designed to simplify the process (standardized tests are not generally required), making it possible for you to apply and register for most programs at the same time. Shorter terms and multiple start dates mean you don't have to wait to take that first class (described on the following page), which is geared to help you transition back to college-level study. Recognizing that financial concerns often present the most challenging obstacle to higher education, UMGC strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military and community college students, to help you find ways to finance your education (described on p. 22). And to help you at every step—from finding the right program, applying for admission, registering for class, and getting academic and career assistance, to applying for your diploma and graduating—services and resources (described on pp. 43-50) are conveniently available online and by phone, as well as on-site at many locations.

Course Formats and Expectations

As a global university, UMGC makes it possible for you to take classes any time, any place, by offering a large selection of online classes, as well as on-site and hybrid classes that are available at military sites all over the world, plus at sites throughout Maryland and the Washington, D.C., metropolitan area, for maximum convenience and flexibility.

Hybrid classes typically meet on-site at a UMGC location for a number of sessions per term; the remainder of the teaching and learning in the course occurs in the online classroom. The schedule of on-site sessions is provided online at the beginning of the term. Classes offered in a hybrid format are identified by location in the schedule of classes.

Course content, learning materials, requirements, assignments, and class participation are comparable for online, on-site and hybrid courses, and faculty members are engaged and supportive of students in each format. Each of these course formats require that you have access to appropriate technology to participate in asynchronous, computer-based class discussions; study groups; online database searches; course evaluations; and other online activities.



Classroom-Based Study

In Europe, UMGC courses are offered in classrooms on U.S. military bases throughout Europe through long-standing partnerships with overseas military commands.

On-site classes meet in a physical classroom. Hybrid classes combine on-site and online instruction and typically meet on-site at a UMGC location for a number of sessions per term; the remainder of the teaching and learning in the course occurs in the online classroom.

Most UMGC Europe locations offer hybrid and web-enhanced on-site courses to various locations in a live stream format via video-conference platforms. These live stream courses equate to being on-site, and abide by the UMGC and VA residency policies for on-site courses.

With unit courses, you and members of your unit can take customized on-site courses at a time and location that is most convenient for your unit. Any course can be offered in the unit course format. If you think your unit would benefit from this format, contact your local UMGC Europe representative for more information.

Online Study

UMGC's role as a virtual and global university means that you can participate in the university experience from any place in the state, the nation, or the world that has internet access. UMGC's award-winning online courses and programs offer a technology-enriched experience conducted by the same excellent faculty that teaches its on-site offerings.

Online courses maintain the same academic standards as on-site and hybrid courses. In online courses, you are linked to faculty and classmates via computer and the internet. The faculty member leads discussions, responds to student inquiries, and posts assignments in individual folders online. You are expected to participate frequently in online discussions.

To study online, you should have strong reading and writing skills, as well as a basic knowledge of the Windows environment. Technical requirements for participating in online courses are provided at umgc.edu/techreq.

Another online format is our virtual classes. These classes meet on specific days and times much like on-site courses, only in a secure virtual classroom. Students and faculty interact on a regular schedule and have the opportunity to exchange ideas during discussion. Faculty respond to student inquiries live in person and assignments can be discussed and reviewed. The virtual format has all of the advantages of an on-site class but you can attend from anywhere in Europe that you are located.

Technical Requirements

You must ensure that you have some type of internet access. Depending on individual course requirements, this access may be through use of a UMGC computer lab; university or public library; or other readily available, reliable source if you do not have home access. However, such access should be regularly available, and you must have a current email address; you are responsible for your own internet access costs.

Some academic programs may have specific technical requirements, such as requiring you to download and install specific computer programs. To determine if such requirements apply to your program, you should consult the program and course descriptions.

For more information about technical requirements, refer to umgc.edu/techreq.

Expectations

Before registering, you may want to consider the following requirements to be successful as a student:

- ✦ You need to be prepared to write extensively, because nearly all communication is written. You need strong reading and writing skills in English.
- ✦ You need to be competent in the use of computers and commonly used software programs.
- ✦ Because the online classroom is asynchronous and you are expected to be an active participant, you are encouraged to log in frequently to check what has transpired in your online classroom.
- ✦ You will need disciplined work habits, effective time management skills, and the ability to work both alone and collaboratively.

First-Term Courses

An array of "first" and preparatory courses are managed by Student Affairs, which is committed to promoting your development and success as a student by providing programs and services that enable you to reach your educational goals. These courses are designed to provide a well-supported and productive start to your academic programs. Faculty members who teach these courses have been selected for their academic credentials as well as for their high degree of engagement and commitment to student success.

Since students come to UMGC with a wide range of academic preparedness and backgrounds in very different fields, the first courses focus on core skills that will prepare you to do well in your succeeding courses and program.

Preparatory Courses

UNDERGRADUATE

As an undergraduate student pursuing an AA degree, the LIBS 150 is a required course to assist you throughout your studies. If you are an undergraduate student pursuing either a BA or BS degree, you may find the following courses helpful to your success both during and after your undergraduate studies with UMGC.

LIBS 150 Introduction to Research Library Sciences is a 1-credit course designed to introduce you to the research process and methods for retrieving information in a library or through online sources. The aim is to promote information literacy by providing effective strategies for finding relevant information and evaluating and correctly citing the information found.

CAPL 398A Career Planning Management is a 1-credit course designed to help you prepare for professional advancement or a career change. The aim is to focus on your individual skill set, networking, and researching career and economic markets to best position yourself to formulate a career path and then develop the necessary resources to reach your career goals.

GRADUATE

As a graduate student, you may find one or more graduate noncredit courses helpful to develop deeper subject knowledge. Preparatory courses (currently designated UCSP or ASC) are available in computer programming, financial accounting, information technology, writing, and research methods and generally last five to eight weeks. If you have been away from university study for a while or lack current experience in the area, these courses may provide a useful refresher. These courses carry no academic risk and are very reasonably priced. Specific recommendations are provided under Preparation Recommended for Success for each individual program. Although these courses carry no UMGC credit, they are graded on an S/U basis (explained on p. 30) and will appear on your official academic transcript. You must be admitted or have an application on file before you can register for any noncredit courses.

Required Introductory Courses

UNDERGRADUATE

As a bachelor's degree student, you must start your studies with UMGC with PACE 111 Professional and Career Exploration, preferably within the first 6 credits. This 3-credit course provides an orientation to UMGC and an exploration of how UMGC academic programs align to professional goals and career options. The aim of this course is to enable you to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to accelerate your path to degree completion through transfer credit and other prior learning. There are six models of the course to provide focused insight into the fields of business, communication and humanities, multidisciplinary studies (e.g., any field), public safety, sciences and healthcare, and technology.

If you begin undergraduate study at UMGC with 45 or more transfer credits, you may be eligible to take PACE 100 Professional and Career Exploration for Transfer Students, which is a condensed orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Students who successfully complete this 4-week course will receive the 3 credits equivalent to PACE 111.

GRADUATE

For most master's degree or graduate certificate programs, you must begin your studies with UMGC with UCSP 615 Orientation to Graduate Studies, which is to be taken within the first 6 credits.

This noncredit course is designed to help you develop the skills and techniques you need to understand and manage the challenges involved in a graduate program and to familiarize you with research strategies and online library resources—material that is critical for 21st-century professionals.

For master's degrees and graduate certificates that do not require UCSP 615, a 6-credit introductory course tailored toward that academic area is required:

- ✦ In the Master of Business Administration program, you are required to take PRO 600 Communicating, Problem Solving, and Leading in Professional Fields.
- ✦ In most cybersecurity programs, you are required to take CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity.
- ✦ In the Cloud Computing Architecture and Cyber Operations programs, you are required to take DCL 600T Decisive Thinking, Communicating, and Leading in Technology Fields.

Orientation and Getting Started

Local UMGC representatives and academic advisors stand ready in military communities to provide you with on-site and virtual assistance with admissions, registration, financial aid, advising appointments, and more.

Contact information for the UMGC location nearest you is available at europe.umgc.edu/locations.

Before the beginning of each session, UMGC holds special online and on-site orientations for new and prospective students. At these events, you have the opportunity to learn about UMGC and its programs, student services, academic and career options, and meet faculty members and fellow students. When you participate in these special events, you may have your application fee waived. You will find more information at europe.umgc.edu/events.

Admission

UMGC's admission requirements reflect our mission as Maryland's open university.

Eligibility

Active-duty and retired members of the U.S. Armed Forces, American employees of the U.S. government, and their family members located in a contract country may enroll in undergraduate and graduate courses through University of Maryland Global Campus Europe if they meet admission requirements. U.S. military policy requires a valid identification privilege card issued by the military services. Card validation is required after completing the online application. All eligibility questions should be directed to the Student Services Office at UMGC Europe Headquarters.

Undergraduate Admission Requirements

To be considered for undergraduate admission, you must have graduated from a state-approved or regionally accredited U.S. high school (including a DoDEA overseas high school) or achieved one of the following qualifications representing high school equivalency or better:

- ✦ Passing scores on a state high school equivalency exam, such as the General Educational Development (GED) test
- ✦ Graduation from a homeschool or alternative high school program that meets the criteria set forth by state and local education regulations
- ✦ Graduation from a non-U.S. high school
- ✦ An associate degree or higher from an accredited postsecondary institution or at least 60 college credits from an accredited postsecondary institution with at least a 2.0 grade point average (GPA) on a 4.0 scale
- ✦ Military service, documented by a Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript (On a case-by-case basis, UMGC may accept other military records as proof of high school equivalency.)

High school students who meet certain criteria as described on p. 6 may also be considered for admission and concurrent enrollment.

In addition to meeting the academic criteria listed above, you must be at least 13 years old, meet UMGC's English proficiency requirement, and be in good standing at any institutions that you attended, as noted in UMGC Policy 210.00 Undergraduate Admission. Standardized test scores are not required.



You must be admitted to the university before you can register for classes.

UMGC Policy 210.00 Undergraduate Admission is available online at umgc.edu/policies.

Undergraduate Student Status

As an undergraduate student, you are assigned to regular, provisional, or visiting/consortium status.

Regular

To be assigned regular student status, you must meet the general admission requirements. If you attended another institution of higher education within the last two years, you must also have a grade point average (GPA) of 2.0 or higher and be in good academic standing at the last institution of higher education you attended.

As a regular student, you are limited to enrolling in the number of credits set forth in UMGC Policy 215.00 Student Academic Load and Enrollment Status (available online at umgc.edu/policies). Course load is discussed on p. 9.

Provisional

You will be assigned provisional status if you meet the general admission requirements but one of the following conditions apply:

- ✦ You had a GPA lower than 2.0 at the last institution that you attended within the last two years
- ✦ You were on academic probation for poor academic performance at the last institution that you attended within the last two years
- ✦ You were dismissed for poor academic performance from the last institution that you attended within the last two years
- ✦ You are currently a high school student who qualifies for concurrent enrollment. (Additional information about qualifying for concurrent enrollment follows in this section.)

As a provisional student, you may enroll for a maximum of 7 credits per term. If you are a concurrently enrolled high school student, you maintain your provisional status until you submit proof of high school completion. All other provisional students must complete 7 credits of graded coursework with a cumulative GPA of 2.0 or higher before being considered for regular student status. All provisional students must contact the Student Services Office to request regular student status.

Visiting/Consortium

Colleges and universities serving the military overseas work together as a *consortium*. If you are seeking a certificate or degree with a consortium institution, you can enroll in a limited number of courses with other consortium institutions without paying an additional application fee. These courses must be (a) needed for you to complete your certificate or degree requirements and (b) unavailable from the institution at which you are seeking to earn your certificate or degree.

Note: UMGC Europe also extends consortium status to Community College of the Air Force (CCAF) students.

If you are a visiting consortium student, you must apply online to UMGC as a consortium student and submit an Application Fee Waiver Request at your local UMGC office after applying in order to have your application fee waived. As a visiting student, you are not required to submit your high school transcripts.

If you request an official evaluation from UMGC, you thereby indicate your interest in earning a certificate or degree with UMGC and will be required to pay the UMGC application fee. Your student status will then be changed from visiting to regular.

If you are currently attending another institution of the University System of Maryland (USM) as an undergraduate or graduate student, you may take undergraduate courses without applying to UMGC. Instead, you must submit a letter or form authorizing your enrollment at UMGC for the semester in which you wish to attend. The number of credits you may take and the transferability of academic work completed at UMGC is determined by your home institution.

Graduate Admission Requirements

To be considered for admission, you must have graduated from a regionally accredited degree-granting university or college with a bachelor's degree (or higher). Graduates from other accredited institutions may be considered on a case-by-case basis. Applicants who are not seeking a degree or certificate must meet the same criteria and are limited to taking a maximum of 12 credits.

In addition to the academic criteria listed above, you must meet UMGC's English proficiency requirement, as noted in UMGC Policy 170.10 Graduate Admission (available online at umgc.edu/policies). Standardized test scores, such as the Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT), are not required for most programs.

Some graduate programs recommend or require specific preparation; more details are provided under individual program descriptions in this catalog and online at europe.umgc.edu/graduate.

You must be admitted to the university before you can register for classes.

Graduate Student Status

As a graduate student, you are assigned regular or visiting status.

Regular

To be assigned regular student status, you must meet the general admission requirements.

As a student in regular status, you are limited to enrolling in the number of credits set forth in UMGC Policy 215.00 Student Academic Load and Enrollment Status (available online at umgc.edu/policies). Course load is discussed on p. 10.

Visiting

If you are attending an institution outside the University System of Maryland, you must apply for admission to UMGC.

Your previous coursework will be reviewed by the appropriate UMGC academic department to see if course prerequisites have been met. The number of credits you may take and the transferability of academic work completed at UMGC are determined by your home institution.

Special Situations

Applicants Educated Abroad

If you are applying for admission to an undergraduate program and you graduated from a high school not located in the United States (except an overseas DoDEA high school) or one of the countries listed at europe.umgc.edu/admissions, you must demonstrate English language proficiency in one of the following ways:

- ✦ Certifying on the admission application that you earned a passing score on a U.S. GED test
- ✦ Certifying on the admission application that you earned at least 24 credits from an accredited U.S. institution or from an institution in one of the countries listed at europe.umgc.edu/admissions
- ✦ Submitting a passing score on an English proficiency examination

If you are applying for admission to a graduate program and you obtained a bachelor's or master's degree from an institution not located in the United States or one of the countries listed at europe.umgc.edu/admissions, you must demonstrate English language proficiency in one of the following ways:

- ✦ Submitting transcript(s) indicating completion of at least 12 credits of graduate coursework, taken within the last two years with a grade of B or higher from an accredited institution in the United States, which will be considered on a case-by-case basis
- ✦ Submitting a passing score on an English proficiency examination (listed below)

For all programs, the following examination scores will be accepted as proof of English proficiency:

- ✦ A minimum score of 79 on the internet-based version of the Test of English as a Foreign Language (TOEFL)
- ✦ A minimum score of 550 on the paper-based version of the TOEFL and a minimum score of 4 on the Test of Written English (TWE)
- ✦ A minimum overall score of 6.5 on the International English Language Testing System (IELTS), including the academic writing and academic reading modules
- ✦ A minimum grade of Pre-1 on the Eiken Test in Practical English Proficiency

If you are providing test scores to demonstrate English proficiency, you must arrange to have the official score reports sent directly from the testing agency to UMGC and marked Incoming Transcripts. The TOEFL score recovery code for UMGC is 5804.

Test scores must be less than two years old. If you are applying to an undergraduate program, you may seek an exception for scores that are more than two years old. Alternative evidence may be accepted as demonstrating English proficiency.

All documentation should be sent to

Attn: Student Records
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8075

Applicants Expelled or Suspended from Another Institution

FOR ACADEMIC MISCONDUCT

If you were expelled for academic misconduct by any institution in the USM, you are not eligible for admission to UMGC; if you were suspended for that reason, you are not eligible for admission during the period of your suspension.

If you were expelled or suspended for academic misconduct from an institution outside the USM, your case must be reviewed before an admission decision can be made.

FOR DISCIPLINARY MISCONDUCT

If you were suspended from a USM institution under USM's Event-Related Misconduct Policy, you will not be admitted to UMGC during the term of your suspension. If you were expelled under that policy, you will not be admitted to UMGC for one year from the effective date of the expulsion. After that time, you may be considered for admission on a case-by-case basis.

If you were expelled or suspended from a non-USM institution or were expelled or suspended from a USM institution for disciplinary misconduct that was not event-related, you may be considered for admission on a case-by-case basis.

High School Students Seeking Concurrent Enrollment

If you have not completed high school but are currently attending a U.S. regionally accredited or state-approved high school (including a DoDEA overseas high school), you may be admitted as a provisional student. With your application for admission, you must provide a letter of recommendation from the appropriate officials at your high school and a high school transcript. If UMGC determines after a review of this documentation that your record reflects superior scholarship and college readiness, you may be admitted with provisional status.

If you are currently being homeschooled or attending an alternative high school program, you may qualify for concurrent enrollment if your homeschool or alternative high school program complies with applicable state and local education regulations.

As a concurrently enrolled student, you are assigned provisional and nondegree-seeking status. Once you meet all of the general admission requirements, you may contact the Student Services Office to request to be changed to regular degree-seeking status.

Admission Procedures

To apply for admission, you must complete an undergraduate admission application online at umgc.edu/apply and pay the nonrefundable fee. Documentation required for proof of English proficiency is detailed under Applicants Educated Abroad.

If you are a former UMGC student, and have not attended UMGC for at least two years, you must submit a new application before you will be allowed to register. However, you will not be required to pay another application fee.

Applications for admission must be submitted online at europe.umgc.edu/apply. Military ID card validation at your nearest UMGC Europe location is required after completing the online application.

Applicants or current students who submit false information on their application may be subject to disciplinary action, as detailed in UMGC Policy 151.00 Code of Student Conduct (available online at umgc.edu/policies).

Applicants to Undergraduate Certificate and Associate and Bachelor's Degree Programs

Once you are admitted to UMGC, you will be assigned an admit term (the academic term in which you are officially admitted, e.g., fall 2021), which will be reflected in your MyUMGC student portal.

You have until the end of the term following your admit term to submit documentation to verify your eligibility for admission to UMGC. If you do not submit the documentation by that deadline, you will not be permitted to register for subsequent terms until documentation is received and accepted by UMGC.

You must submit the following documentation:

- ✧ If you graduated from a state-approved or regionally accredited high school, submit an official transcript from that school.
- ✧ If you served or are currently serving in the U.S. Armed Forces, you may submit a Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript as proof of high school equivalency.
- ✧ If you completed a state high school equivalency exam such as the GED, submit an official score report.
- ✧ If you graduated from a homeschool or alternative high school program, submit documentation showing high school completion and compliance with state and local education regulations for the state in which you were homeschooled or attended an alternative high school program.
- ✧ If you graduated from a non-U.S. high school, submit documentation of your education to a UMGC-approved international credit evaluation agency and have the credit evaluation agency submit its recommendations to UMGC. For a list of UMGC-approved international credit evaluation agencies, see europe.umgc.edu/internationalcredit.
- ✧ If you graduated from high school and have completed at least 30 college-level credits, you are not required to submit documentation of high school graduation if you submit official documentation of at least 30 completed college-level credits from one or more of the following sources:
 - UMGC-approved two- and four-year colleges and universities
 - Professional noncollegiate coursework
 - Military occupational specialties and experience
 - Vocational and technical coursework
 - Professional or technical coursework based on statewide agreements and alliances
- ✧ If you have not graduated from high school but have completed an associate degree or higher or at least 60 college-level credits, submit official documentation of the completed degree or at least 60 college-level credits from one or more of the sources listed above.

You need not submit proof of standard examinations.

Applicants to Graduate Certificate and Master's Degree Programs

To be admitted to most graduate programs or to take graduate courses without pursuing a degree, you must submit official transcripts demonstrating completion of a bachelor's degree from a regionally accredited degree-granting university or college or other accredited institution (approved by UMGC on a case-by-case basis) by the last day of your first term of enrollment at UMGC.

Until the university receives your official transcript and verifies your completion of a bachelor's degree, you are limited to enrolling in no more than 6 credits of graduate coursework. Failure to submit official transcripts by the last day of your first term of enrollment at UMGC will result in your being prevented from enrolling in additional graduate courses at UMGC until such transcripts are submitted and verified by UMGC.

Internationally educated applicants are subject to the admissions requirements for applicants education abroad.

You may apply to all UMGC Europe graduate programs online at europe.umgc.edu/apply.

Military-Affiliated Students

Most military servicemembers may apply to all UMGC programs online via MyUMGC at umgc.edu/apply. **Note:** If you intend to use military TA benefits, you must contact your educational services officer or counselor within your branch of service for details on eligibility and your military branch's process for submitting TA forms before you submit an application for admission to UMGC.

Students Seeking Readmission

If you have not enrolled in classes at UMGC for a period of two years (six or eight terms, depending on the program) or more, you must reapply for admission before you will be allowed to resume enrollment. However, you need not pay another application fee.

Refer to the requirements section of the degree or certificate you plan to pursue for information on continuous enrollment and the requirements you must follow.

If you have been academically dismissed, you may not register for classes. For more information on reinstatement after academic dismissal, see p. 34. Reinstatement is not guaranteed.

Military Servicemembers Seeking Readmission

If you discontinued your studies with UMGC because of your military service obligations and would like to return as a UMGC student, contact studentservices-europe@umgc.edu within three years after completion of military service to seek readmission. The cumulative length of all absences for military service time may not exceed five years. If the program in which you were enrolled no longer exists, UMGC will enroll you in the most similar program, unless you request or agree to a different program.

Unless precluded by military necessity, you should provide oral or written notice of a service obligation to Student Services at studentservices-europe@umgc.edu or +49-(0)631-534-800 as far in advance as possible. Refer to UMGC Policy 210.12 Readmission for Military Servicemembers at umgc.edu/policies for more information.

Students Relocating Between UMGC Divisions

Relocating to Asia or Stateside with UMGC is simple. It is important for you to notify UMGC when you are relocating to a new duty station, so residency and tuition may be accurately determined.

If you plan to relocate from one UMGC division (stateside, Europe, or Asia) to another and you have attended classes with UMGC within the last two years, you must complete and submit a relocation form before the start date of the term in which you intend to begin study at the new division. This form may be accessed via the MyUMGC portal under Helpful Links. There is no fee for relocations. If you have not attended UMGC within the last two years, you will need to complete the regular UMGC admission application instead and indicate the division that you wish to attend by answering the questions presented.

Cross-Enrollment Between Programs

You may be admitted either as an undergraduate or a graduate student, but you may not hold both classifications simultaneously.

Generally, you are not eligible to enroll in courses outside your degree program. However, if UMGC has developed a vertical pathway between undergraduate and graduate programs, specific courses may apply to both of the degree programs. In such cases, you are eligible to cross-enroll and will be charged the undergraduate rate for undergraduate courses and the graduate rate for graduate courses.

As a graduate student, you may be enrolled in only one master's degree program at a time, and you may not enroll in courses outside your degree program. If you change graduate degree programs, you may not enroll in courses in the new degree program until the current term is completed.

Enrollment Information

You can find information about schedules, session dates, and registration on the UMGC Europe website or at MyUMGC.

Ways to Register

Registration begins each session as soon as the course schedule becomes available on the web and continues until the deadline listed. Check the current schedule of classes (europe.umgc.edu/schedule) and the online academic calendar (europe.umgc.edu/calendars) for registration information.

UMGC offers a number of ways to register for most courses, including online (via MyUMGC) and on-site registration.

Registration Process

All students must

- ✦ Complete an application online at europe.umgc.edu/apply and pay the nonrefundable \$50 application fee when applying for the first time
- ✦ Register online through MyUMGC or visit your local UMGC office for assistance
- ✦ Complete and process the appropriate forms if receiving government tuition assistance (TA) or VA education benefits (information about military TA deadlines is found at europe.umgc.edu/tadeadlines)
- ✦ Pay all tuition and fees in full prior to the first class meeting

Priority Enrollment for Veterans

If you have a past-due balance, your record will have a hold that prevents you from enrolling in additional UMGC course(s). An exception may apply if you are receiving veterans education benefits. Once you have completed the steps to request certification of your enrollments for veterans benefits, and if your benefit type pays directly to the school, and the past due balance is within the current term, you will be allowed to enroll for additional classes. This exception is designed to allow eligible veterans to enroll while awaiting payment.

Waiting List

If an on-site or hybrid class is already full at the time of registration, you can place your name on a waiting list for that class.

Regardless of how you register, the following policies apply:

- ✦ You may put your name on the waiting list for up to six on-site or hybrid courses or sections.
- ✦ You may not attend a class for which you are on the waiting list.
- ✦ If you are already enrolled in a different section of the same class for which you are waitlisted, you will not be enrolled in the waitlisted section even if space becomes available.
- ✦ If you are already enrolled in the maximum number of allowable credits and you are on a waiting list for another course, you will not be registered in the additional course even if space becomes available in the class.
- ✦ Faculty members and academic advisors are not authorized to add you to closed classes.
- ✦ If a space becomes available and you are the next person on the waiting list, you will automatically be registered for that class, and the charge will appear on your account. You will be notified of the enrollment by email. If you are ineligible for enrollment (because you have not met prerequisites or are enrolled in another class that conflicts in time), the space will go to the next person on the waiting list.
- ✦ If you no longer want a class, you should remove your name from the waiting list to prevent the possibility of being automatically enrolled and charged for the class.

The waiting list option is not available for online classes.

Course Load

UMGC's complete policy 215.00 Student Academic Load and Enrollment status may be found at umgc.edu/policies.

Undergraduate

Full-time enrollment is defined as 12 or more credits per term (fall, spring, summer) and half-time as 6 to 11 credits per term. Decisions on the number of courses you can successfully complete in any one session are normally left to your discretion.

Most UMGC students register for between 3 and 7 credits, and you are strongly advised not to exceed this limit. Carefully and realistically assess your other commitments before you register for more than 7 credits. You may not register for more than 18 credits in a 17-week period without written permission.

To initiate the permission process, contact your academic advisor. Permission to register for more than 18 credits

is at the university's discretion and is based on demonstrated academic excellence at UMGC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMGC are required.

You may not register for on-site/hybrid courses whose scheduled meeting times overlap.

Graduate

If you are enrolled in a master's program that operates on a three-term calendar for the academic year, you are considered a full-time graduate student if you are registered for at least 9 credits of graduate coursework per term and half-time if you are enrolled for 6 credits per term.

If you are enrolled in a program that operates on a four-term calendar for the academic year, you are considered a full-time graduate student if you are registered for 6 credits per term.

Given the time commitment required for graduate study, the normal academic load is 6 credits per term. UMGC strongly recommends that you limit your academic load to conform with the demands of your employment and the time you have to prepare for class.

Taking more than 6 credits per term is not allowed in any program that operates on a four-term calendar but may be allowed in programs that operate on a three-term calendar, if certain conditions are met.

If you have a compelling need to take more than 6 credits per term (and are enrolled in a program that allows course overloads), you may submit to your academic advisor a written request to take 3 additional credits of coursework (i.e., one additional course). You must have fulfilled the prerequisites for the additional course you wish to take. In the request, you must indicate your acceptance of the academic risk entailed in adopting the course overload.

To be considered for a course overload, you must

- ✦ Be a degree- or certificate-seeking student
- ✦ Have a 3.0 GPA

Dropping or Withdrawing from Classes

Procedures

To cancel your enrollment in a class without any mark on your transcript (dropping a class), you must access the MyUMGC portal and follow the steps for dropping a class before the end of the drop period.

When you drop a class, all tuition charges for that course are removed from your student account and no mark or record of the course will appear on your transcript.

If you wish to cancel enrollment in a class after the drop period ends (i.e., withdraw from a class), you must access the MyUMGC portal and follow the steps for withdrawing from a class before the end of the withdrawal period.

Withdrawing from a class will result in a mark of W (described in a later section) on your academic transcript. You may be refunded a portion of your tuition based on the withdraw date and the refund schedule. You will be responsible for any remaining tuition due.

You should be careful to note deadlines according to your class format (on-site, online, or hybrid) and division (Stateside, Europe, or Asia). According to UMGC Europe policy, if you register for:

- ✦ on-site classes or weekend seminars, you must officially withdraw no later than the day before the final class.
- ✦ hybrid classes, you must officially withdraw no later than the Friday before the final week of the course.
- ✦ online classes, you must officially withdraw before 65 percent of the total number of days in a session has expired. (Dates for the online drop period are found at umgc.edu/academiccalendar.)

Failure to drop or withdraw from a class in the appropriate manner or by the posted deadlines may result in your receiving a failing grade and forfeiting any refund. The following actions do not constitute dropping or withdrawing from a course:

- ✦ Stopping payment on checks
- ✦ Non-payment of tuition charges
- ✦ Never attending or participating in a class
- ✦ Ceasing to attend or participate in a class

More information about dates and refunds for drops and withdrawals is found at europe.umgc.edu/withdrawal.

Effect on Student Aid

If you are using financial aid and/or veterans benefits, you are strongly encouraged to contact the Financial Aid Office or Veterans Affairs Office before you drop or withdraw from a class to fully understand the impact of such an action on your current and future financial aid awards and/or veterans benefits. Withdrawing from class could leave you responsible for a portion of the tuition.

If you are using military tuition assistance, you should contact your military education counselor or education services officer for guidance on withdrawals related to emergencies or official duty requirements before dropping or withdrawing from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

Ways of Earning Credit

UMGC excels in combining access with academic quality. It opens doors to learning by bringing education to you wherever you may be. Because UMGC understands the importance of lifelong learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions as well as credit from less traditional sources. Recognizing that adult students bring to the university not only a willingness to learn but also an educational history informed by experiential learning, UMGC incorporates the assessment of nontraditional learning (i.e., learning gained outside the classroom) into the evaluation of student competencies and academic credit.

Earning Credit at UMGC

Classroom and Online Study

UMGC uses the latest technology to extend degree opportunities to you. Most of UMGC's degree and certificate programs allow blended formats to suit your schedules and preferences. UMGC courses observe the same standards of quality regardless of delivery format. Any given course maintains the same intended learning outcomes and requirements, awards the identical amount of academic credit, and may be applied toward the same undergraduate degrees and certificates whether it is delivered in a stateside classroom, overseas, or online.

As a UMGC Europe student, you can take courses overseas in classrooms at over 50 sites in Europe, the Middle East, and Africa. You can also attend class worldwide in UMGC's online courses. Additionally, you may be able to enroll in field study courses held at significant cultural locations (see p. 159 for more information) or attend a class specifically scheduled for you and your unit.

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



Resident Credit

Study in the overseas divisions establishes resident credit with University of Maryland Global Campus. Since both faculty members and courses overseas meet academic standards set by the university, courses offered overseas carry resident credit identical to that earned in the stateside programs of UMGC. Thus you may earn a UMGC associate or bachelor's degree or certificate entirely through study overseas or in combination with study in Maryland, the Washington, D.C., metropolitan area, and other stateside locations. In addition to on-site classroom courses, UMGC offers an extensive array of courses through its acclaimed online program, all of which carry UMGC resident credit.

Transfer Credit from Outside Sources

Undergraduate Transfer Credit

UMGC accepts credit from a variety of outside sources. Sources include

- ❖ Regionally accredited two- and four-year colleges and universities and other accredited institutions, including vocational and technical colleges, that have been approved by UMGc
- ❖ Other higher education institutions with whom UMGc has an articulation agreement for acceptance of credit and/or a joint program
- ❖ Non-U.S. institutions based on UMGc review of an international credit evaluation agency approved by UMGc
- ❖ High schools with which UMGc has an articulation agreement for acceptance of credit
- ❖ Corporate training or coursework; military occupational specialties, training, and experience; vocational and technical organizations; and industry certifications evaluated by nationally recognized credit evaluation agencies, such as the American Council for Education (ACE) or National College Credit Recommendation Service (NCCRS), or evaluated and approved by UMGc
- ❖ Standardized examinations (listed later in this section)

Criteria for each type of credit are detailed in the following sections.

Be sure to discuss all previous experience and training with your academic advisor to ensure that you receive any credit that applies.

Credit Limits

Credit transferred from outside sources is subject to maximum allowances, including (but not limited to)

- ❖ 70 credits (45 credits for the associate degree) from two-year institutions
- ❖ 90 credits from all sources combined toward the bachelor's degree (45 credits for the associate degree)

No more than half the credits required (usually 8 or 9 credits) from all sources combined may be applied to a certificate program.

Sources, Requirements, and Restrictions

If you have earned credit at another college or university, you are responsible for determining whether courses you plan to take at UMGc would duplicate any previously earned credit and for submitting all official transcripts from colleges and universities you attended, as well as documentation of military and professional learning and pertinent test scores

(CLEP, AP, etc.)—regardless of whether they appear on a previous college transcript or not.

UMGC does not accept transfer credits for remedial, precollege, or sectarian religious courses. If you plan to transfer credit from other institutions to UMGc, you may request a Fast Plan for a review of your previous credit to determine how those credits may apply to a degree from UMGc. Official transcripts are required for UMGc to evaluate and award transfer credit on your official evaluation. For nontraditional sources of credit, other documentation is required as set forth in the sections that follow. Transfer credit is granted only if it is applicable to your chosen program.

You are encouraged to consult a UMGc academic advisor before registering. Academic advisors are available to provide you with a Fast Plan (Tentative Evaluation) which helps you determine your progress toward a degree and which credits may transfer. If you are in doubt about whether a UMGc course duplicates previous study, you should consult your academic advisor before registering.

UMGC Policy 210.18 Undergraduate Transfer Credit Evaluation and Appeal Process and UMGc Policy 210.17 Graduate Transfer Credit Evaluation and Appeal Process are available at umgc.edu/policies.

CREDIT FROM OTHER COLLEGES AND UNIVERSITIES

Transfer credits from approved two- and four-year colleges and universities for courses in which you earned a grade of at least C (2.0) may be accepted for courses that apply to your undergraduate certificate or degree program and do not duplicate other courses for which credit has been awarded. Transfer credit for another institution's course-challenge examinations and prior learning program may be accepted if it is listed on your transcript with a passing grade.

APPROVED INSTITUTIONS FOR UNDERGRADUATE TRANSFER CREDIT

Approved institutions include those accredited by the following regional associations:

- ❖ Higher Learning Commission
- ❖ Middle States Commission on Higher Education
- ❖ New England Commission of Higher Education
- ❖ Northwest Commission of Colleges and Universities
- ❖ Southern Association of Colleges and Schools, Commission on Colleges
- ❖ Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- ❖ Western Association of Schools and Colleges, Senior Colleges and Universities Commission

Credit from other accredited institutions may be approved based on a case-by-case basis.

CREDIT FROM COMMUNITY COLLEGES, JUNIOR COLLEGES AND VOCATIONAL AND TECHNICAL COLLEGES

A total of 70 credits from approved two-year institutions (community colleges, junior colleges, or vocational and technical colleges) may be applied toward a bachelor's degree at UMGC. A maximum of 45 credits may be applied toward an associate degree and as many as 9 credits may be counted toward a certificate with UMGC. If you have already completed 70 credits, you may not apply further credit from a two-year institution to a bachelor's degree from UMGC.

If you initially enrolled in any of the public community colleges in Maryland, general education credit is transferred in conformance with the policy developed and approved by the Maryland Higher Education Commission, subject to any limitations under federal law. Additional information is presented in the section on transfer policies, found in UMGC Policy 210.18 Undergraduate Transfer Credit Evaluation and Appeal Process at umgc.edu/policies. If you have participated or are participating in one of the community college alliances with UMGC and plan to enroll in courses at both institutions concurrently, you should consult with academic advisors at both institutions.

CREDIT FROM INSTITUTIONS OUTSIDE THE UNITED STATES

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency to be considered for transfer credit.

If you are seeking a review of potential transfer credit from a non-U.S. postsecondary educational institution, you must

- ✦ Mail your official international transcripts to an approved credit evaluation agency (listed at europe.umgc.edu/internationalcredit)
- ✦ Pay fees associated with the international evaluation

More details are available online at europe.umgc.edu/internationalcredit.

Credit from Military Institutions or Military Experience

UMGC grants credit for military experience and study completed in service schools on the basis of the recommendations by the American Council on Education (ACE) in *Guide to the Evaluation of Educational Experiences in the Armed Services*. Courses taken at accredited military institutions may also be accepted as part of an articulation agreement. Such credit is granted only if it is applicable to your chosen degree plan; it must meet other UMGC requirements for transfer credit and is subject to the same limitations as those placed on nonmilitary credit. UMGC generally accepts recommendations of ACE for lower- and upper-level credit.

Credit from Community College of the Air Force (CCAF)

UMGC awards credit for study at technical schools of the U.S. Air Force in accordance with recommendations from the Community College of the Air Force (CCAF). Credits must be applicable to your chosen degree plan at UMGC, must meet other UMGC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit. The following limitations apply:

- ✦ All credit from the CCAF is lower level.
- ✦ Since the CCAF records satisfactorily completed courses as S (satisfactory) and specifies that S equals a grade of C or higher, credit may be applied to your undergraduate UMGC degree program as determined by UMGC.
- ✦ Courses that are vocational or technical may be used only as electives in an undergraduate degree program.

Credit for Army, Navy, and Marine Training

A Joint Services Transcript (JST), formerly AARTS for Army and SMART for Navy and Marine Corps, should be submitted for evaluation. The JST is the most effective means of documenting the learning servicemembers have acquired through their military experiences. The JST can be requested online after establishing a JST account at <https://jst.doded.mil/official.html>.

If the following items are listed on your JST, additional documentation is not needed for: SQT or SDT results, scores on CLEP and DSST exams, and Defense Language proficiency tests (DLPT). For example, if all CLEP and DSST tests are included on the JST transcript, you do not need to submit a DSST transcript as well.

If you are seeking credit for work not documented on the JST transcript, you should submit other documentation to verify your experiences. For DLPT, the National Cryptologic Institute, and Army Logistics University (ALU), official transcripts must be requested directly from the issuing institution.

For further information about how additional documents in conjunction with ACE credit recommendations can lead to the assignment of credit applicable to the degree, contact your academic advisor.

Credit from Noncollegiate Courses and Training

UMGC may accept for credit noncollegiate courses and training applicable to your degree program that have been evaluated by either ACE (if the courses are listed in the *National Guide to Educational Credit for Training Programs*) or the National College Credit Recommendation Service (formerly PONSI).

Graduate Transfer Credit

For Most Graduate Programs

Up to 6 credits of graduate coursework may be considered for transfer to UMGC graduate degree programs that do not require CBR 600, DCL 600T, or PRO 600, if the credits were earned at an approved institution and if they are applicable to your program of study. Up to 3 graduate credits may be accepted in transfer for a graduate certificate program.

UMGC may accept more than the usual maximum of 6 credits toward a degree program (or 3 credits for a certificate program) based on agreements with third parties.

Decisions regarding your eligibility to enter a graduate program and receive transfer credit based on agreements with third parties are made at the time of admission and may not be made retroactive after enrollment.

Graduate credits offered for transfer credit must be reviewed for approval and meet the following criteria:

- ✦ The credits must have been earned as graduate credit.
- ✦ The credits must have been awarded within the time limit for the degree or certificate.
- ✦ You must have earned a grade of B (3.0) or higher in the courses considered for transfer. (However, these grades are not included in the calculation of your grade point average.)
- ✦ The department advisor and the program chair must have determined that the transfer courses are relevant to your program of study.
- ✦ The credits must have been earned at an approved institution and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education (ACE) or other nationally recognized bodies or as part of an approved articulation agreement.

For Programs that Require CBR 600, DCL 600T, or PRO 600

Up to 6 credits of graduate coursework may be considered for transfer as replacement for CBR 600, DCL 600T, or PRO 600, if earned at an approved institution.

If you have previously earned a master's degree from an approved institution, you are eligible to receive transfer credit for CBR 600, DCL 600T, or PRO 600 in recognition of the fundamental competencies essential for successful completion of a graduate degree program. If you have earned graduate credit but have not earned a master's degree, you may request a review of transfer credit for CBR 600, DCL 600T, or PRO 600.

All graduate credits offered for transfer credit in replacement of CBR 600, DCL 600T, or PRO 600 are reviewed for approval and must meet the following criteria:

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

Approved Institutions for Graduate Transfer Credit

Approved institutions include those accredited by the following regional associations:

- ✦ Higher Learning Commission
- ✦ Middle States Commission on Higher Education
- ✦ New England Commission of Higher Education
- ✦ Northwest Commission on Colleges and Universities
- ✦ Southern Association of Colleges and Schools Commission on Colleges
- ✦ Western Association of Schools and Colleges Senior College and University Commission

Credits from other accredited institutions may be approved on a case-by-case basis.

More information is available in UMGC Policy 210.17 Graduate Transfer Credit Evaluation and Appeal Process at umgc.edu/policies.

Credit Options to Accelerate Degree Progress

Prior Learning

Learning acquired outside the college classroom may be assessed for credit toward an undergraduate degree at UMGC if your work and life experience aligns to an undergraduate course at UMGC, as determined by UMGC. There are several methods to obtain credit for your work and life experience, including Course Challenge, Portfolio Assessment, and a variety of recognized external standardized assessments. Academic advisors can help you determine the best routes to use in fulfilling any academic plan.

Course Challenge

Course Challenge is a comprehensive assessment of the material that is normally presented through a full term-length UMGC undergraduate course. The assessment provides the opportunity for you to establish academic credit for competencies gained outside the classroom for which you have not already earned academic credit.

While some course challenges may consist of a final exam, the challenge can include other requirements based on the course chosen. These can include research papers, computer programs, language tapes, or other documents that exhibit the competency for which you are seeking credit. Requirements are set by the applicable academic department.

If you are an undergraduate degree- or certificate-seeking student at UMGC, have received an academic advisement report, and have a cumulative grade point average of at least 2.0 in UMGC coursework, you may be eligible for course challenge.

Course Challenge is not intended as a substitute for independent study. Not all courses are available for course challenge. Academic advisors and Prior Learning office staff can inform you about specific courses that may not be challenged.

Only one course in a sequence may be challenged at a time, and you may not challenge a course that is prerequisite for a higher-level course you have already taken. In addition, you may not challenge capstone courses (usually numbered 485 or 495), Workplace Learning courses (numbered 485A/B), CAPL 398A, or EXCL 301.

Course challenge assessments may not be taken more than twice and also may not be taken for courses for which you have previously enrolled. Other restrictions may apply.

You may not seek to challenge foreign language courses of your native language, except upper-level courses of your native language when those courses emphasize linguistics, literature, or written translation to and from English. You may not receive credit for 100- or 200-level courses in your native language.

Credit earned by course-challenge is assigned a letter grade that is computed in your grade point average and may be applied toward a first or second bachelor's degree, an associate degree, or toward a certificate.

Course challenges may only be canceled before you receive the assessment. Refunds are given only if a suitable assessment cannot be prepared. More information on course-challenge examinations is available by contacting your academic advisor or at the Prior Learning Office at priorlearning@umgc.edu.

Portfolio Assessment

Portfolio Assessment is a unique way for you to articulate and identify college-level learning you have gained from work, community or political involvement, or other noncollegiate experiences and earn undergraduate credit for it. To be eligible for Portfolio Assessment, you must

- ✦ Have been admitted to UMGC as an undergraduate student.
- ✦ Have a recent copy of your academic advisement report, updated in the last six months by an academic advisor.
- ✦ Completed an application for Portfolio Assessment.

After you are accepted into the program, you must enroll in EXCL 301 Learning Analysis and Planning. EXCL 301 is a 3-credit course in which you prepare a portfolio describing and documenting the college-level learning you have gained from past experiences and how it aligns to a particular UMGC course. Because EXCL 301 is a demanding and complex course, UMGC recommends you should not register for more than one other course during the session in which you are enrolled in EXCL 301 if you are enrolled part-time.

EXCL 301 is graded on an S/D/F basis (explained on p. 31). If the quality of your work in the portfolio merits a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation. Faculty members from the appropriate disciplines assess the portfolio and recommend whether to award credits. Credit earned as a result of portfolio evaluation also earns a grade of S. The S grade is not computed in the grade point average and is not applicable toward honors.

If the quality of your work in the portfolio merits a grade of D or lower, the portfolio will not be forwarded for credit evaluation.

If you successfully complete EXCL 301 with a grade of S and submit a portfolio for evaluation, you may enroll in a supplemental class (EXCL X001) to complete additional portfolios. The supplemental class may be taken more than once but it confers no credit and may not be applied toward degree completion. If you take this option, you may not target courses for which you were denied credit in EXCL 301 or EXCL X001. Contact the Prior Learning office at priorlearning@umgc.edu for more information.

Portfolio Assessment credits may be awarded at both the upper and lower levels. Credits earned do not fulfill requirements for graded coursework and so may not exceed half the total credits for a major, minor, or certificate.

You may not request or receive credit through Portfolio Assessment for learning for which credit has been awarded by other means. You may not request Portfolio Assessment for 100- and 200-level courses in your native language. In addition, certain specialized courses may not be available for credit via Portfolio Assessment.

Credit for EXCL 301 is charged at the current tuition rate. Tuition for the course covers evaluation of documentation for up to three courses. Evaluations for courses beyond these first three incurs additional fees, which are applicable to all students, including those receiving financial aid. Visit umgc.edu/tuition-archive for information on additional fees.

You should carefully review the requirements, rules, and procedures for Portfolio Assessment. More information may be obtained by contacting your academic advisor or at umgc.edu/priorlearning.

Workplace Learning

Workplace Learning offers an opportunity for you to gain experience and develop new knowledge and skills in your chosen discipline while you earn upper-level college credit through an integrated model that puts theory into practice and enables you to accelerate completion of both your academic and career goals.

To be eligible for Workplace Learning, you must

- ✧ Be an undergraduate student at UMGC.
- ✧ Have completed 30 credits, including transfer credit, toward a degree (if you are seeking a degree).
- ✧ Have completed at least 9 credits in the discipline in which you plan to do your Workplace Learning project.
- ✧ Have completed at least 6 credits at UMGC.
- ✧ Have a GPA of 2.0 or higher at UMGC
- ✧ Have submitted all official transcripts and contacted an academic advisor to request an official evaluation

- ✧ Be working in a position or have identified an opportunity to work in a position that allows you to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. The position should allow you to have new learning experiences; Workplace Learning will not be approved for day-to-day work tasks that have already been mastered. (Position may be paid or unpaid, part- or full-time.)

To participate in Workplace Learning, you must first apply to the program by the deadline published in the MyUMGC student portal. Once you are notified of your eligibility, you must develop a learning proposal that identifies several project tasks representing the new learning to be acquired as a result of the work experience; a faculty member in the appropriate discipline then reviews the learning proposal to ensure that it constitutes upper-level college learning. If your learning proposal is approved, you are given permission to register for Workplace Learning. Your learning proposal is then developed into a three-way learning contract among your employer, you, and your faculty mentor.

Throughout the Workplace Learning experience, you work under the supervision of your employer on completing several of the identified project tasks and the faculty mentor on completing the academic assignments required to earn college credit for your work experience. The project tasks for the employer constitute the course content, which is augmented by the reflective academic assignments written for review by the faculty mentor. You are required to communicate regularly with your faculty mentor throughout the Workplace Learning session, which typically lasts 15 weeks.

You may earn either 3 or 6 credits during the Workplace Learning session. To earn 3 credits, you must devote at least 12 hours per week to tasks providing new learning (for a total of 180 hours during the Workplace Learning session) and complete a minimum of four project tasks identified in the learning contract. To earn 6 credits, you must devote at least 20 hours per week to project tasks (for a total of 300 hours during the Workplace Learning session) and complete five to eight project tasks identified in the learning contract.

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

Workplace Learning courses may not be used to satisfy general education requirements or (unless otherwise specified) required academic coursework in the major. However, Workplace Learning credits may be applied to electives as well as to designated upper-level requirements in the major or minor. A standard letter grade is awarded for successful completion of Workplace Learning courses. It is strongly recommended that you consult with a UMGC academic advisor to determine how Workplace Learning credits may help you fulfill degree requirements.

Review the information, policies, and procedures detailed online at umgc.edu/wkpl.

Credit by Examination

UMGC may award credit toward a certificate, an associate degree, or a bachelor's degree for various examinations, provided that there is no duplication of other academic credit, and the scores presented meet UMGC's standards.

Examinations may include

- ✦ Advanced Placement examinations administered by the College Board
- ✦ Cambridge International Examinations
- ✦ College-Level Examination Program (CLEP)
- ✦ DANTES Subject Standardized Test (DSST) examinations
- ✦ Excelsior College Examinations (formerly called ACT/PEP and Regents examinations)
- ✦ International Baccalaureate exam
- ✦ Approved industry certification examinations (listed online at europe.umgc.edu/creditbyexam)

UMGC also accepts credit for the following:

- ✦ Various professional examinations evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Services (NCCRS)
- ✦ Examinations offered by other approved colleges and universities that appear on an official transcript, as approved on a case-by-case basis

If you intend to transfer exam credit that was awarded at another college or similar institution, you must have a transcript of those scores sent directly to UMGC from the examining body.

When those scores have been received, an academic advisor will determine whether they meet the standards established at UMGC for granting credit and how much credit may be awarded. Credit earned through examinations may be used to fulfill major, minor, general education, or elective requirements, as applicable.

If you have questions about credit by examination, you are encouraged to consult a UMGC academic advisor. For more information, visit europe.umgc.edu/creditbyexam.

Advanced Placement

Advanced placement and college credit may be granted on the basis of scores on a College Board Advanced Placement (AP) examination. These examinations are normally administered to eligible high school seniors during the May preceding matriculation in college. For information about requesting AP transcripts, visit apstudents.collegeboard.org/sending-scores.

If you intend to transfer AP credit that was awarded at another college or similar institution, you must have a transcript of those scores sent directly to UMGC from the College Board.

When those scores have been received, an academic advisor will determine whether they meet the standards established at UMGC for granting AP credit and how much credit may be awarded.

Cambridge International Examinations

UMGC accepts credit for advanced-level exams taken through Cambridge International Exams when scores meet UMGC standards. Official transcripts, with scores, must be sent directly to UMGC for review.

College-Level Examination Program (CLEP)

Credit may be awarded for general examinations in the College-Level Examination Program (CLEP). Your scores must meet UMGC standards. UMGC may award 6 credits each for the examinations in English, mathematics, natural sciences, social sciences and history, and 3 credits in humanities.

You may also earn credit by successfully completing certain subject-area examinations. Contact your local academic advisor for details or find more information at europe.umgc.edu/ntc.

DSST Examinations

Credit may be awarded for successfully completing certain DSST Tests (formerly known as DANTES Subject Standardized Tests). Academic advisors have information on which tests are acceptable or find more information at europe.umgc.edu/ntc.

INSTITUTIONAL EXAM CODES FOR UMGC

For official exam results to be sent to UMGC, the proper code must be used.	AP	0551
	CLEP	5804
	DSST	9357
	Excelsior	02626
	TOEFL	5804

Excelsior College Examinations

You may earn credit for successfully completing subject tests (formerly called ACT/PEP and Regents examinations) offered by Excelsior College. Tests are available in various areas of the arts and sciences, as well as in business. Scores must meet UMGC standards. Academic advisors can furnish details.

Industry Certification Examinations

Some industry certification examinations, such as those for Microsoft Certification, may be eligible for credit. You will find more information about acceptable examinations and requirements at europe.umgc.edu/certifications or by contacting your academic advisor.

International Baccalaureate Examinations

UMGC accepts credit for the International Baccalaureate exam. To receive credit, you must complete the exams before you graduate from high school. Transcripts must be sent directly to UMGC from the examining body and scores must meet UMGC standards. Academic advisors can furnish details.

Vertical Pathways Between UMGC Undergraduate and Graduate Degree Programs

If you completed your undergraduate degree at UMGC in accounting, computer networks and cybersecurity, computer science, criminal justice, English, history, or social science or completed coursework in emergency management and homeland security, vertical pathways between UMGC's undergraduate and graduate programs in these areas allow you to reduce your total coursework for certain related graduate degrees. Details on each of these agreements are provided below.

Eligible credits for most pathways must have been completed no earlier than two years before the beginning of graduate studies at UMGC; stricter requirements may be listed under individual pathways.

Graduate admission requirements and time limits for degree completion apply to all applicants.

APPLICATION OF CREDIT BY EXAMINATION

CLEP General Examination	Credit	ACE Recommended Score	Duplication of UMGC Courses	GER Application
English				
College Composition	3-6	50	None	Communications *
Social Sciences and History				
Social Science	3	50	None	Social Sciences
History	3	50	None	Humanities
Natural Science	6	50	NSCI 100 BIOL 101	Science
Mathematics	6	50	MATH 106	Mathematics
Humanities	3	50	ARTH 100	Arts and Humanities
* No more than 3 credit hours of writing may be earned through credit by examination.				

Accounting

If you completed your undergraduate degree at UMGC with coursework in accounting, a vertical pathway between UMGC undergraduate and graduate programs in accounting allows you to reduce your total coursework for a related graduate degree by up to 6 credits.

The following undergraduate courses will be accepted as credit toward the courses listed below in the Master of Science in Accounting and Financial Management, Accounting and Information Systems, CyberAccounting, or Management with a specialization in accounting for a maximum of 6 credits:

- ✦ ACCT 438 Fraud and Forensic Accounting and ACCT 440 Forensic and Investigative Accounting instead of ACCT 630 Fraud Examination
- ✦ ACCT 422 Auditing Theory and Practice and ACCT 436 Internal Auditing instead of ACCT 628 Auditing
- ✦ ACCT 323 Federal Income Tax I and ACCT 417 Federal Income Tax II instead of ACCT 613 Federal Income Taxation

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

Criminal Justice

If you completed your undergraduate degree at UMGC with coursework in criminal justice, a vertical pathway between UMGC undergraduate and graduate programs in criminal justice allows you to reduce your total coursework for the related graduate degree by up to 6 credits (two courses).

The following undergraduate courses will be accepted as credit toward the courses listed below in the Master of Science in Management with a specialization in criminal justice management for a maximum of 6 credits:

- ✦ CCJS 495 Issues in Criminal Justice instead of CJMS 600 Critical Analysis of the Criminal Justice System
- ✦ CCJS 497 Correctional Administration instead of CJMS 620 Issues in Correctional Administration

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

Cybersecurity

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC undergraduate and graduate programs in cybersecurity allows you to earn 6 credits toward the Master of Science in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation or a certificate in Cloud Computing and Networking, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation.

To be eligible for the pathway, you must have completed CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity no earlier than spring 2019. If eligible, you may be awarded credit for CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity or DCL 600T Decisive Thinking, Communicating, and Leading in Technology Fields. Either CBR 600 or DCL 60T is the only course for which credit may be granted through the vertical pathway.

Homeland Security

If you completed your undergraduate degree at UMGC with coursework in homeland security, a vertical pathway between UMGC undergraduate and graduate programs in homeland security allows you to reduce your total coursework for a related graduate degree by up to 6 credits (two courses).

The following undergraduate courses will be accepted as credit toward the courses listed below in the specialization in homeland security within the Master of Science in either Information Technology or Management for a maximum of 6 credits:

- ✦ HMLS 302 Introduction to Homeland Security instead of HSMN 610 Concepts in Homeland Security
- ✦ HMLS 408 Infrastructure Security Issues instead of HSMN 625 Critical Infrastructures

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level.

Payment of Tuition and Fees

Current Tuition and Fees

Application for Admission **\$50**

UMGC charges a nonrefundable fee for establishing your permanent record, the official university document from which transcripts are issued. Payment should be made through MyUMGC at the time you complete the online application with UMGC Europe.

This fee is not required of consortium students if you have completed and submitted your Application Fee Waiver Request form, unless you declare your intent to pursue a certificate or degree through UMGC.

Tuition

The current tuition rates are found at europe.umgc.edu/tuition.

Dishonored Checks **\$30**

For each paper or electronic check returned to UMGC by the payer's bank (whether because of insufficient funds, stopped payment, postdating, or drawing against uncollected items), UMGC assesses a service charge of \$30 (over and above any service charges levied by the financial institution).

If you stop payment on a check for tuition, you will be neither disenrolled nor relieved of responsibility for paying tuition and fees. Anyone whose checks for tuition or fees remain dishonored may be barred from classes.

Official Transcript **\$10**

The fee for ordering each academic transcript issued by UMGC is \$10, except those sent to an alliance school. No fees are charged for transcripts sent to alliance schools, including the Community College of the Air Force.

Rush Official Transcript

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

Certificate/Graduation **\$50**

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

Note: This fee is due on the same day as the charges are incurred.

Cap and Gown

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

Field Study

The tuition for a field study course is the same cost per credit as any course. Additionally, you may be charged a field study fee depending on the specific course. This fee covers lodging, museum tickets, and excursions, but not transportation to the location, meals, and other personal expenses. If you cancel the course after the registration deadline, you will be charged a cancellation fee. The cancellation fee may be waived if you must cancel due to official, duty-related reasons and you submit appropriate documentation. For more information about field study courses, see p. 159.

Fees and Activity from Other UMGC Campuses

Charges incurred from UMGC Stateside or UMGC Asia will be reflected on your financial account along with any UMGC Europe charges. You may direct all financial account inquiries to your local UMGC office.

Course Materials Fees

Most UMGC undergraduate courses use e-resources and open-source materials available to you at no cost. Select courses do require the use of specific software or content that cannot be accessed at no cost, particularly CMIT courses. Purchases can be made through your campus' webText online store or the UMGC virtual bookstore found on the website. As with tuition charges, course material charges are the responsibility of the student. More information about course materials is found at europe.umgc.edu/materials.

Payment Deadlines

UMGC requires that you pay your tuition and fees on time. Your payment due dates depend on how early you register for courses. Due dates are provided at the time of registration and are visible in the Account Balance panel in your Student Account Center in MyUMGC. Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or e-check directly through MyUMGC; cash payments may not be made. Additionally, check or money order payments may be mailed directly to the UMGC Europe Business Office. You should make checks and money orders payable to University of Maryland Global Campus Europe. Your student ID should be indicated on the payment.

All tuition and applicable fees must be paid by the deadline, unless you

- ✦ Applied for financial aid to cover tuition and fees for the session
- ✦ Confirmed your status as active-duty military or submitted your military tuition assistance documents
- ✦ Requested certification for your veterans education benefits
- ✦ Enrolled in UMGC's interest-free monthly payment plan (details are provided at umgc.edu/payoptions)
- ✦ Provided confirmation that you will receive employer provided tuition assistance

You will receive invoices for charges incurred to your student account. Once a charge is considered delinquent, you will begin receiving dunning (collection) notices. Timely payments should be made to avoid your debt being sent to collections.

Payments may be made online via MyUMGC by credit card, e-check, or by setting up an automatic withdrawal plan from a personal checking or savings account. If you are interested in the monthly payment plan, you can view the options available to you through MyUMGC. Additional information can be found on the UMGC websites.

To discuss payment plans for previous terms, you must contact the UMGC Stateside Collections Office at collections@umgc.edu.

Refunds for Dropping or Withdrawing from a Course

Registering for a course obligates you to pay for it; however, if for any reason you are unable to take a course, you must officially drop or withdraw from the course. Procedures on how to drop or withdraw from a course are listed on p. 10.

The refund policy applies to tuition only. Other fees are not refundable.

If you drop a course during the drop period, you will qualify for a full refund of tuition, except for the admission application fee.

If you withdraw during the withdrawal period, you will be refunded a portion of the tuition, as determined by the date of withdrawal and the refund schedule posted online at europe.umgc.edu/refunds.

All refunds are computed from the date the drop or withdrawal is formally initiated, not from the date of the last class you attended or the last participation date.

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

All withdrawals will be initiated through MyUMGC. You may visit your local UMGC Europe office for assistance.

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

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

Financial aid awards may be canceled or reduced if you withdraw from classes while receiving financial aid. Check with a financial aid advisor before withdrawing from a course to determine the impact on your award.

No offer of financial aid is considered an active, final award until the refund period has ended. If you withdraw before the end of that period, you are liable for all costs incurred and are billed accordingly.

Indebtedness to the University

If you incur debts to UMGC, you must clear them to be permitted to register. Requests for transcripts and diplomas may be denied until all debts have been paid. Outstanding debts are collected against refunds due to you. After a reasonable period of time, uncollected debts are forwarded to the Central Collection Unit of the Maryland Department of Budget and Management.

The Board of Regents has authorized UMGC to charge students' delinquent accounts for all collection costs incurred by UMGC. The normal collection fee is 17 percent plus attorney and/or court costs. Delinquent accounts are reported to a credit bureau.

You can contact SCCU at +1-800-705-3493 or +1-410-767-1220, or visit dbm.maryland.gov/ccu.

Ways to Finance Your Education

Monthly Payment Plan

UMGC offers a cost-effective alternative for students who are budgeting for college tuition: an interest-free, monthly tuition payment plan. This plan allows you to spread all or part of your tuition bills into monthly installments on an academic session basis. All UMGc students are eligible to participate in the payment plan, regardless of financial need. If you are interested in the monthly payment plan, visit umgc.edu/payoptions.

Military Tuition Assistance

If you are serving in the Navy, Marine Corps, or Coast Guard, you must contact your education center to request a tuition assistance form. Once the tuition assistance form is signed by the education coordinator, it must be submitted at the time of registration using one of the methods listed at umgc.edu/milta.

If you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance benefits, the funds will be approved in the ArmyIgnitEd portal (armyignited.com) one business day after you have registered for classes with UMGc.

If you are serving in the Air Force, you may submit your tuition assistance forms via the Air Force Virtual Education Center (AFVEC) portal.

If you are a spouse of a servicemember eligible to utilize MyCAA (My Career Advancement Account) benefits, you may also submit your tuition assistance via the Air Force Virtual Education Center (AFVEC) portal.

Return of Unearned Military Tuition Assistance Funds

Military tuition assistance funds are awarded under the presumption that you will attend and participate in classes over the entire period for which the funds have been awarded. If you receive military tuition assistance funds and do not attend or participate for the entire period for which funds were provided, the university is required by the Department of Defense to perform a Return of Unearned Military Tuition Assistance funds calculation.

The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

- ✦ Course cancellation
- ✦ Never participating in a class
- ✦ Ceasing to participate in a class
- ✦ Dropping a course
- ✦ Withdrawing from a course

A return of funds calculation is based on the last documented date of attendance or participation in the class or the date the drop, withdrawal, or cancellation is initiated.

When a return of funds calculation occurs, unearned funds are returned to the Department of Defense. This can result in you owing a balance, which is your responsibility to repay to UMGc.

To learn more about UMGc Policy 170.72 Course Withdrawal and return of military tuition assistance, see umgc.edu/policies.

Any requests for exceptions to UMGc Policy 170.72, including requests related to dropping or withdrawing from a class because of military service obligations, must be submitted within 90 days of the last day of the term during which you dropped or withdrew from the class.

For more information, contact Student Resolution and Judicial Affairs at exception.request@umgc.edu.

If you are using military tuition assistance, you should contact your military education counselor or education services officer for guidance on withdrawals related to emergencies or official duty requirements before dropping or withdrawing from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

Army Credentialing Assistance

UMGC Europe has several options approved for Army credentialing assistance (CA) funding.

UMGC Europe offers several undergraduate courses eligible for Army credentialing assistance (CA) funding. You may enroll in specific computer information technology (CMIT) courses that will help you prepare for CompTIA Network+ and Security+ certifications, and several other industry certifications. See p. 178 for approved CMIT courses and see p. 154 for details on approved graduate certificate programs.

We strongly recommend you check with the credentialing institution for the complete requirements of the desired credential.

Contact an academic advisor for more information.

Financial Aid

Forms of Financial Aid

UMGC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available based on financial need, academic merit, or both.

Under current federal regulations, federal grants are not available to graduate students. As of 1 July 2012, federal subsidized loans are no longer available to graduate students.

Regardless of income level, you are encouraged to apply for assistance; many financial alternatives are available.

General Eligibility Requirements

To be eligible for federal student aid and most UMGc need-based assistance, you must

- ✦ Be admitted to UMGc as a degree-seeking or eligible certificate-seeking student.
- ✦ Be a U.S. citizen or an eligible noncitizen.
- ✦ Be enrolled half-time (6 or more credits) for most federal and institutional aid programs. Federal loan programs require enrollment of at least half time.
(Note: Audited courses, some repeated courses, credit by examination, and Portfolio Assessment credits cannot be counted toward enrollment status.)
- ✦ Demonstrate satisfactory academic progress toward a degree or certificate according to UMGc policy.
- ✦ Have a high school or General Education Development (GED) diploma.
- ✦ Possess a valid Social Security number.
- ✦ Not be in default on any federal student loans, have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs.

Financial Aid Programs

Financial Aid programs are available to both full- and part-time students. UMGc may offer the following types of financial aid: grants, scholarships, and loans. In most cases, at least half-time enrollment is required. Eligibility for federal financial aid is determined each year based on data submitted on the FAFSA. Following is a description of programs currently available at UMGc.

Grants and Scholarships

UMGC offers and administers many different types of grant and scholarship programs from various sources. The following are the main categories of scholarships and grants that are available to eligible UMGc students.

Note: This list is not exhaustive and is subject to change.

FEDERAL GRANTS

The federal government provides grants for students attending college. Most types of grants are sources of money that generally do not have to be repaid.

- ✦ The Federal Pell Grant is a grant program for high-need, first-time undergraduate students. Award amounts vary by need level and enrollment status.
- ✦ The Federal Supplemental Educational Opportunity Grant (SEOG) offers need-based awards for high-need students who are seeking their first undergraduate degree. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education.

More information is available at europe.umgc.edu/grants.

UMGC INSTITUTIONAL SCHOLARSHIPS AND GRANTS

UMGC allocates a portion of its operating funds to help students with demonstrated financial need afford their coursework. Most institutional funds are provided as part of the regular award packaging process and do not require a separate application. Below are two of the most commonly provided institutional scholarships:

- ✦ The UMGc President's Grant offers up to \$1,400 per year to select students with demonstrated need who are enrolled in at least 3 credits of coursework per semester.
- ✦ The UMGc President's Scholarship offers up to \$2,000 per year (fall and spring semesters only) to select students with demonstrated need and a GPA of 3.0 or higher who are enrolled in at least 6 credits of coursework per semester.

Employees of UMGc and their dependents, as well as persons who receive remission of fees from other institutions, are not eligible to receive UMGc scholarships or grants.

DONOR SCHOLARSHIPS

Generous donors to UMGC have provided many different scholarship funds, each with its own specific criteria. If you meet the general eligibility requirements for donor-funded scholarships, you will receive an invitation by email (and in the student portal) each spring semester. This application is the only one needed for consideration for nearly all donor-funded scholarships. An invitation to apply for these scholarships does not guarantee funding, as funds are limited.

In general, to be eligible for these scholarships you must

- ✦ Be enrolled as a degree-seeking student
- ✦ Have a current FAFSA on file, demonstrating financial need
- ✦ Have successfully completed 15 credits (if you are an undergraduate student) or 9 credits (if you are a graduate student) in courses taken at UMGC
- ✦ Meet satisfactory academic progress standards (described in a following section)
- ✦ Maintain a cumulative GPA of 3.0
- ✦ Maintain at least half-time registration each fall and spring semester

PRIVATE AND THIRD-PARTY SCHOLARSHIPS

Outside agencies, such as social clubs or volunteer organizations, may offer scholarship funds to UMGC students to assist with education costs. These agencies provide funding either directly to you (the student) or directly to UMGC

for processing and administration. The Financial Aid Office ensures that students receiving these funds maintain eligibility per the requirements of the individual agencies.

For more information on scholarships, visit europe.umgc.edu/scholarships.

Loans

Loan programs are available to students enrolled in at least half-time status each semester. If you borrow funds to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note.

The Federal Direct Loan program offers low-interest federal loans. Loan amounts vary based on your enrollment level (i.e., undergraduate or graduate), grade level, and dependency status. Repayment begins six months after you leave school or your attendance drops below half-time.

For annual eligibility amounts and general repayment terms, visit umgc.edu/direct-loan.

The Federal Direct PLUS Loan Programs are loans for graduate students and parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. Eligibility is not based on financial need, but a credit check is required. Borrowers who have an adverse credit history must meet additional requirements to qualify. Repayment begins as soon as the loan is fully disbursed; however, there is an option to defer payments while you meet certain enrollment criteria. Additional information regarding PLUS loans is available at umgc.edu/students/aid/loans/grad_plus.cfm.

Private student loans are made by private organizations—such banks, credit unions, and state-based or state-affiliated organizations—and have terms and conditions that are set by the lender. If your financial aid does not meet your financial need, you may be able to borrow up to your cost of attendance through a private student loan program. These education loans are not federal loans; you borrow directly from and make payments to the lender. Private student loans usually have higher interest rates than federal loans. UMGC encourages you to apply for federal student aid before seeking alternative private loan options. If you are interested in a private student loan, contact the lender of your choice.

For more information on federal student financial aid programs, visit europe.umgc.edu/financial-aid. More information on loan repayment is available at umgc.edu/loan-repayment.

LOAN DEFERMENT FORM CERTIFICATION

For details on loan deferment form certification, see p. 47.



Applying for Financial Aid

You must complete the *Free Application for Federal Student Aid* (FAFSA) to be considered for federal, most state, and institutional financial aid at UMGC. The FAFSA may be completed online at studentaid.gov.

It may take several weeks to process an application for any type of financial aid, so you should take note of the priority processing deadlines and other important dates listed in the following section.

Financial aid is awarded annually. You must reapply each year before the 30 June deadline. Financial aid may be used concurrently with scholarships, military tuition assistance, military spouse tuition assistance, and veterans benefits. It is your responsibility to inform the Financial Aid Office when outside resources such as these will be used.

The results of the *Free Application for Federal Student Aid* (FAFSA) are contained in the *Student Aid Report* (SAR) or *Institutional Student Information Report* (ISIR), which will be secured electronically from the federal processors in Illinois by the Financial Aid Office for all students who submit a FAFSA application with the UMGC school code of 011644.

The Financial Aid Office must review and approve the completed file before you enroll as a financial aid recipient. You must be fully admitted to UMGC and be degree seeking in order to receive financial aid. If you already have a baccalaureate degree, you are not eligible for Federal Pell Grants, but may be eligible for Federal Direct Student Loans. An initial financial aid award will be made based on anticipated half-time (6 credit hours) enrollment in classes offered during the semester.

Priority Deadlines for Financial Aid

You 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, your application should be processed in time for funds to be available for registration. If you miss the deadline, you may still be eligible to receive financial aid, but you may have to pay for tuition and fees yourself. Once financial aid is approved, you may be reimbursed.

Semester	Priority Deadline
Summer Semester	1 April
Fall Semester	1 June
Winter and Spring Semester	1 November

Non-UMGC Enrollment

Financial aid awards are determined based on enrollment with UMGC. If you wish to take a course with another school, you must contact the Financial Aid Office prior to enrolling with the other school. Enrollment in courses offered by UMGC Europe, UMGC Asia, and UMGC Stateside may be used in calculating financial aid eligibility with UMGC.

Disbursement of Funds

The UMGC Financial Aid Office disburses (applies) funds to your account based on federal and UMGC guidelines. Some funding such as loans may be released to your account up to 10 days prior to the course start date. If you are enrolled in courses with multiple start dates, the disbursement is released when you are actively enrolled in 6 credits.

Awards applied to your account in excess of tuition and fee charges are refunded to you within UMGC and federally mandated time frames. The Business Office prepares refund checks and mails them directly to you. In general, this refund process requires seven to 14 days from the date the credit balance is created on your account at UMGC. To receive funds in a more timely manner, you may also choose the direct deposit option by enrolling through MyUMGC.

UMGC Financial Aid Standards for Satisfactory Academic Progress

If you receive financial aid, federal regulations require you to maintain satisfactory academic progress toward your degree or certificate. If you fail to meet the minimum requirements, you are not eligible to receive financial aid. Review the complete Satisfactory Academic Progress policy for financial aid students, including details of the appeal process, at umgc.edu/sap.

Federal Return of Funds Policy

Federal financial aid is offered under the assumption that you will attend and participate in classes for the entire period for which the aid has been offered. If you receive Title IV funds and do not attend or participate for the entire period for which you have been given aid, the university is required by federal regulation 34 CFR 668.22 to perform a Return of Title IV Funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring during your enrollment period:

- ✦ Course cancellation
- ✦ Disenrollment
- ✦ Never participating in a class
- ✦ Ceasing to participate in a class
- ✦ Dropping a course
- ✦ Withdrawing from a course
- ✦ Ceasing enrollment for 45 calendar days or more between modules

You are not considered to have withdrawn

- ✦ If you certify your intent to return later within the same term in which you dropped or withdrew from class, unless you do not return as scheduled
- ✦ If you fulfill all the requirements for graduation from the program before completing the required number of days in the period for which you have received funds
- ✦ If you complete one or more modules that together cover at least 49 percent of the days in the payment period
- ✦ If you successfully complete credits equal to or greater than the credits required for half-time enrollment

If you certify your intent to return later within the same term in which you dropped or withdrew from class, then the Financial Aid Office will not perform a return of funds calculation—unless you do not return as scheduled.

When the Financial Aid Office performs a return of funds calculation, unearned funds are returned to the Department of Education. This can result in a balance owed to UMGC. You are then responsible for repaying the outstanding debt, or it will be transferred to the State Central Collections Unit.

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

Visit umgc.edu/enrollmentchanges for further information.

Other Sources of Financial Aid

Community Scholarships

Scholarships are sometimes available through Officers' and Noncommissioned Officers' Spouses' Clubs and other organizations on military bases. At some locations, the Air Force and Navy have tuition assistance programs for spouses of active-duty military members. Check with the local education services officer or visit your local UMGC Europe office to find out about the availability of these scholarships.

Military Spouse Career Advancement Account Scholarship – MyCAA

MyCAA provides a maximum education benefit of up to \$4,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. More information is available at mycaa.militaryonesource.mil.

Army Emergency Relief Program (AER)

AER maintains two scholarship programs — the Spouse Education Assistance Program and the MG James Ursano Scholarship Program for dependent children. More information is available at armyemergencyrelief.org.

General Henry H. Arnold Education Grant

The Air Force Aid Society provides need-based grants to students planning to enroll full time in an undergraduate program of study. You must be a son, daughter, spouse, or surviving spouse of an Air Force servicemember. More information is available at afas.org.

For Further Information

All financial aid information and forms are available at umgc.edu/financialaid on the UMGC website. For assistance, visit the UMGC Help Center at umgc.edu/help to email, chat, or review an extensive list of frequently asked questions. You may also contact the Financial Aid Office in Adelphi, Maryland, by phone at +1-800-888-8682, or you may contact the UMGC Europe Financial Aid Office at UMGC Europe Headquarters, found in the directory.

Veterans Education Benefits

University of Maryland Global Campus acts as a certifying agent for the Department of Veterans Affairs (VA) and certifies students' enrollments to the Regional Office on a term-by-term basis.

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 you should complete to start your education benefits in your chosen program. The VA application form and any required substantiating documents can be found on the VA website at va.gov.

Military-Affiliated Student Benefits and Resources

UMGC takes great pride in its 70-plus year history of serving military and veteran students and their family members and provides significant support to all military-affiliated students. Learn more about the comprehensive support UMGC provides to military-affiliated students at europe.umgc.edu/military.

Veterans Benefits

You may apply for the following educational assistance programs administered by the U.S. Department of Veterans Affairs (VA):

- ✦ The Montgomery GI Bill®—Active Duty Increased Educational Program (MGIB, Chapter 30)
- ✦ Veteran Readiness and Employment (Chapter 31)
- ✦ The Post–Vietnam Era Educational Assistance Program (Chapter 32)
- ✦ The Post-9/11 GI Bill (Chapter 33)
 - Transfer of Post-9/11 GI Bill Benefits to Dependents
 - Marine Gunnery Sergeant John David Fry Scholarship
- ✦ The Survivors' and Dependents' Educational Assistance Program (Chapter 35)
- ✦ Montgomery GI Bill—Selected Reserve Educational Assistance Program (Chapter 1606)
- ✦ Montgomery GI Bill—Reserve Educational Assistance Program (Chapter 1607)

Detailed information on all assistance programs is available on the UMGC website at umgc.edu/vabenefits or on the VA website at gibill.va.gov.



Application Procedures

If you are eligible for educational benefits from the VA, you should review the online information and application procedures at europe.umgc.edu/vabenefits. Every educational assistance program requires different paperwork and documentation to process a claim.

Initial applications for benefits should be submitted online directly to the VA at va.gov. If you have already used VA benefits at another university, you must update your current education benefits online at va.gov.

You must also complete a UMGC request for certification form each session you wish to receive benefits. The VA processes claims and issues payment six to eight weeks after receiving completed paperwork, which may be submitted no earlier than two weeks before class starts.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at benefits.va.gov/gibill.

CERTIFICATION PROCESS

Notification that you wish to use VA benefits is your responsibility and **must** be submitted through MyUMGC (my.umgc.edu) each period of enrollment you are requesting benefits. UMGC acts as a certifying agent for the VA.

The UMGC Veterans Certification Office confirms that the requested course(s) are part of your degree program and submits your certification of enrollment to the VA Regional Office. You may view the status of the processing of your certification through MyUMGC by selecting "Veteran Certification." The primary responsibility of the university is to verify active enrollment of VA students; it is not to make decisions on individual claims.

Please note: UMGC Europe students are not eligible for the VA Advanced Payment program or the Yellow Ribbon program.

Requesting Certification of Enrollment

When requesting VA benefits, you **must** submit your request for certification each period of enrollment through MyUMGC (my.umgc.edu):

MyUMGC > Finances > Veteran Certification

✦ Applying for VA Benefits

The first time you request benefits each term (fall, spring, summer) the "Request for Certification" form must be completed through MyUMGC.

✦ Adjusting VA Benefits

If you enroll in additional courses within the same term, you will need to adjust your veterans benefits through MyUMGC.

✦ Viewing the Certification Status

You may view the status of your certification requests through MyUMGC.

VA Students from Other Institutions

If you are not pursuing a UMGC degree but wish to receive VA benefits for UMGC courses, you must request written permission (a parent school letter) for each course from your degree-granting school before enrolling. The parent school letter must be submitted to the UMGC Veterans Certification Office by email to pslva@umgc.edu. You must also complete the certification process through MyUMGC.

Amounts and Methods of Payment

The amount of money you may receive from the VA depends on the educational assistance program for which you are eligible, the number of credits for which you are registered, the length of the session, and (for certain programs) the number of dependents you have. The current monthly payment for each educational assistance program is available online at gibill.va.gov.

Benefit Provisions Related to Pending Payments

In accordance with Title 38 US Code 3679 subsection (e), UMGC adopts the following additional provisions for any students using VA Post-9/11 GI Bill (Ch. 33) or Veteran Readiness and Employment (Ch. 31) benefits. While payment to the university is pending from the VA, UMGC will not

- ✦ Prevent your enrollment
- ✦ Assess a late penalty fee
- ✦ Require you to secure alternative or additional funding
- ✦ Deny you access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution

However, to qualify for this provision, you may be required to

- ✦ Produce the VA Certificate of Eligibility by the first day of class
- ✦ Provide a written request to be certified
- ✦ Provide additional information needed to properly certify the enrollment as described in other institutional policies

Evaluation of Prior Training

When you file a claim for educational benefits, the VA requires your previous training and coursework to be evaluated so that you receive correct transfer credit. If you are an undergraduate student, you must have an academic advisement report completed during your first session of enrollment. If you do not comply, you may find future benefits delayed. After your first registration, you are provided with information on the necessary procedure. (Information about sources of credit, including types of training that qualify for undergraduate credit, begins on p. 12; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of enrollment. (Equivalent credit from other accredited institutions may be considered on a case-by-case basis. If you were educated abroad, see umgc.edu/internationalstudent for additional requirements.) Not complying with this evaluation may delay future benefits. For information on evaluation procedures for study abroad, visit umgc.edu/internationalcredit.

Student Responsibilities

If you are receiving VA benefits, you are expected to follow all regulations and procedures of the VA while attending UMGC.

At UMGC, all regulations of the VA are enforced. You should be aware of the following requirements and consequences:

- ✦ You are expected to make satisfactory progress toward a degree or certificate; you must comply with the academic standards of UMGC.
- ✦ You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- ✦ Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- ✦ Payment of benefits will be disallowed for any course in which a nonpunitive grade (i.e., a grade of I, W, or AU) is assigned.
- ✦ Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade of A, B, C, D, P, or S was assigned.
- ✦ Payment of benefits will be disallowed for any course in which a grade of FN is assigned.
- ✦ Payment of benefits will be disallowed for any course that is not a requirement in your degree or certificate program.

- ✦ Payment of benefits will be disallowed for noncredit graduate courses.
- ✦ Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31 Veteran Readiness and Employment or Chapter 33 Post-9/11 benefits.
- ✦ You are responsible for debts caused by overpayment of benefits resulting from reductions of your course load.
- ✦ If you are in a program that involves any internship, practicum, or work study, you are required to provide documentation to the Veterans Certification Office verifying the physical location and zip code where the work takes place.

Tutorial Assistance

You may qualify for tutorial assistance if you are a veteran, active-duty military servicemember, or reservist receiving funding assistance from the VA and you are enrolled at least half-time. Payments are allowed when you demonstrate deficiency in courses that are required for your degree program.

Veterans Resources

UMGC offers dedicated military and veterans advisors and a range of resources targeted specifically for veterans. These include VetSuccess on Campus and the Vessey Veterans Resource Center, a one-stop shop designed to give you the support you need to succeed in school and in your career. Learn more at umgc.edu/vetresources.

Points of Contact

You may refer to the directory for contact information for the UMGC Europe Headquarters Offices.

VA Regional Office

VARO
P.O. Box 4616
Buffalo, NY 14240-4616
CIV: +1-918-781-5678

Because regulations are constantly changing, we recommend that you visit our website for the most current information concerning your VA benefits at europe.umgc.edu/vabenefits.

Academic Standards

UMGC standards for academic rigor assess the degree to which you demonstrate content mastery, application of critical thinking skills, and adherence to UMGc's code of academic integrity.

Grading Methods

There are five grading methods at UMGc: standard, pass/fail, satisfactory/unsatisfactory, satisfactory/D/fail, and audit. The most commonly used is the standard method. Any course may be audited.

Some grading options and methods are limited to undergraduate or graduate courses, as follows:

- ✦ The pass/fail grading method is available only at the undergraduate level and under limited conditions. The satisfactory/D/fail method is restricted to certain specified undergraduate courses. Both methods are described in the next section.
- ✦ The satisfactory/unsatisfactory method is available only for EXCL X001, graduate noncredit courses, and doctoral dissertation courses and may not be selected or changed.

The table on the next page defines the grades and marks; regulations and usage for each grading method are provided in the paragraphs that follow.

Standard

Unless you choose the pass/fail (for undergraduate courses only) or audit option for a particular course at the time of registration, you will be graded according to the standard grading method. Under the standard grading method, you earn a grade of A, B, C (for courses in which the grade of C is available), D (for undergraduate courses only), F, or FN on the basis of your performance in meeting the requirements of the course. All grades received under the standard grading method are included in calculating the grade point average (GPA).

Pass/Fail

If you are a degree-seeking undergraduate student, have earned 30 credits (including at least 15 credits at UMGc), and have a cumulative grade point average of 2.0, you may take one elective course each standard term (fall, spring, or summer) on a pass/fail basis, up to a maximum of 18 credits.

This grading method is allowed only for electives. Courses that fulfill general education requirements, major or minor requirements, or related requirements for the major may not be taken pass/fail, nor may pass/fail grading be used in retaking a course for which a letter grade was earned previously.



You must elect pass/fail at the time you register. This status may not be changed after the first week of 8-week classes.

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

Although a grade of P earns credit toward graduation, it is not included in calculating a grade point average.

A grade of F or FN earns no credit toward graduation and is included in the computation of grade point averages. This option is not available for graduate courses.

Satisfactory/Unsatisfactory

EXCL X001 and graduate noncredit courses, currently designated UCSP or ASC, are graded on a satisfactory/unsatisfactory basis. You may not choose to take other graduate courses or any undergraduate courses on a satisfactory/unsatisfactory basis. This grading method does not include an option for requesting a mark of Incomplete.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Satisfactory/D/Fail

This grading method is available only at the undergraduate level and on a limited basis, primarily for experiential learning courses. Although a grade of satisfactory (S) earns credit toward graduation, it is not included in calculating grade point averages. The grade of D earns credit and is included in computing grade point averages. While a grade of F or FN earns no credit toward graduation, it is included in computing grade point averages.

Audit

If you do not wish to receive credit, you may register for courses as an auditor once you are admitted. You may choose the audit method when you register or request a change from credit to audit status anytime before the end of the first week of classes. As an auditing student, you do not have to complete course assignments, but you may choose to do so to receive faculty feedback on your work.

Audited courses are listed on the permanent record, with the notation AU. No letter grade is given for audited courses, nor are credits earned. Auditors pay the same fees as those taking the course(s) for credit.

Grades and Marks

The Grade of F: Failure

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

The Grade of FN: Failure for Nonattendance

The grade of FN is assigned if you never attend or participate in a course or if you cease to attend or participate within the first 60 percent of the course and do not officially drop or withdraw from the course. An FN grade results in zero quality points and no credit earned. It is included in calculating your grade point average and may affect your academic standing. If you receive a grade of FN, you must register again for the course, pay all applicable tuition, repeat the course, and earn a passing grade to receive credit for that course.

The Mark of G: Grade Pending

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

Grade or Mark	Interpretation	Quality Points
A	Exceeds standards Performance excels far above established standards and demonstrates high proficiency in the course subject matter.	4
B	Proficient Performance consistently meets standards and demonstrates proficiency in the course subject matter.	3
C	UNDERGRADUATE Meets standards Performance generally demonstrates proficiency in most course subject matter. GRADUATE Below standards Performance is insufficient to meet established standards.	2
D	UNDERGRADUATE Below standards Performance is insufficient to meet established standards. GRADUATE Not available	1
F	Failure Performance does not meet minimum standards.	0
FN	Failure for nonattendance	0
G	Grade pending	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
I	Incomplete	0
AU	Audit	0
U	Unsatisfactory	0
W	Withdrawal	0

The Grade of P: Passing

The grade of P is conferred after a faculty member has evaluated coursework under the normal procedure for letter grades and has submitted a standard grade (A, B, C, or D). Then the Office of the Registrar converts that standard grade into the grade of P.

A passing grade is recorded on the permanent record and confers credit toward graduation. However, courses graded P are not included in calculating the GPA.

The Grade of S: Satisfactory

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

At the undergraduate level, the grade of S is equivalent to a grade of C or higher and is used to denote performance that meets standards in an experiential setting or practicum, such as EXCL 301.

At the graduate level, the grade of S is equivalent to a grade of B or better and is used to denote performance that meets standards in noncredit and doctoral dissertation courses.

The Grade of U: Unsatisfactory

The grade of U indicates that work for the course was not completed at a satisfactory level. Although it appears on the permanent record, it carries no credit, and is not included in calculating the GPA.

The Grade of D: Below Standards

At the undergraduate level, the grade of D is the minimum passing grade and denotes borderline understanding of the subject matter. Only a limited amount of coursework in which the grade of D has been earned can be applied toward a degree. For additional information, you should refer to specific certificate and degree requirements in this catalog. Most colleges and universities will not accept transfer courses in which a D has been earned.

The Mark of I: Incomplete

The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of extenuating academic or personal circumstances beyond your control.

To be eligible for an I, you must have completed 60 percent or more of the course requirements with an overall grade of C or better for undergraduate courses or B or better for graduate courses.

You must request an I from your faculty member before the class ends. Faculty, however, are not required to approve the request. If your request for a mark of I is approved, you must arrange fulfillment of course responsibilities with your faculty member by the assigned deadline to receive credit.

The mark of I is not available for courses graded on a satisfactory/unsatisfactory basis. Master's degree programs requiring CBR 600, DCL 600T, or PRO 600 have additional parameters for the mark of I. Consult your course syllabus for detailed information.

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

You should be aware that a mark of I in your final semester may delay graduation.

Refer to UMGC Policy 170.71 Policy on Grade of Incomplete at umgc.edu/incomplete and your course syllabus for more information, particularly on deadlines.

The Mark of W: Withdrawal

The mark of W is assigned when you officially withdraw from a course. This mark will appear on your transcript, but will not be included in calculating your GPA. For purposes of financial aid, the mark of W is counted as attempted hours.

The mark of W can be posted only when you officially withdraw from the course through MyUMGC by the deadline for withdrawal by following the withdrawal process described on p. 10.

The Grade Point Average

Your cumulative grade point average (GPA) is computed at the end of every term (fall, winter, spring, or summer), based on all your graded coursework at UMGC, using the quality points assigned to each grade or mark (detailed on p. 31). First, the quality-point value of each grade or mark is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C (for courses in which the grade of C is available), D (for undergraduate courses only), F, or FN was received.

Only courses applied toward a second bachelor's degree are computed in the GPA for that degree, even if you earned a first degree at UMGC.

Only courses applied toward a master's degree are computed in the GPA for that degree, even if you earned an undergraduate degree at UMGC.

Changes in Grade

Faculty members may revise a grade previously assigned only if your grade was miscalculated or a mark of I was submitted and must be changed. Any revision must be made no later than four months after the original grade was awarded.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Repeated Courses

Grading Repeated Courses

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

If you are enrolled in a second master's degree program, you may not repeat coursework from your first program, even if your second program requires one or more of the courses required in your first program. See p. 130 for more information on earning a second master's degree.

Limits on Repeating Courses

UNDERGRADUATE

If you are an undergraduate student, you may not register for the same course more than three times without first speaking to an academic advisor and submitting a course repeat petition form, which must be on file before the start of the term in which you wish to repeat the course. Your academic advisor can also explain how repeating the course affects your GPA, transcript notations, and progress toward degree completion. Note that the limit on repeating courses applies only to courses in which you have received a grade. Officially withdrawing from a class and receiving a mark of W is not counted as an attempt for repeat limits.

GRADUATE

If you are a graduate student and your term or cumulative GPA drops below 3.0, you will be placed on academic probation, and you must successfully (i.e., with a grade of B or better) repeat the course that caused the GPA to fall below 3.0 and earn no further grades of C, F, or FN during the probation period. For more information, see Graduate Academic Standing on p. 34.

Institutional Credit

A course that may not apply toward graduation may be assigned a credit value for purposes of course load per session and tuition. This institutional credit is included in your GPA and in determining your eligibility for financial aid and veterans education benefits. However, if you are required to take these courses, you do so in addition to the credits required for the degree.

Academic Standing and Levels of Progress

UMGC assesses your academic standing at the end of every term (fall, winter, spring, or summer). Your GPA is computed for all UMGc graded coursework to make a determination of academic standing according to your level of progress as described below.

If you have questions about your academic progress, email the Office of the Registrar at registrar-europe@umgc.edu.

For details, see UMGc Policy 158.00 Undergraduate Academic Levels of Progress and UMGc Policy 158.01 Academic Standing Status for Graduate Students, both available online at umgc.edu/policies.

UNDERGRADUATE STUDENTS

Undergraduate Levels of Progress

At the undergraduate level, there are four levels of academic progress: satisfactory, warning, probation, and dismissal.

Satisfactory

If your cumulative grade point average is 2.0 or higher, you are considered to be making satisfactory progress.

Warning

If your cumulative GPA is less than 2.0, you will be placed on academic warning. You will remain on academic warning as long as your cumulative GPA is less than 2.0 but your GPA for the term is 2.0 or better.

Probation

If you are on academic warning and your GPA for the term is less than 2.0, you will be placed on probation.

If your GPA for the term is 2.0 or better while you are on probation, but your cumulative GPA is less than 2.0, you will return to academic warning or provisional admission status.

While on academic probation, you are limited to a maximum enrollment of 7 credits per standard term until your academic progress returns to satisfactory.

Dismissal

If you are on probation and your GPA for the term is less than 2.0, you will be dismissed. Once dismissed, you must apply for reinstatement if you wish to continue studies with UMGc. Your application for reinstatement must be approved before you are eligible to register again for UMGc courses.

If you are on probation and your GPA for the term is 2.0 or higher, you will not be dismissed, regardless of your cumulative GPA.

Reinstatement After Dismissal From an Undergraduate Program

If you are seeking reinstatement after being academically dismissed from an academic program at UMGC, you are required to

- ✧ Have all your official transcripts from previously attended colleges and universities sent to UMGC, preferably before meeting with your academic advisor.
- ✧ Talk with an academic advisor before petitioning for reinstatement.
- ✧ Complete the forms provided by your academic advisor. In your request for reinstatement, you must detail the steps you have taken since dismissal that demonstrate that you have improved your academic skills and made changes in your academic strategies that increase your likelihood for success in undergraduate studies, should you be approved for reinstatement. You may also submit documentation that provides evidence to support your request for reinstatement.

You must make an appointment with your academic advisor to start the reinstatement process. You can do so by contacting your local UMGC representative or at europe.umgc.edu/advising. Staff know that these petitions for reinstatement are important and that you are eager to get back on track, so petitions will be reviewed as quickly as possible.

After your record, the advisor's recommendation, and your petition have been reviewed, you will receive a written response.

If you are approved for reinstatement, you will be admitted and placed on academic warning. You may also be required to meet additional conditions, such as working with an academic advisor or tutor or enrolling in specific courses. You must earn a 2.0 or higher to avoid academic probation.

If you have questions about the reinstatement process, speak with an academic advisor.

GRADUATE STUDENTS

Graduate Academic Standing

At the graduate level, there are three levels of academic standing: good academic standing, academic probation, and academic dismissal.

As a graduate student, you must maintain a cumulative and term GPA of 3.0 or higher at all times to remain in good academic standing.

Good Academic Standing

If you have a term and cumulative GPA of 3.0 or higher, you are in good academic standing.

Academic Probation

If you have a term or cumulative GPA below 3.0, you will be placed on academic probation in your next term of enrollment. Academic probation is a temporary status. If you are placed on academic probation, you have up to two terms of enrollment in which to restore your GPA to 3.0. During that time, you must enroll only in the course(s) for which you received a grade that caused your cumulative or term GPA to drop below 3.0; you may not attempt any other coursework until you earn a grade of B or better in the repeated course(s).

Failing to restore your GPA to 3.0 or higher or earning any grade below B while on probation will result in academic dismissal. If you restore your GPA to 3.0 or higher, you will be returned to good academic standing. You should seek guidance and advice from an academic advisor if you are placed on academic probation.

Dismissal

If you are on academic probation and you fail to raise your GPA to 3.0 or higher or if you earn a grade below B during the probationary period, you will be dismissed. Once dismissed, you are ineligible to enroll in UMGC graduate courses and may be readmitted to UMGC only under the conditions for reinstatement or restart described in the following paragraphs.

Reinstatement After Dismissal from a Graduate Program

If you were academically dismissed from a master's degree program at UMGC, you may submit one request for reinstatement. The reinstatement petition entails completing and submitting a Reinstatement Request Form and documentation to the Reinstatement Committee for consideration. You will be required to show that you have improved your academic skills and made changes in your academic strategies that increase your likelihood for success in graduate studies. You may direct inquiries to Student Affairs at studentaffairs-europe@umgc.edu. Staff know that these petitions are important and that you are eager to get back on track, so petitions will be reviewed as quickly as possible. Student Affairs will notify you of decisions.

If you are approved for reinstatement, you will be admitted for one term and placed on academic probation. You may also be required to meet additional conditions, such as working with an academic advisor or tutor or enrolling in specific courses. By the conclusion of this term, you must be in good academic standing to remain enrolled.

If you are reinstated to the same program in which you were last enrolled, you must immediately repeat the course(s) for which you received the grade(s) that caused your cumulative GPA to drop below 3.0. If you are reinstated to a different program, your previous coursework and credits will not apply.

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

If you have questions about the reinstatement process, speak with an academic advisor.

Restart After Dismissal from or Academic Probation in a Graduate Program

If you were academically dismissed from a graduate program, have not been approved for reinstatement (as described in the preceding section), and have not attended graduate classes for a period of at least five consecutive years, you may request a one-time restart. You may also request a one-time restart if you were on academic probation when you last attended and have not attended graduate classes for a period of at least five consecutive years. Grades and credits previously earned will not apply toward any program you pursue upon your return, and you must fulfill the program requirements in effect at the time you restart.

Program Completion Requirements

The award of degrees and certificates is conditional upon satisfactory completion of all program requirements, compliance with all UMGC policies, and satisfactory or good academic standing (described on pp. 33-34). Graduation clearance will not be granted if you are not in good academic standing, have outstanding debt to UMGC, or have any outstanding misconduct charges or unsatisfied sanction restrictions. Individual programs may have additional requirements that must be met before graduation clearance can be granted.

Scholastic Recognition

Honor Societies

Honor societies are national organizations that celebrate the scholarship and leadership of students in specific fields of study. The honor societies represented at UMGC meet our high academic standards, and membership is a privilege that can enhance your academic and professional stature. Contact information for each honor society chapter can be found online at europe.umgc.edu/honors. Many honor societies process new membership applications only once or twice a year. If you receive an invitation to an honor society, you should first check that it is listed on the UMGC website or in this catalog before joining. The descriptions that follow indicate whether an honor society is open to undergraduate students, graduate students, or both.

Alpha Sigma Lambda

Alpha Sigma Lambda is a nationally recognized honor society that celebrates the scholarship and leadership of adult undergraduate students in higher education. Members of Alpha Sigma Lambda are highly motivated adult students who are pursuing their undergraduate education and managing the responsibilities of work and family while studying. To qualify for membership, you must be pursuing a first associate or bachelor's degree; have completed at least 24 credits at UMGC in courses graded A, B, C, D, or F; and maintained a GPA of 3.7 or higher in all UMGC courses. At least 15 credits, from UMGC or transferred, must be in courses outside the major.

Lambda Epsilon Chi

Lambda Epsilon Chi is the national honor society founded by the American Association for Paralegal Education (AAfPE), which recognizes the scholarship and leadership of students in higher education. There are more than 150 chapters throughout the United States and thousands of inductees who have been honored for their outstanding academic achievements.

Membership is open to legal studies majors by invitation only. To be eligible for membership, you must demonstrate superior academic performance, as evidenced by an overall GPA of at least 3.25, as well as a GPA of at least 3.5 in your legal studies classes at UMGC.

National Society of Collegiate Scholars

The National Society of Collegiate Scholars is an honor society recognizing students who have completed fewer than 60 credits toward an associate or a bachelor's degree and have shown academic excellence. The honor society encourages members to participate in honor society, university, and community events and provides resources to enable them to focus on their professional and leadership development.

To be eligible, you must be seeking a first associate or bachelor's degree. You must have completed at least 12 credits at UMGC in courses graded A, B, C, D, or F and have a cumulative GPA of 3.4 or higher. In addition, you must have completed between 12 and 59 credits toward your degree.

Phi Alpha Theta

As a UMGC undergraduate student, you may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, you must attain a GPA of 3.5 or higher in at least 12 credits of UMGC history courses and have an overall UMGC GPA of 3.0.

Phi Kappa Phi

The Honor Society of Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. If you are an undergraduate student, you must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been for UMGC courses carrying letter grades of A, B, C, D, or F, to be eligible; your GPA in UMGC courses must also be in the top 10 percent of the previous UMGC graduating class. If you are a graduate student, you must be in the final term of your graduate program and in the upper 10 percent of your graduating class.

Phi Theta Kappa

Phi Theta Kappa is a national honor society for associate degree students. UMGC Europe's chapter has been active since the 1998-1999 academic year. To be eligible for membership, you must have completed at least 45 credits toward your first associate degree, including at least 30 credits with UMGC Europe with a cumulative GPA of 3.5. Eligible students are invited to join the honor society in the fall and spring terms.

Pi Gamma Mu

Pi Gamma Mu is the international honor society for the social sciences and recognizes outstanding scholarship in that area at UMGC. Membership is offered to qualified undergraduate students interested in anthropology, criminology, economics, gerontology, history, legal studies, political science, social psychology, sociology, and women's studies.

You must have completed at least 45 credits toward your degree to be eligible. If you have earned at least 20 credits in social science coursework (including at least 9 credits at UMGC) and have a GPA in the top 35 percent of your class, you may be invited to join.

SALUTE

SALUTE (which stands for Service, Academics, Leadership, Unity, Tribute, Excellence) is the first national honor society established for student veterans and military in two-year and four-year institutions of higher education. Members include retirees, disabled veterans, active-duty military, National Guard members, and reservists who are returning to higher education, starting second careers, or helping fund their college careers with military service.

To be eligible for SALUTE, you must be currently enrolled at UMGC; be currently serving in or have been honorably discharged from the military (including National Guard and reserves); have completed at least 12 credits with UMGC (or equivalent); have served as a mentor in the One2One mentoring program for at least one term, posted feedback on Vessey Veterans Student Union articles or to the social wall at least twice per month, or served as a volunteer in the past six months; display the highest ethical standards; and maintain a GPA of at least 3.0 as an undergraduate student or 3.5 as a graduate student. Documentation of volunteer activity is required.

If you meet the minimum standards stated above, you are encouraged to apply for membership. To learn more, visit umgc.edu/salute.

Sigma Phi Omega

Sigma Phi Omega is a national academic honor and professional society in gerontology that seeks to promote scholarship, professionalism, friendship, and services to older persons and to recognize exemplary attainment in gerontology and aging studies and related fields. Student membership is open to undergraduate students majoring or minoring in gerontology and aging services, social science (with a focus on gerontology), and related fields.

You must be in at least your second term of enrollment, have completed a minimum of 12 credits at UMGC, and have a GPA of at least 3.3.

Sigma Tau Delta

Membership in Sigma Tau Delta, the international English honor society, is open to qualified UMGC students with a major in English. To be eligible, you must have earned at least 45 credits toward the bachelor's degree with an overall GPA of 3.5 or higher. At least 30 credits must have been earned through UMGC and must include 12 credits of English, not including WRTG 112 or WRTG 101, and 6 credits of upper-level coursework. You must also have earned a GPA of 3.6 or higher in English major coursework at UMGC.

Upsilon Phi Delta

Upsilon Phi Delta is a national academic honor society founded by the Association of University Programs in Health Administration for undergraduate and graduate students in healthcare management and policy and designed to recognize, reward, and encourage academic excellence in the study of healthcare administration. To be eligible as an undergraduate student, you must have a cumulative GPA of 3.25 or higher and at least 18 credits of coursework in health services management with a GPA of 3.25 or higher in those courses. If you are a graduate student, you must have a cumulative GPA of 3.5 or higher and at least 18 credits of graduate coursework.

Upsilon Pi Epsilon

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

If you are a graduate student, you may be considered for membership if you are pursuing one of the following degrees: MS in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, Data Analytics, Digital Forensics and Cyber Investigation, Information Technology (with a specialization in database systems technology, informatics, information assurance, software engineering, or systems engineering), or Management (with a specialization in information systems and services). To qualify for graduate-level membership, you must have completed at least 18 credits at UMGC toward your degree, with a cumulative GPA of 3.5 or higher.

Undergraduate Scholastic Recognition

Academic Honors

Academic honors for excellence in scholarship are determined by your cumulative GPA at UMGC at the time of your bachelor's degree conferral. The distinction of *summa cum laude* is conferred on those students with a cumulative GPA of 4.000, *magna cum laude* honors are conferred on those with a cumulative GPA of 3.901 up to 3.999, and *cum laude* honors are conferred on those with a cumulative GPA of 3.800 up to 3.900. To be eligible for any of these categories of recognition, you must have earned at least 30 credits at UMGC in courses for which a letter grade and quality points were assigned. For honors to be conferred with a second bachelor's degree, you are required to have a total of 30 new UMGC credits and the requisite GPA. Honors are not calculated or awarded for your associate degree.

Dean's List

The dean's list is calculated at the end of each term. To be eligible for the dean's list, you must have completed at least 6 credits (in courses graded A, B, C, D, or F) during the term, earned a GPA of at least 3.5 for the term, and maintained a cumulative GPA of 3.5 at UMGC.

All courses taken during the term are used in computing the GPA, even though the total number of credits may exceed 6. A term is designated as fall, spring, or summer.

If you make the dean's list, you will be notified via email of your achievement by the Office of the Dean of your school.

Responsibilities of the Student

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. As a member of the International Center for Academic Integrity (academicintegrity.org), UMGC subscribes to the center's definition of academic integrity as "a commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage." UMGC believes that all members of the university community share the responsibility for academic integrity.

As a UMGC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity in accordance with the university's philosophy of academic integrity (umgc.edu/integrityphil). All forms of academic misconduct, defined as actions that create an unfair academic advantage, are a violation of the principles of academic integrity and will not be permitted. Attempts to engage in academic misconduct or to assist others in doing so are prohibited and may result in disciplinary actions that range from lower assignment grades to expulsion. Candor, the acknowledgement of error, and willingness to learn from mistakes are valued in the misconduct review process. Resources to help you uphold the highest standards of academic integrity and a link to UMGC Policy 150.25 Academic Integrity are available at umgc.edu/academicintegrity. UMGC strongly encourages you to review the complete policy and to make use of available resources and support services.

Appealing a Grade

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

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



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

The established performance standards for a course grade are communicated in the syllabus and other course materials. If you reasonably believe your final grade was not based on such standards but was arbitrary and capricious, you may pursue the appeal process for arbitrary and capricious grading. You should first confer promptly with the faculty member of the course.

There is a time limit on appealing a grade; if you want to appeal a grade, you must initiate the process by requesting a conference with the faculty member to discuss how the grade was calculated within 30 calendar days of the posting of the grade. If you have conferenced with a faculty member with no resolution, contact academicaffairs-europe@umgc.edu with a detailed explanation of how you believe that your grade situation fits the definition of arbitrary and capricious grading as provided in the policy.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

If you have not been able to contact the faculty member after a reasonable effort, or if you and the faculty member cannot, after consultation, reach a satisfactory resolution, you may file a written request with the appeal administrator (the associate vice president and associate dean, UMGC Europe) asking how the final grade was calculated.

Procedures for appealing a grade are detailed in UMGC Policy 130.80 Procedures for Review of Alleged Arbitrary and Capricious Grading, found at umgc.edu/policies.

Attendance and Participation

You are responsible for attending all on-site and online classes and any related activities regularly and punctually. Faculty members may base part of the final grade on class participation.

According to the university's definition of a unit of credit (described in Policy 160.00 Credit Hour Definition), you should expect to spend 42 to 45 hours on coursework (online or on-site class discussions and activities, additional study, readings, and preparation of assignments) for each credit you earn. As a rule of thumb, you should expect to devote at least three hours of outside study each week for every credit in which you are enrolled. For example, you would need to devote at least nine hours per week to outside study for a 3-credit course. Courses offered in shorter intensive formats require more time per week.

You are expected to achieve the same intended learning outcomes and do the same amount of work in an online or hybrid course as you would in an on-site course. Active participation is required in all courses, and you should expect to log in to your online, on-site, or hybrid courses several times a week.

Absence from class does not excuse you from missed coursework. You are responsible for completing any missed coursework, as indicated in the course syllabus, and obtaining detailed information about missed class sessions, including their content, activities covered, and any announcements or assignments. Failure to complete any required coursework may adversely affect your grade. Faculty members are not expected to repeat material that you missed because of your absence from class.

You may not give permission to another person to accompany you to an on-site class meeting, to attend an on-site class meeting in your place, or to access or attend your online class, except as part of reasonable accommodations arranged in advance through Accessibility Services.

Change of Address or Name

If you move during the session, you should not only leave a forwarding address with the postal authorities but should also notify UMGC by updating your personal information through MyUMGC. If you are leaving Europe, you must also submit a relocation form through MyUMGC.

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

- ✧ Valid passport
- ✧ Social Security card
- ✧ Valid driver's license or state ID card
- ✧ Marriage certificate
- ✧ Valid permanent resident card
- ✧ Birth certificate
- ✧ Divorce degree
- ✧ Court-approved petition for name change
- ✧ Valid alien registration card

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

The Demographic Information Update Form may also be used to update/change your name, telephone number, permanent address, email address, date of birth, social security number, and/or emergency contact information. The form is found at europe.umgc.edu/students/forms.cfm or through MyUMGC.

Code of Civility

To promote a positive, collegial atmosphere among students, faculty, and staff, UMGC 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 email).

Kindness

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

Truth

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

Responsibility

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

Cooperation

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

Privacy

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

Nondiscrimination

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

Code of Student Conduct

UMGC Policy 151.00 Code of Student Conduct outlines prohibited conduct and the procedures by which such conduct is addressed. The university reserves the right to take appropriate action to protect the safety and well-being of the UMGC community.

You may be accountable to both civil authorities and to UMGC for acts that constitute violations of law and of this code. Disciplinary action at UMGC normally will go forward pending criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

In every case of alleged Code of Conduct violation, the burden of proof rests with the complainant, who must establish the responsibility of the person accused by a preponderance of evidence. In cases where the complainant wishes to remain anonymous, the burden of proof rests with the administrator.

See umgc.edu/student-conduct for additional information about the UMGC Code of Student Conduct.

Connectivity and Technical Fluency

UMGC is committed to ensuring that you have access to up-to-date resources and acquire the level of fluency in information technology you need to participate actively in contemporary society.

As a UMGC student, you must own or have access to a personal computer, have access to the internet, and have a current email address. You must be prepared to participate in asynchronous, computer-based class discussions, study groups, online database searches, course evaluations, and other online activities whether your course is held online or in an on-site classroom.

You must therefore ensure that you have access to the Internet and a current email address. If you do not have Internet access through a home computer, you may use one at a UMGC computer lab, a university or public library, or another source. However, that source should be regularly available, and you may need to be able to submit assignments electronically.

You must also be able to reach fellow students, faculty, and the university via email. You will be assigned a UMGC account, which includes email, as soon as you register. While you are not required to use the UMGC email address, you must provide and maintain a current email address through MyUMGC (my.umgc.edu).

In addition, you are expected to have a working knowledge of and access to a basic word processing program, such as Microsoft Word; a spreadsheet program, such as Microsoft Excel; internet email services; Microsoft Windows; and the World Wide Web.

The most current technical requirements are available online at umgc.edu/techreq.

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Placement Testing

Proper placement in critical core courses helps ensure your success and allows you to advance more quickly toward your degree goals. UMGC offers complimentary placement testing to help determine the most appropriate course in certain foreign languages for your academic success.

You are not required to take a writing placement exam before you register for a writing course at UMGC.

Contact Exams and Testing Services by phone at +1-800-888-8682, ext. 2-2600, or by email at exams@umgc.edu.

Grievance and Appeal Procedures

To file a formal complaint concerning the actions of members of the UMGC faculty or administrative staff, you must follow procedures detailed in UMGC Policy 130.70 Student Grievance Procedures, which is available at umgc.edu/policies. If you wish to seek redress for the acts or omissions of a faculty or staff member, you must first request a conference with that person and attempt to resolve the complaint informally within 14 days of the alleged act or omission. If you have attempted resolution within the academic program without a satisfactory outcome, email academicaffairs-europe@umgc.edu and include information required by the grievance policy.

If you are not satisfied with the outcome of your student grievance, you may submit your complaint to an applicable accreditor, state higher education agency, or other external entity. Contact information for external entities is available at umgc.edu/external-complaint.

If you wish to file a complaint about discrimination or harassment, you must follow the procedures detailed in UMGC Policy Affirmative Action and Equal Opportunity, available at umgc.edu/eeo. You can file a complaint regarding discrimination or harassment at fairpractices@umgc.edu. You may file a complaint regarding sexual misconduct at titleinvestigator-overseas@umgc.edu.

Intellectual Property

The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. UMGC's policy on intellectual property is available online at umgc.edu/intellectual-property.

Relocating Within UMGC

If you wish to transfer from one UMGC campus to another (UMGC Asia, UMGC Europe, or UMGC Stateside), you need only to complete the relocation request form in MyUMGC (my.umgc.edu). Your records will then be automatically available for the selected UMGC campus.

You are required to complete the relocation request form within 15 days after you relocate. There is no fee for relocations.

Transfer of Credits from UMGC

To have credits earned through UMGC transferred, you must obtain authoritative guidance from the destination institution to which you intend to transfer — even if it is another institution in the University System of Maryland. The transferability of credits earned is always at the discretion of the receiving institution. Only that institution can answer specific questions about whether it will accept transfer credit, as well as whether any credits may satisfy its admission, residency, and degree requirements or apply to its curricula.

Summary of Student Responsibilities

Meet Admission Requirements		Submission Deadlines	
• Complete online application through MyUMGC		Prior to registration deadline for your classes	
• Validate eligibility—visit UMGC office on-site or virtually to have military ID verified		As soon as possible after submitting application—no later than first day of classes	
• Pay non-refundable application fee		During the session you apply (consortium students must submit an Application Fee Waiver Request at the time you apply to have the fee waived)	
• Submit high school transcripts or proof of high school equivalency		During the first term after you apply, have transcripts sent directly to UMGC Stateside (or submit JST, CCAF, or official college transcripts, if transferring 30 or more credits)	
• Foreign-educated students — submit proof of English proficiency		Prior to first enrollment	
• Foreign-educated students with fewer than 24 credits from an approved U.S. college or university — submit an evaluation from an approved international agency or GED scores		By the end of the first term of study	
Visit an Academic Advisor		When to Visit (see p. 48 for additional information)	
• Tentative Evaluation (Fast Plan)		As soon as possible: Provide unofficial transcripts to your academic advisor to receive a no-cost evaluation of credit and find out which courses you need for your degree	
• Official Evaluation		During your first session, request official transcripts from all previous institutions attended and your military documents to be sent directly to UMGC Stateside for review	
• Contact or visit your academic advisor		At least once a year; preferably once each term	
Register For Courses		Last Date to Register	
• On-site courses		Start date of the course (various start dates)	
• Hybrid and online courses		The day before the start date of the session (usually a Tuesday)	
• Field study courses		Seven days prior to the start date	
Change Your Grading Method		Deadline to Choose Pass/Fail, Audit, or Standard	
• 8-week course		During first week of your course	
• Longer than 8-week course		During first two weeks of your course	
• Shorter than 8-week course		During 100 percent drop dates	
Withdraw from Courses		Last Date to Withdraw	
• On-site courses		Day before the course end date	
• Hybrid courses		9 days before the course end date	
• Online courses		Before 65 percent of the total days of the course	
UNDERGRADUATE/GRADUATE 3-TERM PROGRAMS		GRADUATE 4-TERM PROGRAMS	
Apply for Graduation	Application Deadline	Apply for Graduation	Application Deadline
Fall (30 December)	15 October	Fall (30 December)	15 October
Spring (30 May)	15 February	Winter (30 March)	15 February
Summer (30 August)	15 June	Spring (30 June)	1 April
		Summer (30 September)	15 July

Services and Resources

Availability of Services

UMGC provides numerous services and resources to help you complete your educational program from anywhere in the world—through systems and resources available online; by email, chat, and voice and text telephone communication; and virtually or in-person at your local education center, as well as throughout the Maryland area and many military sites stateside and worldwide (listed at umgc.edu/locations). A number of offices are responsible for the delivery of these services, including Accessibility Services, Admissions, Academic Advising, Career Services, Student Financial Services, Student Services, Information Technology, the Office of the Registrar and the UMGc Library.

Among these, the Offices of Academic Advising, Student Services, and the Registrar respond to most of your academic needs throughout your college career, providing general information; admission assistance; academic advising; registration, graduation, and transcript services; and veterans benefits assistance.

Contact information for our on-site and virtual UMGc offices is available at europe.umgc.edu/locations.

Academic Advising

Academic advisors provide the information you need to plan your academic program. Their assistance can include reviewing potential transfer credit, helping you clarify education and career goals, and helping you select appropriate courses. Academic advising services are available by phone, email, video conference, and in person at times and places that are convenient to you. For information about academic advising and how to schedule an appointment with your advisor, see p. 48.

Accessibility Services

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

You can request disability-related accommodations by submitting a request to Accessibility Services.

You should make your request for accommodations as early as possible to allow sufficient time for the processing of your request and development of your accommodation plan.

Once the request is received, Accessibility Services will notify you of the status of your request and schedule an intake appointment, which may be held by phone, via email, or in person. During the appointment, Accessibility Services will discuss with you your specific request for accommodations, your academic needs, on-site resources, and Accessibility Services' policies and procedures. Decisions regarding accommodations are made on an individualized assessment of program requirements and the need for accommodations. Once an accommodation plan is finalized, Accessibility Services will provide the plan to your teachers upon your written request.

You are under no obligation to disclose a disability unless an accommodation is being requested. A decision not to disclose is understood and respected; however, faculty members are not encouraged to provide accommodations if a formal accommodation plan is not received. All disability information provided to Accessibility Services is maintained separately from your academic information and is not considered part of your permanent academic record. Disability-related information is used solely for the purpose of establishing the existence of your disability and enabling UMGc to facilitate academic and supportive services related to your disability.

For more information, visit europe.umgc.edu/accessibility or contact Accessibility Services by phone at +1-800-888-8682, ext. 2-2287, or +1-240-684-2277 (TTY) or by email at accessibilityservices@umgc.edu.

Admission Assistance

Program coordinators can help you if you are inquiring about becoming a UMGc student or are admitted but have not yet registered. They can help you apply for admission, identify and provide information about the right payment option, explain the different class formats, and assist you with registering for your first classes. They are also available to assist you throughout your educational career.

You will find information about visiting or contacting your local UMGc Europe program coordinator at europe.umgc.edu/locations.

Alumni Association

The UMGC Alumni Association, founded in 1990, fosters and perpetuates lifelong relationships between alumni and their alma mater. Its mission is to support, enhance, and promote UMGC and its community of students, faculty, and alumni worldwide.

Membership in the Alumni Association is free for UMGC graduates. The association invites graduates to stay connected through volunteer service, social events, career networking, and other opportunities. Benefit programs and resources include career services, networking opportunities, affinity partner discounts, and special alumni events—held both online and on-site.

Membership in the UMGC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMGC currently has more than 254,000 graduates in 47 states and 24 countries. UMGC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

For more information on the Alumni Association and how to activate your free membership, visit alumni.umgc.edu. You can also follow the Alumni Association on Facebook, LinkedIn, and Twitter.

Career Services

Career Services provides resources and services for UMGC students and alumni worldwide to inform them about, prepare them for, and connect them with career and job-search needs. To access Career Services, you should activate your account on CareerQuest, UMGC's online career portal, at careerquest.umgc.edu using your UMGC login credentials.

Tools and Resources

Career Services offers a variety of tools and resources, available online 24 hours a day, that can be useful in the career planning and job-search process. Resources include résumé builders and critiques, online mock interviews, video job-search tips, LinkedIn profile critiques, mentor matching, and occupational information.

Job-Search Services

UMGC offers several services designed to support UMGC students and alumni who are seeking employment. Services include employer recruitment sessions and job fairs (held online and on-site); employability and job-seeking skills webinars, such as résumé writing and interview preparation; and job-search tutorials. CareerQuest enables you to register for recurring events, search job listings and set job alerts, and post résumés for prospective employers.

Career Development and Planning

Career Services staff are available to provide personalized attention to help you clarify your skills, interests, and work-related values; make career/life-related decisions; research career options; plan for further study; and search for employment, whether you are new to your career field, making a career transition, or looking for guidance on how to climb the corporate ladder as an experienced professional.

Career advising services are available by appointment (on-site and by phone, video chat, and email) and can be scheduled via CareerQuest. Call +1-800-888-8682, ext. 2-2720 or visit umgc.edu/careerservices for more information.

Computer Labs and Services

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

Technical support for MyUMGC, the learning management system, and other learning applications is available 24 hours a day, seven days a week, at umgc.edu/help or +1-888-360-8682. For the most current information on technical requirements for online, on-site, and hybrid courses, visit umgc.edu/techreq.

Graduation Clearance and Services

UMGC awards most certificates and degrees three times each academic year: in fall, spring, and summer, and winter for some graduate degrees. Commencement ceremonies each spring recognize AA, BA, BS, and master's candidates who have earned their degrees in any of the degree periods. If you are graduating in May or graduated in August or December of the previous year or March of this year, you are invited to participate in the commencement ceremony.

Application Deadlines

If you expect to complete requirements for your program, you are responsible for making sure you have reviewed your academic advisement report (AAR) with an academic advisor, filed an application for graduation (available online through MyUMGC at my.umgc.edu) with Graduation Services, and paid the appropriate fee (currently \$50).

For all undergraduate and some graduate programs, this may be done at the time you register for your final term or by the following deadlines:

Graduation Term	Application Deadline	Conferral Date
Fall	15 October	30 December
Spring	15 February	30 May
Summer	15 June	30 August

If you are in a graduate program that requires CBR 600, DCL 600T, or PRO 600, you may submit your application for graduation at the time you register for your final term or up to the following deadlines:

Graduation Term	Application Deadline	Conferral Date
Fall	15 October	30 December
Winter	15 February	30 March
Spring	1 April	30 June
Summer	15 July	30 September

The same deadlines apply if you are completing a certificate program. The application form must be completed via MyUMGC at my.umgc.edu.

MyUMGC > Academic Records > Graduation >
Apply for Graduation

Clearance Process for Graduation

Once you have applied for graduation, Graduation Services will review your academic requirements and determines whether you are cleared for graduation. If you do not complete degree requirements in the term in which you first applied for graduation, your graduation application will automatically be moved to the next term. You will not be required to reapply, and you do not need to pay the application fee again.

If you are taking courses outside of UMGC in your final term, contact your academic advisor to request a Permission to Enroll form. Once the form has been completed and submitted, it will be reviewed by a member of the Graduation Services team. Documentation should reach UMGC no later than the expected graduation date and should be sent to

Attn: Student Records
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8070

For more information on the clearance process for graduation, visit umgc.edu/graduationservices.

IMPORTANT INFORMATION FOR DEGREE CANDIDATES

The graduation dates when degrees are awarded are not the same dates as the commencement ceremonies. Candidates may find more information about commencement on the UMGC Europe website.

Issuance of Diplomas, Official Transcripts, and Letters of Completion

All AA, BA, BS, and master's graduates, as well as certificate recipients, can expect to receive their diplomas/certificates and a complimentary transcript by mail from the Office of the Registrar approximately four weeks after the graduation date. You will also be issued a digital diploma after your degree or certificate has been awarded.

Degrees and certificates are posted on transcripts only three times each academic year for undergraduate and some graduate programs and four times a year for programs with a winter term. The Graduation Services team certifies degree completion, awards degrees or certificates, and orders diploma(s). Transcripts are not updated to show program completion, nor are diplomas and certificates ordered, until the degree has been awarded, even if all requirements have been completed.

If you require verification of your degree completion prior to the graduation date, you may request a letter of completion (LOC) once you have completed your degree coursework by sending an email to graduationserv@umgc.edu. You should be sure to include your name, Student/EmplID, mailing address, and how you would like to receive your LOC (email, mail, or fax). If your letter needs to be sent to a third party, please include that information in your email. After the graduation date has passed, you must request an official transcript for degree completion verification.

The UMGC Library

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

Library Resources

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

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

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

Faculty resources are available online in the UMGC Library. These databases are maintained specifically to augment faculty members' personal resources by providing background materials for use in preparing and conducting their classes.

Library Instruction and Research Assistance

To help you gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to you, the UMGC Library offers library instruction, both in person and within the learning management system. This instruction serves to complement and reinforce skills and information provided in LIBS 150 Introduction to Research. Faculty members may contact the UMGC Library to request a library instruction session.

Reference and research assistance is available daily (except holidays) during regularly scheduled hours (EST) through the library webpage under Ask a Librarian. For a complete list of library services, you should visit umgc.edu/library.

MyUMGC

Through MyUMGC (my.umgc.edu), you have access to many of your personal UMGC records. The system enables you to register and pay for courses, change personal information (such as home address or phone numbers), view and print reports (such as your class schedule, grade report, statement of account, unofficial transcript, and academic advisement report), and check on the status of your financial aid application. To access services, you must enter your UMGC login credentials.

Student Advisory Council

The Student Advisory Council provides advice to the university administration, and thus serves as an avenue for you and your fellow students to provide feedback about UMGC's mission and overall direction. The council consists of 12 members, elected by the student body, who act in an advisory capacity to the university leadership on behalf of all students. The council does not have the authority to act on behalf of individual students but instead provides recommendations for the improvement of UMGC for the benefit of all.

If you would like to see certain issues addressed or have questions, you should contact your council representative by email at stac@umgc.edu.

More information on shared governance is available at umgc.edu/governance.

Student Organizations

Student organizations provide professional growth, leadership development, and academic recognition through career networking, service opportunities, and learning as part of a community. Most of UMGC's student organizations have virtual communities and enable you to participate regardless of your location. Visit umgc.edu/clubs for a list of active student organizations and instructions on becoming a member.

Transcript Services

Official academic records are maintained by the Office of the Registrar at UMGC and show all graded coursework taken through UMGC. A summary of your transfer credit from other institutions (including other institutions in the University System of Maryland) is also listed on your official transcript, if an official evaluation has been completed.

Your records are considered confidential. Therefore, UMGC releases transcripts only upon receiving an online transcript request from you and payment of the appropriate fee. Online requests are authenticated through your login credentials. An electronic release form is provided during the request process and serves as your official signature.

Various procedures for requesting transcripts are available online at umgc.edu/transcripts. A fee is charged for each UMGC transcript that is issued; additional fees are charged for rush overnight processing. You should allow at least three business days for transcript requests to be processed. All financial obligations to the university must be satisfied before a transcript may be released.

Tutoring and Writing Resources

Free online tutoring via *Tutor.com* is available in select courses in accounting, computer programming and information technology, economics, finance, statistics, and other select general education courses. Tutoring is not yet available for all subjects offered at UMGC. You are encouraged to first seek guidance from the class's faculty member; he or she is eager to help you master the material and concepts of the course. More information about tutoring services is available at umgc.edu/tutoring. If you need additional information or have any questions, email tutoring@umgc.edu.

Writing tutoring is available for all classes through various means. You can access *Tutor.com* through the online classroom and upload a draft of a paper to receive targeted assistance. You can also access writing-related services and resources through the Effective Writing Center, which is available online 24 hours a day, seven days a week. The center's experienced, trained tutors can help you develop key writing skills by providing specialized individual online tutoring, self-study modules, and other writing resources. You can schedule a session with a UMGC writing tutor via email to writingcenter@umgc.edu to set the day and time. There are also a number of additional resources hosted by the center, such as the "Online Guide to Writing and Research" and other multimedia materials. The center's goal is to help you become a more skilled and confident writer who understands the tasks before you, so that you are better prepared for your next assignment, whether that is in the classroom or in your career. More information is available at umgc.edu/ewc.

Verification Services

Enrollment Verification

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

If you are a current student, you may request enrollment verification through MyUMGC free of charge.

Letters certifying official enrollment are also available upon request from the Student Services Office at UMGC Europe Headquarters. Enrollment can be certified only for the current term and for previous terms. If you are requesting a letter for a future session, the letter will be mailed out and an enrollment hold will be placed on your record. If you are no longer enrolled at UMGC, you need to request a transcript of your academic record to verify past enrollment.

Loan Deferment Form Certification

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

If you have a Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at umgc.edu/finaidforms) and submit it to Student Services by emailing studentservices-europe@umgc.edu.

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

Degree Verification

UMGC has authorized the National Student Clearinghouse to provide degree verification. A degree verification will not be released until all financial obligations to the university have been satisfied.

Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. For more information about this service, visit studentclearinghouse.org.

Academic Advisement

Emphasizing a personal approach to education, UMGC academic advisors are available to provide you the information needed to plan your academic program. Their assistance can include reviewing potential transfer credit, helping you clarify your education and career goals, and helping you select appropriate courses. Advising services are available at times and places convenient for you. You can choose to communicate with your academic advisor in person or by phone, video conference, or email.

You should meet with an academic advisor as early in your college career as possible to ensure that the courses you select meet the requirements for your degree or certificate with UMGC. You are also encouraged to keep track of your program requirements and seek advising. You should retain and refer to the catalog of the year you entered your program, as it contains all of the degree requirements for which you will be held accountable as long as you maintain continuous enrollment. Archived catalogs are available online at umgc.edu/catalogs.

To make an appointment, access your advisor's contact information through MyUMGC, contact your local UMGC representative, or visit europe.umgc.edu/advising.

Tentative Evaluation (Fast Plan)

As a prospective or newly admitted student, you can request a review of your potential transfer credit from your academic advisor. This review provides an estimate of the academic credit UMGC may accept toward a particular degree and of the remaining requirements needed.

You can visit your local academic advisor or submit an electronic request to obtain a tentative evaluation. In order to expedite your request, please provide your military service transcripts, any certifications, and all copies of your previous college transcripts for review (unofficial transcripts are acceptable for a tentative evaluation). To submit a request for a no-cost Fast Plan, visit europe.umgc.edu/fastplan.

This review is not binding for you or UMGC and is subject to change.



Official Evaluation / Academic Advisement Report

The purpose of the official evaluation/academic advisement report (AAR) is to show your certificate or degree progress and to help you select appropriate courses. Official evaluations are available when you have been admitted and are completing a UMGC certificate or degree.

You are responsible for submitting all pertinent academic documents (such as academic transcripts, confirmation of credit conferred by examination, or records of credit from military service schools) in a timely fashion to facilitate completion of your AAR. As an undergraduate student, if you have not completed at least 30 credits of transferable college coursework, you must also submit high school transcripts (or equivalent), unless you provide an official copy of your JST or CCAF transcript.

An official evaluation/academic advisement report

- ✦ Includes all transfer credits applicable to your degree or certificate program
- ✦ Lists all courses you completed at UMGC
- ✦ Incorporates other types of academic credit
- ✦ Remains in effect only while you remain continuously enrolled

In your academic advisement report, courses (or other sources of credit) are applied to the most appropriate requirement remaining to be filled.

Undergraduate courses that could apply to multiple requirements are assigned to the first relevant category in the following order: requirements for your academic major, general education requirements, requirements for your minor (if you have one), and electives. Verification of other undergraduate degree-wide requirements (such as minimum number of upper-level credits) follows and may affect the remaining credits you need for the degree. You should review the specific notes indicating remaining requirements found at the top of the report under “Important Information for Your Success.”

Military Degree Plans

If you are a servicemember in the Army pursuing a certificate or an associate, bachelor’s, or graduate degree, UMGC will submit a student degree plan to ArmyIgnitEd.

If you are a Coast Guard, Marine Corps, or Navy student pursuing an associate or bachelor’s degree, UMGC will provide a military degree plan that documents any credit you have been awarded from other sources. The military degree plan also lists all your remaining degree requirements, including the total number of credits needed for graduation, as well as credits required to fulfill general education, major and minor, and elective requirements.

If you are a Coast Guard, Navy, or Marine Corps servicemember pursuing a certificate or graduate degree, you do not require a military degree plan to continue to be eligible for tuition assistance. The Academic Advisement Report is sufficient documentation for that purpose.

If you are an Air Force servicemember pursuing a certificate or an undergraduate (associate or bachelor’s) degree, UMGC will provide a specialized military degree plan (titled an Air Force Degree Plan).

IMPORTANT INFORMATION FOR SERVICEMEMBERS

UMGC’s agreement with the military services requires military students to submit all necessary documents and obtain a degree plan with UMGC by the deadline as stipulated by the service. Academic advisors can assist with further information.

Students who are pursuing an associate degree with the Community College of the Air Force (CCAF) are exempt from this requirement.

Documents Required for an Undergraduate Official Evaluation

To obtain information about degree progress, you need to submit official transcripts from all colleges and universities you previously attended, including other institutions of the University System of Maryland, and any other potential source of credit, whether or not transfer credit is requested or granted. Once all documentation is received, you will be notified by email that your academic advisement report has been completed and can be viewed in MyUMGC (my.umgc.edu).

Documents required for an undergraduate official evaluation include

- ✦ CLEP, USAFI/DSST, Excelsior College Exams, or other test results, as appropriate
- ✦ Official transcripts from all colleges or universities attended—the form *Transcript Request* (UMAA-002) is available at education centers or online.
- ✦ Appropriate military documents
- ✦ Industry-specific certifications

An official evaluation cannot be started until an official transcript has been received directly from each institution attended, even when credit from one institution is posted on the transcript of another institution. It is your responsibility to ensure that all appropriate documents have been received by UMGC.

You may request an official evaluation/academic advisement report for a new program or new major/minor by contacting your academic advisor.

During your first session at UMGC, all records of previous educational experiences must be sent directly from each issuing institution (or other source, in the case of military documents) to UMGC.

If electronic transcripts are available using one of the following networks — SPEEDE, Credentials, Parchment Exchange, National Student Clearinghouse, or eSCRIP-SAFE — they can be sent directly from the issuing institution to UMGC. Additional information can be found at europe.umgc.edu/submittranscripts.

To ensure you receive all applicable transfer credit, list all institutions on the online application.

Review of International Records

If you are seeking a review of potential transfer credit from any international postsecondary educational institutions you may have attended, you need to

- ✦ Mail your official international school documents or other official educational documents to an approved international credit evaluation agency. (Acceptable agencies are listed online at europe.umgc.edu/internationalcredit.)
- ✦ Provide unofficial copies of the above documents to your academic advisor, if you are requesting a tentative evaluation (Fast Plan).
- ✦ Pay fees associated with the international evaluation.
- ✦ Have all official transcripts from any U.S. institution previously attended sent to UMGC (see addresses listed on next page).
- ✦ Submit documentation to verify English proficiency, if required.

Record Submission by Mail

Attn: Student Records
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8075

Students Changing Programs

If you are considering a change to your major, minor, or certificate at the undergraduate level or a change from one master's degree program, specialization, or certificate program to another at the graduate level, you must first consult an academic advisor, who can help you determine the impact of changing degree programs.

The academic advisor can determine whether another application is required and whether any previous credit is likely to apply, as well as when you may begin to take classes in the new program. Generally, the requirements for completing your new program are those in place when you start study in the new program.

After speaking with an academic advisor, send your request in writing by email, including your name, student ID number, current program, and requested program. You will find the email address for your advisor at europe.umgc.edu/advising.

If you are using veterans education benefits or transferred benefits, you are required to submit certain forms to the VA.

Summary of Academic Advising Services

To help you, UMGC academic advisors

- ✦ Create a Fast Plan (tentative evaluation) for you within three to five business days of receipt of your unofficial transcripts.
- ✦ Review and explain your official evaluation.
- ✦ Assist with selecting classes that fit your degree plan.
- ✦ Discuss your academic goals and assist you with choosing or changing your major, or starting a new program.

To ensure you have a solid academic plan

- ✦ Schedule and maintain regular appointments with your academic advisor.
- ✦ Consult with your academic advisor before enrolling in courses.
- ✦ Ask for assistance in a timely manner if you are unsure about university policies.

Prepare for your advising appointment:

- ✦ When scheduling an appointment, inform the local UMGC program coordinator what you would like to accomplish during your meeting.
- ✦ Think of any questions you may have for the advisor about completing your academic program or starting a new one.
- ✦ If your official evaluation is *not* complete
 - Request a Fast Plan (tentative evaluation) at europe.umgc.edu/fastplan.
 - Submit your unofficial transcripts at least three days prior to your appointment.
 - Request official copies of all outstanding military or civilian transcripts, or college-level test scores to be sent to UMGC.
- ✦ If your official evaluation is complete
 - Review your degree requirements in MyUMGC (my.umgc.edu).

The School of Arts and Sciences

Sharon L. Fross, PhD
Dean

Randall Hansen, PhD
Associate Dean

sasdean@umgc.edu

Vision

The School of Arts and Sciences is committed to empowering people to make the world a better place through educational advancement.

Mission

Our mission in the School of Arts and Sciences is to be leaders in innovative student-centered learning providing high-quality liberal arts educational experiences to a global community.

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- ✦ Biotechnology
- ✦ Communication Studies
- ✦ Criminal Justice
- ✦ East Asian Studies
- ✦ English
- ✦ Environmental Management
- ✦ General Studies
- ✦ Gerontology and Aging Services
- ✦ Graphic Communication
- ✦ History
- ✦ Homeland Security
- ✦ Humanities
- ✦ Laboratory Management
- ✦ Legal Studies
- ✦ Nursing for Registered Nurses
- ✦ Political Science
- ✦ Psychology
- ✦ Public Safety Administration
- ✦ Social Science

Minors

- ✦ African American Studies
- ✦ Art
- ✦ Art History
- ✦ Biology
- ✦ Communication Studies
- ✦ Criminal Justice
- ✦ Diversity Awareness
- ✦ East Asian Studies
- ✦ Emergency Management
- ✦ English
- ✦ Environmental Management
- ✦ Fire Service Administration
- ✦ Forensics
- ✦ Gerontology and Aging Services
- ✦ History
- ✦ Homeland Security
- ✦ Law for Business
- ✦ Mathematical Sciences
- ✦ Natural Science
- ✦ Philosophy
- ✦ Political Science
- ✦ Psychology
- ✦ Public Safety Administration

- ✦ Sociology
- ✦ Speech Communication
- ✦ Terrorism and Critical Infrastructure
- ✦ Women's Studies

ASSOCIATE DEGREE PROGRAMS

- ✦ General Studies
- ✦ General Studies with specializations in:
 - Foreign Language Area Studies
 - Mathematics
 - Military History
 - Psychology
 - Women's Studies

CERTIFICATE PROGRAMS

- ✦ Foreign Language Area Studies
- ✦ Spanish for Business and the Professions
- ✦ Women's Studies

Graduate

MASTER'S DEGREE PROGRAMS

- ✦ Biotechnology: Bioinformatics, Biosecurity and Biodefense, Biotechnology Management, Biotechnology Regulatory Affairs
- ✦ Distance Education and E-Learning
- ✦ Environmental Management
- ✦ Information Technology: Homeland Security Management
- ✦ Instructional Technology
- ✦ Learning Design and Technology
- ✦ Management: Criminal Justice Management, Emergency Management, Homeland Security Management, Intelligence Management
- ✦ Strategic Communications
- ✦ Teaching

CERTIFICATE PROGRAMS

- ✦ Bioinformatics
- ✦ Homeland Security Management
- ✦ Instructional Technology Integration
- ✦ Learning Design and Technology
- ✦ Strategic Communications

*Programs offered through UMGC Europe in **bold**. Other degree programs listed are open to you from virtually anywhere in the world through online study. For full descriptions of these programs, please refer to the UMGC Stateside 2021-2022 Catalog found at umgc.edu/catalogs.

The School of Business

Anna Seferian, PhD
Acting Dean

busdean@umgc.edu

Vision

The School of Business will be the school where learners acquire innovative business skills that enable them to reach their full potential today and in the future.

Mission

Our mission in the School of Business is to be a leader in career-focused learning that enhances evidence-based decision making in diverse global environments.

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- ✦ **Accounting**
- ✦ **Business Administration**
- ✦ Finance
- ✦ Health Services Management
- ✦ **Human Resource Management**
- ✦ **Management Studies**
- ✦ **Marketing**

Minors

- ✦ **Accounting**
- ✦ **Business Administration**
- ✦ **Economics**
- ✦ Finance
- ✦ Health Services Management
- ✦ **Human Resource Management**
- ✦ **Marketing**
- ✦ Personal Financial Planning
- ✦ Small Business Management and Entrepreneurship

ASSOCIATE DEGREE PROGRAMS

- ✦ General Studies with specializations in:
 - **Accounting**
 - **Business and Management**
 - **Management Studies**

CERTIFICATE PROGRAMS

- ✦ **Accounting**
- ✦ Digital Marketing
- ✦ Human Resource Management
- ✦ Management Foundations
- ✦ **Management Studies**
- ✦ Project Management

Graduate

MASTER'S DEGREE PROGRAMS

- ✦ Accounting and Financial Management
- ✦ Accounting and Information Systems
- ✦ **Business Administration**
- ✦ Data Analytics
- ✦ Healthcare Administration
- ✦ Health Informatics Administration
- ✦ **Information Technology: Project Management**
- ✦ Management:
 - Accounting
 - Acquisition and Supply Chain Management
 - Financial Management
 - Human Resource Management
 - Interdisciplinary Studies in Management
 - Marketing Nonprofit and Association Management
 - Project Management
- ✦ Transformational Leadership

DOCTORAL DEGREE PROGRAM

- ✦ Business Administration

CERTIFICATE PROGRAMS

- ✦ Acquisition and Supply Chain Management
- ✦ Foundations in Business Analytics
- ✦ Foundations of Human Resource Management
- ✦ Global Health Management
- ✦ Leadership and Management
- ✦ **Project Management**

*Programs offered through UMGC Europe in **bold**. Other degree programs listed are open to you from virtually anywhere in the world through online study.
For full descriptions of these programs, please refer to the UMGC Stateside 2021-2022 Catalog found at umgc.edu/catalogs.

The School of Cybersecurity and Information Technology

Douglas Harrison, PhD
Dean

S. K. Bhaskar, PhD
Associate Dean

citdean@umgc.edu

Vision

The School of Cybersecurity and Information Technology will be the preferred provider of career-enhancing higher education, preparing a modern workforce in cybersecurity, information technology, and related emerging technologies. Our courses and programs will be innovative and industry-relevant for all learners at the university.

Mission

The mission of the School of Cybersecurity and Information Technology is to

- provide career-enhancing, affordable, accessible, and streamlined educational pathways in cyber-security, information technology, and related emerging technologies
- prepare students for career and industry growth in all its courses and degree programs
- use highly qualified scholar-practitioners to bring workplace needs and understanding to the classrooms, innovative learning models, and applications to its students

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

- ✦ Computer Networks and Cybersecurity
- ✦ Computer Science
- ✦ Cybersecurity Management and Policy
- ✦ Digital Media and Web Technology
- ✦ Information Systems Management
- ✦ Software Development and Security

Minors

- ✦ Computer Science
- ✦ Cybersecurity
- ✦ Digital Media and Web Technology
- ✦ Information Systems Management

ASSOCIATE DEGREE PROGRAMS

- ✦ General Studies with specialization in:
 - Computer Studies

CERTIFICATE PROGRAMS

- ✦ Computer Networking
- ✦ Computer Studies

Graduate

MASTER'S DEGREE PROGRAMS

- ✦ Cloud Computing Architecture
- ✦ Cyber Operations
- ✦ Cybersecurity Management and Policy
- ✦ Cybersecurity Technology
- ✦ Digital Forensics and Cyber Investigation
- ✦ Information Technology: Database Systems Technology
- ✦ Information Technology: Informatics
- ✦ Information Technology: Information Assurance
- ✦ Information Technology: Project Management
- ✦ Information Technology: Software Engineering
- ✦ Information Technology: Systems Engineering
- ✦ Management: Information Systems and Services

CERTIFICATE PROGRAMS

- ✦ Cloud Computing and Networking
- ✦ Cyber Operations
- ✦ Cybersecurity Management and Policy
- ✦ Cybersecurity Technology
- ✦ Database Systems Technology
- ✦ Digital Forensics and Cyber Investigation
- ✦ Foundations of Information Technology
- ✦ Informatics
- ✦ Information Assurance
- ✦ Software Engineering
- ✦ Systems Engineering

*Programs offered through UMGC Europe in **bold**. Other degree programs listed are open to you from virtually anywhere in the world through online study. For full descriptions of these programs, please refer to the UMGC Stateside 2021-2022 Catalog found at umgc.edu/catalogs.

Undergraduate Certificate Programs

UMGC Europe offers programs of study leading to University of Maryland Global Campus lower-level certificates in specific academic areas including accounting foundations, computer studies, foreign language area studies (Arabic and the Middle East, German, Italian, and Spanish), management, and women's studies. All requirements involve lower-level courses, although appropriate upper-level courses may be substituted.

These certificate programs are not terminal programs if you wish to continue working toward your associate or bachelor's degree. You may pursue a degree and certificate(s) simultaneously or pursue a degree after completing the certificate(s), but the application for any certificate(s) completed while in progress toward the associate or bachelor's degree must be submitted before award of the degree. If you apply for your certificate after your degree has been awarded, additional coursework will be required to complete the certificate. You are responsible for notifying UMGC of your intention to complete certificate work before you complete your last course. (The application for the credential is available at my.umgc.edu.) Contact your academic advisor for more information.

The individual certificate coursework requirements specified in the following section are applicable to students who begin continuous enrollment on or after 1 August 2021.

Expectations

Within each academic certificate program, UMGC seeks to help you gain specific skills needed to advance in your career. Most certificates are fully stackable, that is, they are part of a more advanced degree program, such as one leading to an associate or bachelor's degree. However, each certificate may also be used as a stand-alone credential capable of enhancing your career and giving you an advantage in the job market.



Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

Overall Requirements

- ✦ You must be admitted as a UMGC student.
- ✦ You must complete a total of 18 credits, including at least 9 credits with UMGC.
- ✦ You must complete all required coursework with a minimum grade of C (2.0) in all courses.
- ✦ Certificate courses may not be taken as pass/fail.
- ✦ You must satisfy all required prerequisites for certificate courses.
- ✦ At least half of the total credits you use for any certificate must be earned through graded coursework.
- ✦ You may not use the same course toward completion of more than one certificate. In cases where the same course is required for two certificates, you must replace that course with an approved substitute for the second certificate.
- ✦ No more than half of the total credits for any certificate may be earned through credit by examination, prior-learning portfolio credit, internship/Workplace Learning credit, or transfer credit from other schools, under current policies for such credit.

More information about certificates is available online at europe.umgc.edu/certificates.



Second Certificate

If you have already received a certificate from UMGC, you can broaden your education by earning a second certificate in a different discipline. The same requirements detailed on the previous page apply for all certificates.

If you have earned a certificate from UMGC and want to pursue an additional certificate at UMGC at the same level, you may not apply coursework twice, i.e., double count, or repeat courses to fulfill the requirements of the additional credential. On a case-by-case basis, UMGC may consider limited substitutions for coursework that is required for more than one certificate to allow you to complete a second certificate, but if this is not possible, you will need to choose an alternate program if you wish to complete another credential at UMGC.

Before beginning work toward or registering for a second certificate, consult an academic advisor. Advisors will be glad to explain the requirements and situations that require department approval.

UMGC Europe Programs

The following undergraduate certificates are available through UMGCEurope:

- ✦ Accounting Foundations Certificate
- ✦ Computer Studies Certificate
- ✦ Foreign Language Area Studies Certificate
 - Arabic and the Middle East
 - German
 - Italian
 - Spanish
- ✦ Certificate in Management
- ✦ Women's Studies Certificate

Accounting Foundations Certificate

(18 credits, at least 9 of which you must complete with UMGC)

Accounting Core Courses (6 credits)

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)

Accounting-Related Courses (12 credits)

Choose from the following courses:

- Any ACCT courses
- BMGT 110 Introduction to Business and Management (3)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- Any FINC courses
- IFSM 201 Concepts and Applications of Information Technology (3)
- STAT 200 Introduction to Statistics (3)

(Contact your academic advisor for additional approved courses)

Computer Studies Certificate

(18 credits, at least 9 of which you must complete with UMGC)

Computer Studies Core Courses (6 credits)

CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
IFSM 201	Concepts and Applications of Information Technology (3)

Discipline-Specific Course Sequence (6 credits)

Choose one 6-credit sequence from the following:

- CMIS 141 Introductory Programming (3)
 CMIS 242 Intermediate Programming (3)
 or
 CMIT 202 Fundamentals of Computer Troubleshooting (3)
 CMIT 265 Fundamentals of Networking (3)
 or
 CMST 290 Introduction to Interactive Design (3)
 CMST 295 Fundamentals of Digital Media (3)

Computer Studies-Related Courses (6 credits)

Chosen from any CMIS, CMIT, CMSC, CMST, CSIA, IFSM, or SDEV courses.

Foreign Language Area Studies Certificate

(18 credits, at least 9 of which you must complete with UMGC). You may choose coursework from one of the following areas — all courses must be from same area:

Arabic and the Middle East

Core Courses (12 credits)

ARAB 111	Elementary Arabic I (3)
ARAB 112	Elementary Arabic II (3)
ARAB 114	Elementary Arabic III (3)
ARAB 115	Elementary Arabic IV (3)

Related Area Studies Courses (6 credits)

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

- Any ARAB course(s)
- BMGT 392 Global Business (3)
- HIST 392 History of the Contemporary Middle East (3)

(Contact your academic advisor for additional approved courses)

German

Core Courses (12 credits)

GERM 111	Elementary German I (3)
GERM 112	Elementary German II (3)
GERM 211	Intermediate German I (3) or <i>German Area Studies course</i>
GERM 212	Intermediate German II (3) or <i>German Area Studies course</i>

Related Area Studies Courses (6 credits)

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

- Any GERM course(s)
- GERM 333 German Society and Culture (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 317A Berlin: Its History and Art (3)
- HIST 317J Heidelberg Through the Ages (3)
- HIST 337 Europe and the World (3)

(Contact your academic advisor for additional approved courses)

Italian

Core Courses (12 credits)

ITAL 111	Elementary Italian I (3)
ITAL 112	Elementary Italian II (3)
ITAL 211	Intermediate Italian I (3) or <i>Italian Area Studies</i> course
ITAL 212	Intermediate Italian II (3) or <i>Italian Area Studies</i> course

Related Area Studies Courses (6 credits)

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

- Any ITAL course(s)
- ITAL 333 Italian Life and Culture I (3)
- HIST 141 Western Civilization (3)
- HIST 142 Western Civilization II (3)
- HIST 317F History and Culture of Naples (3)
- HIST 317K History of Venice (3)
- HIST 337 Europe and the World (3)

(Contact your academic advisor for additional approved courses)

Spanish

Core Courses (12 credits)

SPAN 111	Elementary Spanish I (3)
SPAN 112	Elementary Spanish II (3)
SPAN 211	Intermediate Spanish I (3) or <i>Spanish Area Studies</i> course
SPAN 212	Intermediate Spanish II (3) or <i>Spanish Area Studies</i> course

Related Area Studies Courses (6 credits)

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

- Any SPAN course(s)
- SPAN 333 Spanish Life and Culture I (3)
- ENGL 389Q Hemingway in Madrid (3)
- HIST 141 Western Civilization (3)
- HIST 142 Western Civilization II (3)
- HIST 337 Europe and the World (3)

(Contact your academic advisor for additional approved courses)

Certificate in Management

(18 credits, at least 9 of which you must complete with UMGC)

Core Courses (6 credits)

BMGT 160	Principles of Management (3)
BMGT 110	Introduction to Business Management (3)

Management-Related Courses (12 credits)

Choose from the following courses:

- ACCT 220 Principles of Accounting I (3)
- ACCT 221 Principles of Accounting II (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- IFSM 201 Concepts and Applications of Information Technology (3)
- STAT 200 Introduction to Statistics (3)

Women's Studies Certificate

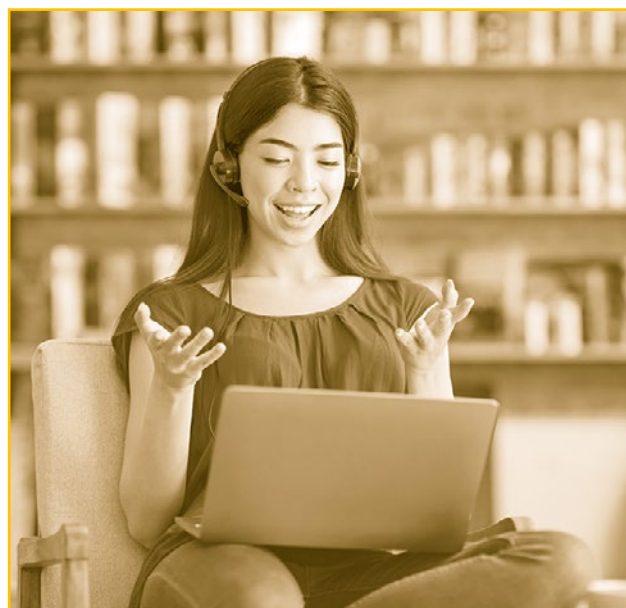
(18 credits, at least 9 of which you must complete with UMGC)

Women's Studies Core Course (3 credits)

WMST 200	Introduction to Women's Studies: Women and Society (3)
----------	---

Women's Studies-Related Courses (15 credits)

Choose from related courses in social sciences and humanities and from special topic courses offered in various disciplines. See Women's Studies minor for examples of courses.



Associate Degree Program

UMGC Europe offers programs of study leading to a UMGC associate degree. All requirements noted for the Associate of Arts degree (AA) degree involve lower-level courses, although appropriate upper-level courses may be substituted. You should consult with a UMGC academic advisor at your local education center about programs offered in your community and to chart your degree plan to ensure you meet the necessary requirements.

Curriculum Choices

The **general curriculum** is described on pp. 60-61 and the **specialized curricula** are described on pp. 61-71.

Expectations

Within the associate degree, a UMGC degree incorporates core competencies that build toward and support both the associate and bachelor's degrees. The following essential core competencies are emphasized across all programs:

- ✦ Effective writing and oral communication
- ✦ The use of information technology
- ✦ Information literacy
- ✦ Mathematical and quantitative reasoning
- ✦ Critical analysis, critical reasoning, and problem solving
- ✦ Understanding of key concepts and principles of the natural, social, and behavioral sciences

UMGC conducts learning outcomes assessments to measure and improve your learning in these general education areas.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment.



If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The following requirements for the Associate of Arts (AA) are applicable to students who begin continuous enrollment on or after 1 August 2021.

Overall Requirements

The Associate of Arts degree requires the completion of a minimum of 60 credits, at least 15 of which (normally the final 15) must be taken through UMGC. Of these 60 credits, 35 credits must be earned in courses that fulfill the general education requirements listed on the following page. The remaining 25 credits must satisfy the requirements of the curriculum you select.

In addition to the general education requirements and elective requirements, the overall requirements listed below pertain to all associate degrees.

1. You must be admitted as an undergraduate UMGC student.
2. You must complete a minimum of 60 credits.
3. You must complete all general education requirements that follow in this section.
4. You must maintain a minimum grade point average of 2.0 (C) overall in all courses taken through UMGC. See p. 33 for information on maintaining satisfactory academic standing.

ASSOCIATE DEGREE PROGRAM

DEGREE REQUIREMENTS

General Education Requirements (35 credits)

Specific recommendations for fulfilling the general education requirements in each category are provided in the degree plan for the general curriculum and each specialization.

Note: Any course that may be applied toward a general education requirement is considered a general education elective. Credit applied to general education requirements may not be applied toward major, minor, or elective requirements. Courses applied to general education requirements may not be taken pass/fail.

	Credits
A. Communications	9
<ul style="list-style-type: none"> WRTG 111 or another writing course (3 credits) All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A or WRTG 486B); COMM 390 and COMM 492; ENGL 102; and JOUR 201 apply. WRTG 112 (3 credits) Must be completed with a grade of C– or better within first 24 credits. May not be earned through Prior Learning (Portfolio or Course Challenge) assessment. A course in communication, writing, or speech (3 credits) ENGL 102, ENGL 281, JOUR 201 and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply. Note: No more than 3 credits of writing may be earned by examination. 	
B. Mathematics	3
<ul style="list-style-type: none"> MATH 103, MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department. Must be completed within the first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses. Note: Check individual curricula for recommended math courses. 	
C. Arts and Humanities	6
<ul style="list-style-type: none"> Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language. 	
D. Behavioral and Social Sciences	6
<ul style="list-style-type: none"> Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only). 	

E. Biological and Physical Sciences

7

- A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).
- Any other science course (3 credits).
Note: Courses from the following disciplines may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.

F. Research and Computing Literacy

4

- LIBS 150 (1 credit)
- One 3-credit course or three 1-credit courses in computing or information technology (3 credits)
Unless otherwise specified, upper- or lower-level courses designated CMIS, CMIT, CMSC, CMST, CSIA, IFSM, and SDEV and ACCT 326 apply. Refer to your specific curriculum for requirements or recommendations.

Total General Education Requirements

35

Curriculum Requirements (25 credits)

In addition to the general education requirements, you must take 25 credits of coursework related to your educational goals. You may choose a general curriculum (described on the next page) or a specialized curriculum with its own particular requirements (detailed on the following pages).

You must earn a grade of C or better in all core or core-related curriculum courses. For the specialized curricula, at least 9 credits of coursework taken through UMGC must be earned in core or core-related courses for the chosen curriculum. If you anticipate seeking a bachelor's degree, you should select courses that will advance that goal.

AA in General Studies Overview

	Credits
General Education Courses	35
Curriculum Courses	25
Total	60

Second Associate Degree

If you have already received an associate degree from UMGC or from another approved institution, you can broaden your education by earning a second associate degree with coursework in or related to a different academic core area.

- ✦ You must have received the first associate degree to be eligible to begin the second.
- ✦ For a second associate degree you must complete at least 15 credits of new coursework with UMGC (including at least 9 credits in the core or core-related area, depending on the degree program). The combined credit must add up to at least 75 credits.
- ✦ The 15 new credits must be uniquely applicable to the second AA curriculum.
- ✦ Before beginning work toward a second associate degree, you must request an academic advisement report (discussed on p. 48).
- ✦ You may not earn two degrees at the same level (e.g., associate degree level) at the same time using the same credit.
- ✦ You must complete all requirements for the curriculum. All course prerequisites apply.
- ✦ As with other degrees, continuous enrollment at UMGC is required.
- ✦ A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.
- ✦ Consult an academic advisor for more information on earning a second associate degree.

Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Advisors will be glad to explain the requirements for a second associate degree and clarify its limitations.

Earning an Associate Degree After Earning a Bachelor's Degree

It is possible for you to earn an associate degree concurrently with your bachelor's degree if all degree requirements have been met for both degrees and you apply for both degrees. However, once the bachelor's degree is conferred, you will be held to second degree rules for associate degrees, which stipulate that you must earn 15 new credits with UMGC.

Curricula

What You'll Learn

Through your coursework, you will learn how to

- ✦ Communicate orally and in writing in a clear, well-organized manner
- ✦ Conduct academic research
- ✦ Think critically

General Curriculum

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

Degree Requirements

AA in General Studies with General Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

In the general curriculum, you may choose related courses from several disciplines, explore several interests at once, or choose a variety of courses from UMGC's offerings. The responsibility for developing a curriculum that meets your intended learning outcomes is yours. You are encouraged to seek assistance from academic advisors in arranging your curriculum as appropriate to your personal interests and future educational plans.

Courses in the General Curriculum (25 credits)

Curriculum courses (12) – Any courses that meet your educational and career goals

Elective courses (13)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

ASSOCIATE DEGREE PROGRAM CURRICULA

AA IN GENERAL STUDIES WITH GENERAL CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
Curriculum Course (3)	Curriculum Course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
Curriculum Course (3)	Curriculum Course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
Curriculum Course (3)	Curriculum Course
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
Elective (3)	Elective
Elective (3)	Elective
Curriculum Course (3)	Curriculum Course
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Specialized Curricula

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

The specialized curricula include

- ✦ accounting
- ✦ business and management
- ✦ computer studies
- ✦ foreign language area studies
- ✦ management studies
- ✦ mathematics
- ✦ military history
- ✦ psychology
- ✦ women's studies



Accounting Curriculum

Degree Requirements

AA in General Studies with Accounting Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in accounting will help you demonstrate competencies in fundamental accounting practices to transition toward a bachelor's degree in accounting and related fields.

Courses in the Accounting Curriculum (25 credits)

ACCT 220 Principles of Accounting I (3)

ACCT 221 Principles of Accounting II (3)

Any ACCT or FINC courses (9)

Accounting or business courses (9), chosen from the following:

- BMGT 110 Introduction to Business and Management (3)
- BMGT 380 Business Law I (3)
- BMGT 381 Business Law II (3)
- BMGT 496 Business Ethics (3)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- IFSM 300 Information Systems in Organizations (3)
- MRKT 310 Marketing Principles (3)
- STAT 200 Introduction to Statistics (3)
(if not applied to general education requirements)
- Any ACCT or FINC courses

Elective course (1)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH ACCOUNTING CURRICULUM	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRGT 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ACCT 220 Principles of Accounting I (3) (requirement for accounting major)	Curriculum course
WRGT 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3) (related requirement for accounting major)	Or other general education/mathematics
WRGT 293 Introduction to Professional Writing (3) (related requirement for accounting major)	Or other general education/communications
ACCT 221 Principles of Accounting II (3) (requirement for accounting major)	Curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3) (related requirement for accounting major)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 203 Principles of Microeconomics (3) (related requirement for accounting major)	Or other general education/behavioral and social sciences
ACCT 310 Intermediate Accounting I (3) (requirement for accounting major)	Or other curriculum course
ACCT 311 Intermediate Accounting II (3) (requirement for accounting major)	Or other curriculum course
FINC 330 Business Finance (3) (related requirement for accounting major)	Or other curriculum course
MRKT 310 Marketing Principles (3) (related requirement for accounting major)	Or other curriculum course
BMGT 380 Business Law I (3) (related requirement for accounting major)	Or other curriculum course
ACCT 321 Cost Accounting (3) (related requirement for accounting major)	Or other curriculum course
Elective (1)	Elective

Business and Management Curriculum

Degree Requirements

AA in General Studies with Business and Management Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in business and management will help students utilize core business concepts and principles to pursue related professional goals.

Courses in the Business and Management Curriculum (25 credits)

BMGT 110	Introduction to Business and Management (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)

Business courses (12), chosen from the following:

- Any ACCT, BMGT, CMIS, ECON, FINC, HMG, HRMN, IFSM, or MRKT courses
- Any 3-credit CMST courses
- PSYC 321 Social Psychology (3)
- STAT 200 Introduction to Statistics (3)
(if not applied to general education requirements)

Elective courses (4)—Courses that may be applicable to the BS in Business Administration are recommended.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH BUSINESS AND MANAGEMENT CURRICULUM	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
BMGT 110 Principles of Accounting I (3) (requirement for business administration major)	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3) (related requirement for business administration major)	Or other general education/mathematics
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
ACCT 220 Principles of Accounting I (3) (requirement for business administration major)	Curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3) (related requirement for business administration major)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 203 Principles of Microeconomics (3) (related requirement for business administration major)	Or other general education/behavioral and social sciences
ACCT 221 Principles of Accounting II (3) (requirement for business administration major)	Curriculum course
BMGT 364 Management and Organization Theory (3) (requirement for business administration major)	Or other curriculum course
MRKT 310 Marketing Principles (3) (requirement for business administration major)	Or other curriculum course
HRMN 300 Human Resource Management (3) (requirement for business administration major)	Or other curriculum course
FINC 330 Business Finance (3) (requirement for business administration major)	Or other curriculum course
Elective (3)	Elective
Elective (1)	Elective

Computer Studies Curriculum

Degree Requirements

AA in General Studies with Computer Studies Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in computer studies will help you apply a selected range of fundamental computer-based skills to advance your professional and career goals.

Courses in the Computer Studies Curriculum (25 credits)

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
or a programming language course

Computer studies–related courses (12), chosen from any CMIS, CMIT, CMSC, CMST, CSIA, IFSM, or SDEV courses

Elective courses (10)—Courses that may be applicable to a BS in a computing field are recommended.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH COMPUTER STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMIS 102 Introduction to Problem Solving and Algorithm Design (3) <i>(related requirement for computer science major)</i>	Or other curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 115 Pre-Calculus (3) <i>(prerequisite to computer science major courses)</i>	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIS 141 Introductory Programming (3) <i>(requirement for computer science major)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
CMIS 242 Intermediate Programming (3) <i>(requirement for computer science major)</i>	Or other curriculum course
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
CMIS 320 Relational Database Concepts and Applications (3) <i>(related requirement for computer science major)</i>	Or other curriculum course
SDEV 300 Building Secure Python Applications (3) <i>(requirement for computer science major)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Foreign Language Area Studies Curriculum

Degree Requirements

AA in General Studies with Foreign Language Area Studies Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in foreign language area studies will help you develop intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.

If you have previous experience in the foreign language you wish to study, contact your academic advisor or languages@umgc.edu about a placement test.

Courses in the Foreign Language Area Studies Curriculum (25 credits)

Language core courses (12)—Sequential courses in a single language, usually numbered 111–112 and 114–115 (or 211–212)

Related area studies courses (12)—Any courses in the culture, history, language, literature, or government and politics of the area (see specific courses for each language area)

Elective course (1)

Arabic

Core Courses (12 credits)

ARAB 111	Elementary Arabic I (3)
ARAB 112	Elementary Arabic II (3)
ARAB 114	Elementary Arabic III (3)
ARAB 115	Elementary Arabic IV (3)

Related Area Studies Courses (12 credits)

Choose from:

- ARAB 333 Middle Eastern Cultures
- HIST 392 History of the Contemporary Middle East (3)
- Any ARAB course and any approved courses in Arabic and Middle Eastern culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

German

Core Courses (12 credits)

GERM 111	Elementary German I (3)
GERM 112	Elementary German II (3)
GERM 211	Intermediate German I (3)
GERM 212	Intermediate German II (3)

Related Area Studies Courses (12 credits)

Choose from:

- GERM 311 Advanced German I (3)
- GERM 312 Advanced German II (3)
- GERM 314 Modern Germany (3)
- GERM 333 German Society and Culture (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 317A Berlin: Its History and Art (3)
- HIST 317J Heidelberg through the Ages (3)
- Any approved courses in German culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

Italian

Core Courses (12 credits)

ITAL 111	Elementary Italian I (3)
ITAL 112	Elementary Italian II (3)
ITAL 211	Intermediate Italian I (3)
ITAL 212	Intermediate Italian II (3)

Related Area Studies Courses (12 credits)

Choose from:

- ARTH 489G Renaissance Art in Florence (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 317F History and Culture of Naples (3)
- HIST 317K History of Venice (3)
- HIST 321 Ancient Greece and Rome (3)
- HIST 337 Europe and the World (3)
- Any approved courses in Italian culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

Spanish

Core Courses (12 credits)

SPAN 111	Elementary Spanish I (3)
SPAN 112	Elementary Spanish II (3)
SPAN 211	Intermediate Spanish I (3)
SPAN 212	Intermediate Spanish II (3)

Related Area Studies Courses (12 credits)

Choose from:

- ENGL 389Q Hemingway in Madrid (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 337 Europe and the World (3)
- Any approved courses in Spanish culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.



AA WITH FOREIGN LANGUAGE AREA STUDIES CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
Language 111 core course (3)	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
Language 112 core course (3)	Curriculum course
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
Language 114 or 211 core course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Language 115 or 212 core course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Elective (1)	Elective

Management Studies Curriculum

Degree Requirements

AA in General Studies with Management Studies Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in management studies will help you apply knowledge from management-related disciplines to advance your professional and educational goals.

Courses in the Management Studies Curriculum (25 credits)

Management-related courses (15), chosen from the following:

- Any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMG, HRMN, IFSM, and MRKT courses
- PSYC 321 Social Psychology
- COMM 390 Writing for Managers

Elective courses (10)—Courses that may be applicable to the BS in Management Studies are recommended.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH MANAGEMENT STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
BMGT 160 Principles of Management (3) <i>(requirement for management studies major)</i>	Or other curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3) <i>(related requirement for management studies major)</i>	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
ACCT 220 Principles of Accounting I (3) <i>or ACCT 301 (course for management studies major)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 201 Principles of Macroeconomics (3) <i>(related elective for management studies major)</i>	Or other general education/behavioral and social sciences
BMGT 317 Decision Making (3) <i>(requirement for management studies major)</i>	Or other curriculum course
BMGT 305 Knowledge Management (3) <i>(requirement for management studies major)</i>	Or other curriculum course
BMGT 365 Organizational Leadership (3) <i>(requirement for management studies major)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Mathematics Curriculum

Degree Requirements

AA in General Studies with Mathematics Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in mathematics will help you employ appropriate mathematical methods and technologies to accomplish quantitative tasks in your professional and educational contexts.

Courses in the Mathematics Curriculum (25 credits)

MATH 140	Calculus I (4)
MATH 141	Calculus II (4)
MATH 241	Calculus III (4)
MATH 246	Differential Equations (3) or MATH 340 Linear Algebra
STAT 200	Introduction to Statistics (3)

Mathematics-related course (3), chosen from the following:

- Any ACCT or FINC course
- CHEM 103 General Chemistry I (4)
- CHEM 113 General Chemistry II (4)
- CMIS 102 Introduction to Problem Solving and Algorithm Design (3)
- CMSC 150 Introduction to Discrete Structures (3)
- CMIS 242 Intermediate Programming (3)
- ECON 201 Principles of Macroeconomics (3)
- ECON 203 Principles of Microeconomics (3)
- ECON 430 Money and Banking (3)
- ECON 440 International Economics (3)
- Any MATH course numbered 108 or higher
- Any math-based physics course

Elective courses (3-4)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH MATHEMATICS CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
MATH 115 Pre-Calculus (3)	Prerequisite to curriculum courses and general education/mathematics
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 140 Calculus I (4)	Curriculum course
WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
MATH 141 Calculus II (4)	Curriculum course
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
MATH 241 Calculus III (4)	Curriculum course
MATH 301 Concepts of Real Analysis I (3)	Or other curriculum course
MATH 246 Differential Equations (3) or MATH 340	Curriculum course
Elective (3)	Elective
Elective (1)	Elective

Military History Curriculum

Degree Requirements

AA in General Studies with Military History Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in military history will help you develop knowledge of military conflicts and their political, economic, and social contexts.

Courses in the Military History Curriculum (25 credits)

HIST 202	Principles of War (3)
HIST 381	America in Vietnam (3)
HIST 462	The U.S. Civil War (3)
HIST 464	World War I (3)
HIST 465	World War II (3)

Elective courses (10)—Courses that may be applicable to the BA in History are recommended.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA IN MILITARY HISTORY CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
HIST 202 Principles of War (3)	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
HIST 156 History of the United States to 1865 (3) (requirement for history major)	Or other general education/arts and humanities
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 381 America in Vietnam (3) (course for history major)	Curriculum course
HIST 462 The U.S. Civil War (3) (course for history major)	Curriculum course
SOCY 100 Introduction to Sociology (3)	Or other general education/behavioral and social sciences
HIST 464 World War I (3) (course for history major)	Curriculum course
HIST 465 World War II (3) (course for history major)	Curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Psychology Curriculum

Degree Requirements

AA in General Studies with Psychology Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in psychology will help you develop knowledge of human behavior.

Courses in the Psychology Curriculum (25 credits)

PSYC 100 Introduction to Psychology (3)

Psychology-related courses (12)—Chosen from the following:

- PSYC 321 Social Psychology (3)
or another PSYC course
- PSYC 335 Theories of Personality (3)
or another PSYC course
- PSYC 351 Lifespan Development (3)
or another PSYC course
- PSYC 353 Abnormal Psychology (3)
or another PSYC course

Elective courses (10)—Courses that may be applicable to the BS in Psychology are recommended.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH PSYCHOLOGY CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) <i>(requirement for psychology major)</i>	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3) <i>(related requirement for psychology major)</i>	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PSYC 321 Social Psychology (3) <i>(requirement for psychology major)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
BEHS 103 Technology in Contemporary Society (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
SOCY 100 Introduction to Sociology (3)	Or other general education/behavioral and social sciences
PSYC 335 Theories of Personality (3) <i>(requirement for psychology major)</i>	Or other curriculum course
PSYC 351 Lifespan Development (3) <i>(course for psychology major)</i>	Or other curriculum course
PSYC 353 Abnormal Psychology (3) <i>(requirement for psychology major)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Women's Studies Curriculum

Degree Requirements

AA in General Studies with Women's Studies Curriculum	
	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Within the overall outcomes of the AA degree in General Studies (listed on p. 60), the specialized curriculum in women's studies will help you develop knowledge of the history, status, and experience of women in your professional, personal, and educational contexts.

Courses in the Women's Studies Curriculum (25 credits)

WMST 200 Introduction to Women's Studies: Women and Society (3)

Women's studies–related courses (15), chosen from the following:

- BEHS 220 Diversity Awareness (3)
- BEHS 343 Parenting Today (3)
- BEHS 453 Domestic Violence (3)
- ENGL 250 Introduction to Women's Literature (3)
- GERO 311 Gender and Aging (3)
- PSYC 338 Psychology of Gender (3)
- SOCY 325 The Sociology of Gender (3)
- SOCY 443 Sociology of the Family (3)
- SOCY 462 Women in the Military (3)
- SPCH 324 Communication and Gender (3)

Elective courses (7)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 58–59 for information on general education and overall requirements for completing an associate degree. Contact an academic advisor with all questions about your official plan.

Curriculum and related requirements are listed in **bold**.

AA WITH WOMEN'S STUDIES CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WMST 200 Introduction to Women's Studies: Women and Society (3) <i>(course for women's studies minor)</i>	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
BEHS 220 Diversity Awareness (3) <i>(course for women's studies minor)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
GERO 311 Gender and Aging (3) <i>(course for women's studies minor)</i>	Or other curriculum course
SOCY 100 Introduction to Sociology (3)	Or other general education/behavioral and social sciences
PSYC 338 Psychology of Gender (3) <i>(course for women's studies minor)</i>	Or other curriculum course
SOCY 325 The Sociology of Gender (3) <i>(course for women's studies minor)</i>	Or other curriculum course
SPCH 324 Communication and Gender (3) <i>(course for women's studies minor)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Bachelor's Degree Programs

UMGC Europe Programs

At the undergraduate level, UMGCEurope offers the Bachelor of Arts (BA) and the Bachelor of Science (BS) degree. Dual majors are available for the Bachelor of Science degree.

	major	minor
Accounting	✓	✓
Art history		✓
Biology		✓
Business administration	✓	✓
Communication studies	✓	✓
Computer networks and cybersecurity	✓	
Computer science	✓	✓
Criminal justice	✓	✓
Cybersecurity		✓
Cybersecurity management and policy	✓	
Digital media and web technology	✓	✓
Diversity awareness		✓
Economics		✓
English	✓	✓
Forensics		✓
General studies	✓	
History	✓	✓
Homeland security	✓	✓
Humanities	✓	
Human resource management	✓	✓
Information systems management	✓	✓
Management studies	✓	
Marketing	✓	✓
Philosophy		✓
Political science	✓	✓
Psychology	✓	✓
Social science	✓	
Social work*	✓	
Sociology		✓
Terrorism and critical infrastructure		✓
Women's studies		✓



Expectations

Within each academic major, a UMGCEurope degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

- ✦ Effective writing and oral communication
- ✦ The use of information technology
- ✦ Information literacy
- ✦ Mathematical and quantitative reasoning
- ✦ Critical analysis, critical reasoning, and problem solving
- ✦ Understanding of key concepts and principles of natural, social, and behavioral sciences

UMGC Europe conducts learning outcomes assessments to measure and improve your learning in these areas as well as in specific disciplinary knowledge and skills.

Your academic major (and minor, if you choose one) allows you to master a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities you are expected to acquire in completing the major.

* The Bachelor of Arts in Social Work program is offered by our partner institution, Salisbury University, and administered by UMGCEurope. The program is not currently available for students in Africa and the Middle East. See p. 123 for program details.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The following requirements for the BA and BS are applicable to students who begin continuous enrollment on or after 1 August 2021.

Overall Bachelor's Degree Requirements

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

1. You must be admitted as an undergraduate UMGC student.
2. You must complete a minimum of 120 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall and a minimum grade of C (2.0) for any course applied to the academic major or minor.
4. You must complete all general education requirements listed here.
5. You must complete all coursework required for an academic major, which typically requires from 30 to 39 credits.
6. At least 36 credits must be upper level (i.e., earned in courses numbered 300 to 499) and include at least one-half of the credits required for the major. The remaining upper-level credits may be earned in any part of the curriculum.
7. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credits earned by examination, portfolio assessment, and noncollegiate training do not count as graded coursework.
8. Within the 120 credits required, the following coursework must be taken through UMGC:
 - ✧ 30 credits (normally the final 30)
 - ✧ Half of the required number of credits within both the major (if you are not majoring in general studies, described on p. 94) and the minor (if you choose a minor)
 - ✧ 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor (if you choose a minor)

General Education Requirements

Recommendations for fulfilling general education requirements are provided for each major in the recommended sequence.

Note: Any course that may be applied toward a general education requirement may not also be applied toward major, minor, or elective requirements. Courses applied to meet general education requirements may not be taken pass/fail.

	Credits
A. Communications	12
<ul style="list-style-type: none"> WRTG 111 or another writing course (3 credits) All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply. WRTG 112 (3 credits) Must be completed with a grade of C- or better within first 24 credits. May not be earned through Prior Learning (Portfolio Assessment or Course Challenge) assessment. A course in communication, writing, or speech (3 credits) ENGL 102, ENGL 281, JOUR 201, and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply. An upper-level advanced writing course (3 credits) WRTG 391, WRTG 393, and WRTG 394 apply. <p>Note: No more than 3 credits of writing credit may be earned by examination.</p>	
B. Mathematics	3
<ul style="list-style-type: none"> MATH 103, MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department. <p>Must be completed within first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses.</p> <p>Note: Check individual majors for recommended math courses and related requirements.</p>	

	Credits
C. Arts and Humanities	6
<ul style="list-style-type: none"> Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language. 	
D. Behavioral and Social Sciences	6
<ul style="list-style-type: none"> Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only). 	
E. Biological and Physical Sciences	7
<ul style="list-style-type: none"> A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits). Any other science course (3 credits). <p>Note: Courses from the following disciplines apply: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.</p>	
F. Research and Computing Literacy	7
<ul style="list-style-type: none"> Professional exploration course (3 credits) Should preferably be taken within the first 6 credits. PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, and PACE 111T apply. LIBS 150, CAPL 398A, or a general education elective (1 credit) One 3-credit course or three 1-credit courses in computing or information technology (3 credits) Unless otherwise specified, upper- or lower-level courses designated CMIS, CMIT, CMSC, CMST, CSIA, IFSM, and SDEV and ACCT 326 apply. Refer to your specific major for requirements or recommendations. 	
Total General Education Requirements	41

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

Major, Minor, and Elective Requirements

	Credits
A. Academic Major	30–39

The number of credits required to complete an academic major varies according to academic program. At least half the credits earned within the major must be upper level (i.e., earned in courses numbered 300 and higher) and must be earned through UMGC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section.

You may receive a double major; requirements and restrictions are described below.

B. Academic Minor	15–18
--------------------------	--------------

Choosing a minor is strongly encouraged even though it is optional. You may not take a major and minor in the same area and may not receive a double minor. The number of credits required to complete an academic minor varies according to academic program. At least half the credits earned within the minor must be upper level (unless otherwise specified) and must be earned through UMGC.

No grade may be lower than C. Specific coursework is prescribed for each minor and is described in a following section.

C. Electives	25–34
---------------------	--------------

Electives may be taken in any academic discipline. Pass/fail credit, up to a maximum of 18 credits, may be applied toward electives only.

Total Major, Minor, and Elective Requirements	79
--	-----------

SUMMARY OF BACHELOR'S DEGREE REQUIREMENTS

General Education Requirements	41 credits
Academic Major	30-39 credits
Academic Minor (optional)	15-18 credits
Electives	25-34 credits
Total	120 credits

A cumulative grade point average of at least 2.0 (C)

Minimum 36 credits of upper-level credit.

A minimum of 30 credits at UMGC, including at least half the credits earned for the major and at least half for the minor, and including at least 15 credits of upper-level credit.

Double Major

You can earn a double major upon completion of all requirements for both majors, including the required minimum number of credits for each major and all related requirements for both majors. The same course cannot be used to fulfill requirements for more than one major. Certain restrictions (including use of credit and acceptable combinations of majors) apply for double majors. You cannot major in two programs with excessive overlap of required coursework. Contact an academic advisor before selecting a double major.

Second Bachelor's Degree

If you have already received a bachelor's degree from UMGC or from another approved institution, you can broaden your education by earning a second bachelor's degree with a different major.

- ❖ You must have received the first bachelor's degree to be eligible to begin a second.
- ❖ For a second bachelor's degree, you need to complete at least 30 new credits through UMGC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.
- ❖ You may not earn a second bachelor's degree with a double major. You may not earn a second degree in general studies and may not obtain a second associate degree within the second bachelor's degree.
- ❖ To qualify for academic honors in a second bachelor's degree, you must complete at least 30 new credits through UMGC with the requisite grade point average.
- ❖ You must complete all requirements for the major. All course prerequisites apply.
- ❖ If any major requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new coursework should be satisfied with courses related to the major. For purposes of determining what major requirements apply, the applicable date is the date you started coursework at UMGC after being admitted into the second undergraduate degree program.
- ❖ As with other degrees, continuous enrollment at UMGC is required.
- ❖ A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.

Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Academic advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

Accounting

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

Major in Accounting

The major in accounting combines theory and practice to help prepare you to analyze and report on the economic activities of organizations. You'll develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Communicate appropriate financial decisions with financial and nonfinancial audiences in a clear and concise manner
- ✦ Research, prepare, analyze, and review financial and business data by applying accounting and business management principles to produce financial and business reports
- ✦ Use current technology and analytical tools to work collaboratively and facilitate decision making
- ✦ Employ analysis, critical thinking, and problem solving to identify, test, and validate processes, systems, and financial data
- ✦ Develop ethical decision-making models for business practices by addressing current and emerging issues
- ✦ Conduct fraud detection and deterrence planning, analysis, and communication
- ✦ Perform a range of functions, including auditing and financial reporting, to manage finances for federal agencies
- ✦ Analyze business intelligence, data management, and analytics for an organization to improve results

Industry Certification

This program can help prepare you for the following certification exams:

- ✦ Certified Fraud Examiner (CFE)
- ✦ Certified Government Auditing Professional (CGAP)
- ✦ Certified Government Financial Manager (CGFM)
- ✦ Certified Information Systems Auditor (CISA)
- ✦ Certified Internal Auditor (CIA)
- ✦ Certified Management Accountant/Certified Financial Manager (CMA/CFM)
- ✦ Certified Public Accountant (CPA)*

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in accounting, a vertical pathway between UMGC undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Accounting and Financial Management, CyberAccounting, or Management with a specialization in accounting at UMGC by 6 credits (two courses). Details are on p. 19.

Degree Requirements

Required Major Courses (36 credits)

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT 310	Intermediate Accounting I (3)
ACCT 311	Intermediate Accounting II (3)
ACCT 321	Cost Accounting (3)
ACCT 323	Federal Income Tax I (3)
ACCT 326	Accounting Information Systems (3)
ACCT 410	Accounting for Government and Not-for-Profit Organizations (3) or any upper-level ACCT course
ACCT 422	Auditing Theory and Practice (3)
ACCT 424	Advanced Accounting (3)
ACCT 436	Internal Auditing (3) or any upper-level ACCT course
ACCT 438	Fraud and Forensic Accounting (3) or any upper-level ACCT course

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

BMGT 364	Management and Organization Theory (3)
BMGT 380	Business Law I (3)
ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
FINC 330	Business Finance (3)
MRKT 310	Marketing Principles (3)
STAT 200	Introduction to Statistics (3)
ACCT 411	Ethics and Professionalism in Accounting (3) or BMGT 496 Business Ethics
WRTG 293	Introduction to Professional Writing (3) or COMM 390 Writing for Managers or WRTG 394 Advanced Business Writing

* Requirements for CPA certification vary from state to state. See p. 246 or umgc.edu/professional-licensure for more information.

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

BS in Accounting Overview

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN ACCOUNTING

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ACCT 220 Principles of Accounting I (3)	Major
WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 293 Introduction to Professional Writing (3) <i>or</i> COMM 390 <i>or</i> WRTG 394	Related and general education/communications
ACCT 221 Principles of Accounting II (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences

ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
CSIA 300 Cybersecurity for Leaders and Managers (3)	Or other elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences
ACCT 310 Intermediate Accounting I (3)	Major
IFSM 300 Foundations of Information Systems Management (3)	Or other elective
ACCT 311 Intermediate Accounting II (3)	Major
Elective (3)	Elective
ACCT 326 Accounting Information Systems (3)	Major
CSIA 310 Cybersecurity Processes and Technologies (3)	Or other elective
ACCT 321 Cost Accounting (3)	Major
WRTG 394 Advanced Business Writing (3)	Or other general education/communications
FINC 328 Small Business Finance (3)	Or other elective
ACCT 323 Federal Income Tax I (3)	Major
ACCT 411 Ethics and Professionalism in Accounting (3) <i>or</i> BMGT 496	Related and elective
Elective (3)	Elective
ACCT 410 Accounting for Government and Not-for-Profit Organizations (3) <i>or</i> other upper-level ACCT course	Major
BMGT 364 Management and Organization Theory (3)	Related and elective
IFSM 438 Information Systems Project Management (3)	Or other elective
ACCT 422 Auditing Theory and Practice (3)	Major
BMGT 380 Business Law I (3)	Related and elective
Elective (3)	Elective
ACCT 424 Advanced Accounting (3)	Major
FINC 330 Business Finance (3)	Related and elective
Elective (3)	Elective
ACCT 436 Internal Auditing (3) <i>or</i> other upper-level ACCT course	Major
MRKT 310 Marketing Principles (3)	Related and elective
ACCT 438 Fraud and Forensic Accounting (3) <i>or</i> other upper-level ACCT course	Major
Elective (1)	Elective

Business Administration

You may seek either an academic major or minor in business administration.

Major in Business Administration

In the business administration major, you'll gain a well-rounded education that provides foundational, workplace-relevant management skills, organizational theory, and operational knowledge.

UMGC's career-focused bachelor's degree program in business administration is designed to help you compete for the jobs of today and tomorrow by building a comprehensive base of knowledge. This major will help you prepare for a variety of positions in for-profit, nonprofit, and public-sector organizations.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization competitively
- ❖ Design and create management and leadership plans
- ❖ Evaluate qualitative and quantitative data
- ❖ Communicate effectively across all levels of an organization
- ❖ Develop, communicate, and implement policies and procedures to reduce cost and organizational risk and promote ethical practices
- ❖ Manage people, time, and resources by using effective employment practices, encouraging team building, and mentoring junior members of the staff
- ❖ Design and execute personal and employee development systems to enhance job performance and leadership skills

Degree Requirements

BS in Business Administration Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

BMGT 110	Introduction to Business and Management (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
MRKT 310	Marketing Principles (3)
BMGT 380	Business Law I (3)
HRMN 300	Human Resource Management (3)
FINC 330	Business Finance (3)
BMGT 496	Business Ethics (3)
BMGT 495	Strategic Management (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
IFSM 300	Information Systems in Organizations (3)
STAT 200	Introduction to Statistics (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN BUSINESS ADMINISTRATION	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 220 Principles of Accounting I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences

ACCT 221 Principles of Accounting II (3)	Major
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
BMGT 365 Organizational Leadership (3)	Major
Elective (3)	Elective
MRKT 310 Marketing Principles (3)	Major
WRTG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
BMGT 380 Business Law I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 300 Human Resource Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 330 Business Finance (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 495 Strategic Management (3)	Major/capstone
Elective (1)	Elective

Communication Studies

You may seek either an academic major or minor in communication studies.

Major in Communication Studies

Whether you're interested in journalism, public relations, business, or digital communications, you can build a firm base of knowledge while you earn a bachelor's degree in communication studies at UMGC. In this major, you'll learn about and apply communication theories and best practices to communicate about events and ideas to various populations. In addition, you'll learn to work with individuals and groups professionally and manage communications within ethical, legal, and financial parameters.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply analytical skills in interpreting, using, and delivering information, particularly through mass media
- ✦ Create professional and appropriate written, oral, and visual communications for specific purposes and diverse audiences
- ✦ Design, create, and select multimedia components and integrate them into print, broadcast, and online formats
- ✦ Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations
- ✦ Understand diverse and intercultural perspectives as they affect communication
- ✦ Design and employ specific research methods and tools to gather information

Degree Requirements

BA in Communication Studies Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

SPCH 100	Foundations of Oral Communication (3) <i>or any SPCH course</i>
COMM 207	Understanding Visual Communication (3) <i>or any COMM course</i>
JOUR 201	Introduction to News Writing (3)
COMM 300	Communication Theory (3)
COMM 302	Mass Communication and Media Studies (3)
SPCH 324	Communication and Gender (3)
JOUR 330	Public Relations Theory (3) <i>or any upper-level JOUR course</i>
COMM 400	Mass Media Law (3) <i>or any upper-level COMM course</i>
SPCH 470	Effective Listening (3) <i>or any upper-level SPCH course</i>
COMM 390	Writing for Managers (3) <i>or any upper-level COMM course</i>
COMM 495	Senior Seminar in Communication Studies (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BA IN COMMUNICATION STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/ computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
SPCH 100 Foundations of Oral Communication (3) <i>or any SPCH course</i>	Major
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
COMM 207 Understanding Visual Communication (3) <i>or any COMM course</i>	Major
WRTG 112 Academic Writing II (3)	General education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
COMM 202 Media and Society (3)	Or other general education/ communications
JOUR 201 Introduction to News Writing (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/ computing and research
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences

COMM 300 Communication Theory (3)	Major
Elective (3)	Elective
COMM 302 Mass Communication and Media Studies (3)	Major
Elective (3)	Elective
SPCH 324 Communication and Gender (3)	Major
Elective (3)	Elective
JOUR 330 Public Relations Theory (3) <i>or any upper-level JOUR course</i>	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
COMM 400 Mass Media Law (3) <i>or any upper-level COMM course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
SPCH 470 Effective Listening (3) <i>or any upper-level SPCH course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
COMM 390 Writing for Managers (3) <i>or any upper-level COMM course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
COMM 495 Senior Seminar in Communication Studies (3)	Major/capstone
Elective (1)	Elective

Computer Networks and Cybersecurity

You may seek an academic major in computer networks and cybersecurity.

Major in Computer Networks and Cybersecurity

In UMGC's award-winning program in computer networks and cybersecurity, you'll learn the operational procedures and technologies to design, implement, administer, secure, and troubleshoot corporate networks while applying cybersecurity principles operationally.

Designed to combine the benefits of a traditional college education with hands-on training in state-of-the-art computer technology, the computer networks and cybersecurity curriculum integrates technical skill with communication skills and superior general education knowledge.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education (CAE-CDE) by the National Security Agency and the Department of Homeland Security. UMGc is also a designated National Center of Digital Forensics Academic Excellence (CDFAE) institution.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design, implement, and administer local-area and wide-area networks to satisfy organizational goals
- ✦ Resolve IT system problems and meet the needs of end users by applying troubleshooting methodologies
- ✦ Apply relevant policies and procedures to effectively secure and monitor IT systems
- ✦ Communicate IT knowledge effectively using a wide range of presentation styles
- ✦ Meet organizational goals using effective workforce skills, best practices, and ethical principles

Industry Certification

This program is designed to help prepare you for the following certification exams:

- ✦ AWS Certified Cloud Practitioner—Foundational
- ✦ AWS Certified Solutions Architect—Associate
- ✦ CERT Computer Security Incident Handler (CSIH)
- ✦ Cisco Certified Network Associate (CCNAv7)
- ✦ Cisco Certified Network Professional (CCNP-ENARSI)
- ✦ Cisco Certified Network Professional (CCNP-ENCOR)
- ✦ CompTIA A+
- ✦ CompTIA Cloud+

- ✦ CompTIA Cybersecurity Analyst (CySA+)
- ✦ CompTIA Linux+ and LPIC-1
- ✦ CompTIA Network+
- ✦ CompTIA PenTest+
- ✦ CompTIA Security+
- ✦ EC-Council Certified Ethical Hacker (CEH)
- ✦ (ISC)² Certified Cloud Security Professional (CCSP)
- ✦ (ISC)² Certified Information Systems Security Professional (CISSP)
- ✦ ISFCE Certified Computer Examiner (CCE)
- ✦ Microsoft 365 Certified: Enterprise Administrator Expert
- ✦ Microsoft 365 Certified: Modern Desktop Administrator Associate
- ✦ Microsoft Certified: Azure Fundamentals (AZ-900)

The computer networks and cybersecurity curriculum is closely aligned to industry standards and certifications. Changes related to leading industry certifications may lead to adjustments in course offerings. Visit the program web page for updates.

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between the undergraduate and graduate programs in this field allows you to earn 6 credits toward the Master of Science in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation and/or a certificate in Cloud Computing and Networking, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation. Details are on p. 19.

Degree Requirements

BS in Computer Networks and Cybersecurity Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

CMIT 202	Fundamentals of Computer Troubleshooting (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 291	Introduction to Linux (3)
CMIT 320	Network Security (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

CMIT 321	Ethical Hacking (3)
CMIT 326	Cloud Technologies (3)
CMIT 351	Switching, Routing, and Wireless Essentials (3)
CMIT 495	Current Trends and Projects in Computer Networks and Cybersecurity (3)

Three upper-level courses chosen from any upper-level CMIT courses and CCJS 321 (9)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN COMPUTER NETWORKS AND CYBERSECURITY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
CMIT 202 Fundamentals of Computer Troubleshooting (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 107 College Algebra (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
CMIT 265 Fundamentals of Networking (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences

PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
CMIT 291 Introduction to Linux (3)	Major
CMIT 320 Network Security (3)	Major
Elective (3)	Elective
CMIT 321 Ethical Hacking (3)	Major
Elective (3)	Elective
CMIT 351 Switching, Routing, and Wireless Essentials (3)	Major
Elective (3)	Elective
CMIT 326 Cloud Technologies (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/ communications
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CMIT 421 Threat Management and Vulnerability Assessment (3) <i>or other upper-level CMIT course or CCJS 321</i>	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 386 Penetration Testing and Cyber Red Teaming (3) <i>or other upper-level CMIT course or CCJS 321</i>	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 321 Digital Forensics in the Criminal Justice System (3) <i>or other upper-level CMIT course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity (3)	Major/capstone
Elective (1)	Elective

Computer Science

You may seek either an academic major or minor in computer science.

Major in Computer Science

With a bachelor's degree in computer science, you'll be able to plan, design, and optimize computer software and hardware systems for commercial and government environments. This versatile major provides you with a foundation in programming languages, software development, complex algorithms, and graphics and visualization.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Identify and respond to emerging technology, models, methodologies, systems, and trends in human/computer interaction, including social networking, gaming, modeling, and simulation
- ✦ Apply logic and mathematical principles to the design, development, and verification of secure, high-performance, and reliable computing systems
- ✦ Analyze, design, develop, and document secure technical solutions for computing systems and networking infrastructure
- ✦ Plan, design, and optimize computing architecture, software applications, data, and systems
- ✦ Adhere to local, national, and international technical standards, ethics, and intellectual property regulations when developing computer applications and systems
- ✦ Analyze, compare, and contrast algorithms, programming languages, compilers, and operating systems to select or develop solutions to problems

Degree Requirements

BS in Computer Science Overview

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Required Major Courses (36 credits)

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)
CMIS 310	Computer Systems and Architecture (3)
SDEV 300	Building Secure Python Applications (3)
CMSC 350	Data Structures and Analysis (3)
CMSC 330	Advanced Programming Languages (3)
CMSC 335	Object-Oriented and Concurrent Programming (3)
CMIS 330	Software Engineering Principles and Techniques (3)
CMIS 320	Relational Database Concepts and Applications (3)
CMSC 430	Compiler Theory and Design (3)
CMSC 451	Design and Analysis of Computer Algorithms (3)
CMSC 495	Current Trends and Projects in Computer Science (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

MATH 140	Calculus I (4)
MATH 141	Calculus II (4)
CMSC 150	Introduction to Discrete Structures (3)
CMIS 102	Introduction to Problem Solving and Algorithm Design (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN COMPUTER SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMIS 141 Introductory Programming (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 140 Calculus I (4)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIS 242 Intermediate Programming (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
CMSC 150 Introduction to Discrete Structures (3)	Related and elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
CMIS 310 Computer Systems and Architecture (3)	Major

MATH 141 Calculus II (4)	Related and elective
SDEV 300 Building Secure Python Applications (3)	Major
Elective (3)	Elective
CMSC 350 Data Structures and Analysis (3)	Major
Elective (3)	Elective
CMSC 330 Advanced Programming Languages (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CMSC 335 Object-Oriented and Concurrent Programming (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIS 330 Software Engineering Principles and Techniques (3)	Major
Elective (3)	Elective
CMIS 320 Relational Database Concepts and Applications (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 430 Compiler Theory and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 451 Design and Analysis of Computer Algorithms (3)	Major
Elective (3)	Elective
CMSC 495 Current Trends and Projects in Computer Science (3)	Major/capstone
Elective (2)	Elective

Criminal Justice

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

Major in Criminal Justice

The criminal justice curriculum at UMGC is uniquely designed to provide you with an understanding of crime and criminal behavior, the roles of practitioners within the criminal justice system, and the critical thinking and ethical decision-making strategies necessary to meet the professional demands of the field of criminal justice.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Evaluate the roles and responsibilities of police, courts, and corrections within the American criminal justice system
- ✦ Utilize ethical reasoning, analytical skills, and professional knowledge to investigate the implications of criminal justice policies or procedures on diverse social groups
- ✦ Articulate the importance of research in the social sciences
- ✦ Evaluate criminal justice public policies using analytical competencies
- ✦ Apply the principles of the various criminal bodies of law (i.e., substantive, procedural, and evidentiary) that currently regulate the American criminal justice system

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in criminal justice, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Management with a specialization in criminal justice management at UMGC by 6 credits (two courses). Details are on p. 19.



Degree Requirements

BS in Criminal Justice Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

CCJS 100	Introduction to Criminal Justice (3)
CCJS 230	Criminal Law in Action (3)
CCJS 340	Law Enforcement Administration (3)
CCJS 345	Introduction to Security Management (3)
CCJS 350	Juvenile Delinquency (3) or any upper-level CCJS course
CCJS 360	Victimology (3) or any upper-level CCJS course
CCJS 380	Ethical Behavior in Criminal Justice (3)
CCJS 341	Criminal Investigation (3)
CCJS 352	Drugs and Crime (3) or any upper-level CCJS course
CCJS 497	Correctional Administration (3)
CCJS 495	Issues in Criminal Justice (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN CRIMINAL JUSTICE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111P	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
CCJS 100 Introduction to Criminal Justice (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
CCJS 230 Criminal Law in Action (3)	Major
PHIL 110 Practical Reasoning <i>or</i> PHIL 304 Contemporary Social Justice Issues (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/ arts and humanities
Elective (3)	Elective
SOCY 100 Introduction to Sociology (3)	Or other general education/ behavioral and social sciences
CCJS 340 Law Enforcement Administration (3)	Major

Elective (3)	Elective
CCJS 345 Introduction to Security Management (3)	Major
Elective (3)	Elective
CCJS 350 Juvenile Delinquency (3) <i>or any upper-level CCJS course</i>	Major
Elective (3)	Elective
CCJS 360 Victimology (3) <i>or any upper-level CCJS course</i>	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
CCJS 380 Ethical Behavior in Criminal Justice (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 341 Criminal Investigation (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 352 Drugs and Crime (3) <i>or any upper-level CCJS course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 497 Correctional Administration (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CCJS 495 Issues in Criminal Justice (3)	Major/capstone
Elective (1)	Elective

Cybersecurity Management and Policy

You may seek an academic major in cybersecurity management and policy. A related minor is available in cybersecurity (p. 118).

Major in Cybersecurity Management and Policy

In UMGC's bachelor's degree program in cybersecurity management and policy, you can prepare to become a leader in the protection of data. This innovative, world-class program uses a multidisciplinary approach—drawing from fields such as management, law, science, business, technology, and psychology—to provide you with the most current knowledge and skills for protecting critical cyber infrastructure and assets.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Protect an organization's critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise
- ✦ Integrate continuous monitoring and real-time security solutions with information collection, sharing, collaboration, and analysis capabilities to improve situational awareness and deployment of countermeasures in industry and government
- ✦ Evaluate and assess the use of technology to support cybersecurity goals and objectives
- ✦ Participate in the investigation of cyber incidents and assist in recovery of operations
- ✦ Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ CompTIA Network+
- ✦ CompTIA Security+
- ✦ EC-Council Certified Chief Information Security Officer (CCISO)
- ✦ EC-Council Certified Incident Handler (ECIH)
- ✦ EC-Council Certified Secure Computer User (CSCU)
- ✦ EC-Council Information Security Manager (EISM)
- ✦ IAPP Certified Information Privacy Professional/US (CIPP/US)
- ✦ ISC² Certified Information Systems Security Professional (CISSP)

Degree Requirements

BS in Cybersecurity Management and Policy Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 304	Ethics in Information Technology (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CSIA 310	Cybersecurity Processes and Technologies (3)
CSIA 350	Cybersecurity in Business and Industry (3)
CSIA 360	Cybersecurity in Government Organizations (3)
CSIA 413	Cybersecurity Policy, Plans, and Programs (3)
CSIA 459	Evaluating Emerging Technologies (3)
CMIT 425	Advanced Information Systems Security (3)
CSIA 485	Practical Applications in Cybersecurity Management and Policy (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN CYBERSECURITY MANAGEMENT AND POLICY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 107 College Algebra (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	Or other general education/communications
IFSM 304 Ethics in Information Technology (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

CMIT 265 Fundamentals of Networking (3)	Major
Elective (3)	Elective
CMIT 320 Network Security (3)	Major
Elective (3)	Elective
CSIA 310 Cybersecurity Processes and Technologies (3)	Major
Elective (3)	Elective
CSIA 350 Cybersecurity in Business and Industry (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CSIA 360 Cybersecurity in Government Organizations (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 413 Cybersecurity Policy, Plans, and Programs (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 459 Evaluating Emerging Technologies (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 425 Advanced Information Systems Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CSIA 485 Practical Applications in Cybersecurity Management and Policy (3)	Major/capstone
Elective (1)	Elective

Digital Media and Web Technology

You may seek either an academic major or minor in digital media and web technology.

Major in Digital Media and Web Technology

You can follow your interests and prepare for a career in digital design with UMGC's bachelor's degree program in digital media and web technology, which allows you to explore web or digital design. In this major, you'll learn how to create digital works using industry-standard software and incorporating design theory and efficient workflows. Through your coursework, you can gain hands-on experience in web design, electronic publishing, motion graphics, multimedia, animation, and graphic design.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design, develop, and manage digital media using current and emerging technologies that adhere to industry standards
- ✦ Analyze needs and effectively manage projects and resources, applying sound business principles and technology
- ✦ Design and develop digital, interactive, and web-based media to meet customer requirements and usability standards
- ✦ Develop, test, and implement web and multimedia applications using techniques for scripting and programming
- ✦ Apply relevant theories, practices, and principles effectively when designing and developing works in digital media

Degree Requirements

BS in Digital Media and Web Technology Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

Required Major Courses (30 credits)

CMST 290	Introduction to Interactive Design (3)
CMST 295	Fundamentals of Digital Media (3)
CMST 495	Current Trends and Projects in Digital Media and Web Technology (3)

Any upper-level CMST courses (21)—Focused study in web design, digital design, or augmented/virtual reality recommended, as follows:

Web Design

CMST 385	Principles of Web Design and Technology I (3)
CMST 386	Principles of Web Design and Technology II (3)
CMST 325	Image Editing (3)
CMST 320	Illustration Graphics (3)
CMST 388	Fundamentals of JavaScript (3)
CMST 450	Web Development Using XML (3)
CMST 488	Advanced JavaScript (3)

Digital Design

CMST 310	Fundamentals of Electronic Publishing (3)
CMST 311	Advanced Electronic Publishing (3)
CMST 325	Image Editing (3)
CMST 320	Illustration Graphics (3)
CMST 425	Advanced Image Editing (3)
CMST 341	Principles of Multimedia I (3)
CMST 351	Motion Graphics I (3)

Augmented/Virtual Reality

CMST 308	User Experience and Interface Design (3)
CMST 315	Game Design I (3)
CMST 330	Virtual Reality Design I (3)
CMST 331	Augmented Reality Design I (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN DIGITAL MEDIA AND WEB TECHNOLOGY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMST 290 Introduction to Interactive Design (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 107 College Algebra (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMST 295 Fundamentals of Digital Media (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

CMST 385 Principles of Web Design and Technology I <i>or</i> CMST 310 Fundamentals of Electronic Publishing <i>or</i> CMST 308 User Experience and Interface Design (3)	Major
Elective (3)	Elective
CMST 386 Principles of Web Design and Technology II <i>or</i> CMST 311 Advanced Electronic Publishing <i>or</i> CMST 315 Game Design I (3)	Major
Elective (3)	Elective
CMST 325 Image Editing (3)	Major
Elective (3)	Elective
CMST 320 Illustration Graphics (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CMST 388 Fundamentals of JavaScript <i>or</i> CMST 425 Advanced Image Editing <i>or</i> CMST 330 Virtual Reality Design I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 450 Web Development Using XML <i>or</i> CMST 341 Principles of Multimedia I (3) <i>or</i> CMST 331 Augmented Reality Design I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 488 Advanced JavaScript <i>or</i> CMST 351 Motion Graphics I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 495 Current Trends and Projects in Digital Media and Web Technology (3)	Major/capstone
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

English

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

Major in English

Like other liberal arts majors, a major in English at UMGC offers a solid base of critical thinking on which to build a career or further graduate study. In-demand skills in research and writing that have a wide application in the job market are also honed. If you are intrigued by literature, the English major may be right for you.

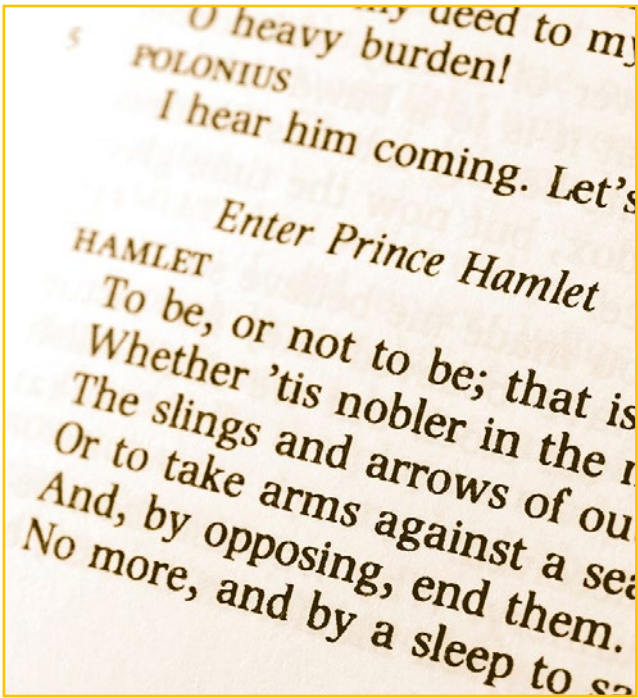
What You'll Learn

Through your coursework, you will learn how to

- ✦ Demonstrate knowledge of a range of English-language literary texts, genres, and terms
- ✦ Analyze literary texts to explain stylistic, historical, sociocultural, and ethical significance
- ✦ Apply critical theory to literary texts to enhance interpretation and analysis
- ✦ Conduct effective research across a range of media
- ✦ Create writing that effectively argues, persuades, illuminates, and/or informs
- ✦ Create presentations in various media to demonstrate the results of academic inquiry

Degree Requirements

BA in English Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- ENGL 240 Introduction to Fiction, Poetry, and Drama (3)
- ENGL 250 Introduction to Women's Literature (3)
- ENGL 303 Critical Approaches to Literature (3)
- ENGL 310 Renaissance Literature (3)
- ENGL 430 American Literature: Discovery to 1914 (3)
- ENGL 459 Contemporary Global Literature (3)
- ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)

Any upper-level ENGL courses (12)—focused study in American literature or British literature recommended, as follows:

American Literature

- ENGL 363 African American Authors from the Colonial Era to 1900
- ENGL 364 African American Authors from 1900 to the Present
- ENGL 433 Modern American Literature: 1914–1945
- ENGL 441 Postmodern American Literature: 1945 to 1999

British Literature

- ENGL 311 The Long 18th-Century British Literature
- ENGL 312 19th-Century British Literature
- ENGL 386 History of the English Language
- ENGL 406 Shakespeare Studies

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BA IN ENGLISH	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/computing and research
WRTG 112 Academic Writing II (3)	General education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
ENGL 102 Composition and Literature (3)	Or other general education/ communications
ENGL 281 Standard English Grammar (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	Major
ENGL 250 Introduction to Women's Literature (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
ENGL 303 Critical Approaches to Literature (3)	Major

Elective (3)	Elective
Elective (3)	Elective
ENGL 310 Renaissance Literature (3)	Major
Elective (3)	Elective
ENGL 363 African American Authors from the Colonial Era to 1900 <i>or</i> ENGL 311 The Long 18th-Century British Literature (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
ENGL 364 African American Authors from 1900 to the Present <i>or</i> ENGL 312 19th-Century British Literature (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL430 American Literature: Discovery to 1914 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 433 Modern American Literature: 1914–1945 <i>or</i> ENGL 386 History of the English Language (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 441 Postmodern American Literature: 1945 to 1999 <i>or</i> ENGL 406 Shakespeare Studies (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
ENGL 459 Contemporary Global Literature (3)	Major
ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)	Major/capstone
Elective (1)	Elective

General Studies

You may seek an academic major in general studies.

Major in General Studies

The bachelor's degree program in general studies allows you to take an active role in designing your educational experience through a flexible curriculum while maximizing your ability to transfer previously earned credit. This personalized learning path, coupled with a focus on your specific interests and areas of study, provides a solid, well-rounded foundation in preparation for a variety of careers.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Improve oral and written communication skills
- ✦ Apply critical thinking and problem-solving skills
- ✦ Analyze insights about personal and professional goals
- ✦ Apply skills and knowledge from different academic disciplines
- ✦ Synthesize concepts and theories in core content courses and focus areas

Degree Requirements

BS in General Studies Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120



Requirements for the Major (30 credits)

- ✦ 6 credits of coursework in one discipline area (e.g., HRMN)
- ✦ 6 credits from a second discipline area (e.g., PSYC)
- ✦ 15 credits from any discipline area(s)
- ✦ CAPL 495 General Studies Capstone (3)

Note: No more than 21 credits of coursework in a single discipline area may be applied to the major.

Overall Requirements for the Degree

Overall requirements for a bachelor's degree in general studies differ slightly from those listed on pp. 73–75. You must meet the 30-credit requirement for coursework taken at UMGC, but those credits may be earned in any combination across major, general education, and elective courses.

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN GENERAL STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
Major Course - Discipline I (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
Major Course - Discipline I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
Major Course - Discipline II (3)	Major
Elective (3)	Elective

Major Course - Discipline II (3)	Major
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CAPL 495 General Studies Capstone (3)	Major/capstone
Elective (1)	Elective

History

You may seek either an academic major or minor in history.

Major in History

Like other liberal arts majors, a major in history offers a solid base of critical thinking on which to build a career or further graduate study.

One of the very first schools to offer a degree program in history online, UMGC brings you nearly two decades of experience in teaching history in an online environment. Plus, if you're based in the Washington, D.C., area, you'll have myriad opportunities to find internships and part-time and full-time jobs in the field via public institutions and federal positions. Our alumni have gone on to work at such agencies as the National Archives and the National Park Service.

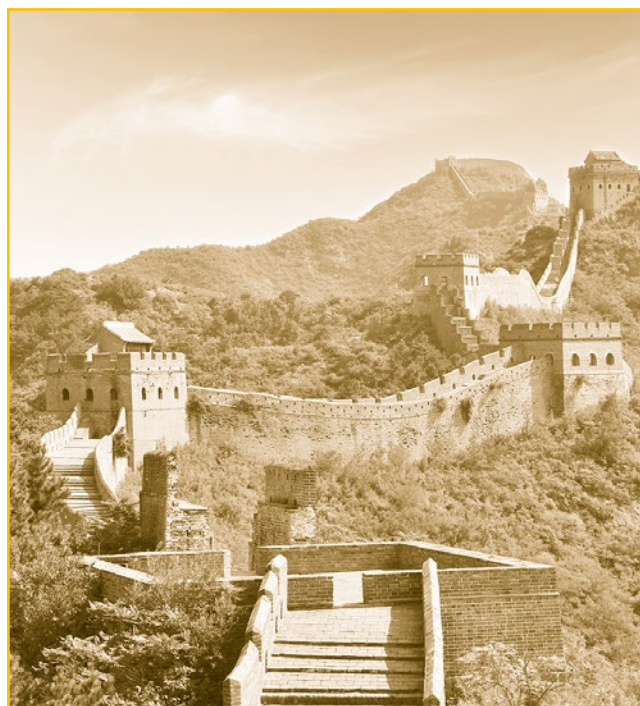
What You'll Learn

Through your coursework, you will learn how to

- ✦ Research, interpret, and present historical knowledge
- ✦ Write and speak clearly and appropriately about historical information for diverse audiences
- ✦ Engage in history as a moral and ethical practice, recognizing a wide range of backgrounds and perspectives
- ✦ Apply historical precedents to contemporary life and develop self-reflection
- ✦ Achieve a deep understanding of the different peoples, events, and cultures that have shaped human civilization

Degree Requirements

BA in History Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

HIST 115	World History I (3) or HIST 141 Western Civilization I
HIST 116	World History II (3) or HIST 142 Western Civilization II
HIST 156	History of the United States to 1865 (3)
HIST 157	History of the United States Since 1865 (3)
HIST 289	Historical Methods (3)
HIST 309	Historical Writing (3)
HIST 495	Senior Thesis in History (3)

Upper-level HIST courses (12 credits)—Focused study in U.S. or world history recommended, as follows:

U.S. History

HIST 316L	The American West (3)
HIST 365	Modern America (3)
HIST 377	U.S. Women's History: 1870 to 2000 (3)
HIST 461	African American History: 1865 to the Present (3)

World History

HIST 326	The Roman Republic (3)
HIST 337	Europe and the World (3)
HIST 392	History of the Contemporary Middle East (3)
HIST 480	History of China to 1912 (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BA IN HISTORY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
HIST 115 World History I (3) <i>or</i> HIST 141 Western Civilization I (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
HIST 116 World History II (3) <i>or</i> HIST 142 Western Civilization II (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
HIST 125 Technological Transformations (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences

HIST 156 History of the United States to 1865 (3)	Major
Elective (3)	Elective
HIST 157 History of the United States Since 1865 (3)	Major
Elective (3)	Elective
HIST 289 Historical Methods (3)	Major
Elective (3)	Elective
HIST 309 Historical Writing (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
HIST 316L The American West <i>or</i> HIST 326 The Roman Republic (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 365 Modern America <i>or</i> HIST 337 Europe and the World (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 377 U.S. Women's History: 1870 to 2000 <i>or</i> HIST 392 History of the Contemporary Middle East (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 461 African American History: 1865 to the Present <i>or</i> HIST 480 History of China to 1912 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HIST 495 Senior Thesis in History (3)	Major/capstone
Elective (1)	Elective

Homeland Security

You may seek either an academic major or minor in homeland security.

Major in Homeland Security

The UMGC homeland security program is uniquely designed to provide you with an understanding of the homeland security sector. The curriculum covers international and domestic terrorism, emerging technologies, cyber threats, infrastructure protection, emergency preparedness and response, private-sector partnerships, global pandemics, natural disasters, strategic planning, policies, intelligence operations, and international engagement. In this program, you'll develop the necessary critical-thinking, ethical decision-making, risk analysis, and communication skills to meet the professional demands of leadership and management in the homeland security profession.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Distinguish policies and procedures in the homeland security sector that demonstrate leadership and management
- ✦ Apply professional and ethical decision-making skills to increase knowledge of strategic and operational homeland security goals and interface with internal and external stakeholders
- ✦ Assess the critical technologies essential for the protection and recovery of critical infrastructure and for ensuring the nation's cybersecurity against all hostile threats
- ✦ Assess terrorist threats, cyber and insider threats, critical infrastructure vulnerabilities, and emerging asymmetric threats to U.S. national security
- ✦ Evaluate the roles and relationships of homeland security partners and stakeholders supporting homeland security operations

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in homeland security, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce their total coursework for the Master of Science in Management or in Information Technology with a specialization in homeland security at UMGC by 6 credits (two courses). Details are on p. 19.



Degree Requirements

BS in Homeland Security Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

HMLS 302	Introduction to Homeland Security (3)
HMLS 310	Homeland Security Response to Critical Incidents (3)
HMLS 406	Legal and Political Issues in Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)
PSAD 410	Public Safety Research and Technology (3)
PSAD 414	Public Safety Administration Ethics (3)
PSAD 416	Public Safety Leadership (3)
HMLS 304	Strategic Planning in Homeland Security (3)
HMLS 495	Homeland Security Issues and Challenges (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

IFSM 300	Information Systems in Organizations (3)
----------	--

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN HOMELAND SECURITY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111P	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	General education/communications
HMLS 302 Introduction to Homeland Security (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HMLS 406 Legal and Political Issues in Homeland Security (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

HMLS 310 Homeland Security Response to Critical Incidents(3)	Major
Elective (3)	Elective
HMLS 408 Infrastructure in Homeland Security (3)	Major
Elective (3)	Elective
HMLS 414 Homeland Security and Intelligence (3)	Major
Elective (3)	Elective
HMLS 416 Homeland Security and International Relations (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
PSAD 410 Public Safety Research and Technology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 414 Public Safety Administration Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 416 Public Safety Leadership (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HMLS 304 Strategic Planning in Homeland Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HMLS 495 Homeland Security Issues and Challenges (3)	Major/capstone
Elective (1)	Elective

Humanities

You may seek an academic major in humanities.

Major in Humanities

Like other liberal arts majors, a major in humanities offers a solid base of critical thinking on which to build a career or further study. This major will broaden your understanding of yourself and your interaction with the world and provide a perspective on cultural and intellectual heritage while offering tools to use that knowledge in the real world.

You'll explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Plan, communicate, and implement coherent and justifiable practices that improve human conditions
- ✦ Analyze ideas critically and defend recommendations for improving the conditions of society
- ✦ Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience
- ✦ Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information that educates and influences others

Degree Requirements

BA in Humanities Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

HUMN 100	Introduction to Humanities (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 140	Introduction to Moral Philosophy and Ethical Reasoning (3)
HIST 115	World History I (3) or HIST 116 World History II or HIST 141 Western Civilization I or HIST 142 Western Civilization II
MUSC 210	Music as Cultural Expression (3) or any MUSC course
ARTH 372	History of Western Art I (3) or any upper-level ARTH course
PHIL 304	Contemporary Social Justice Issues (3) or any upper-level PHIL course
HUMN 351	Myth in the World (3) or any upper-level HUMN course
PHIL 349	Religions of the West (3) or any upper-level PHIL course
ENGL 406	Shakespeare Studies (3) or any upper-level ENGL course
HUMN 495	Humanities Seminar (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BA IN HUMANITIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/ computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
HUMN 100 Introduction to Humanities (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
PHIL 100 Introduction to Philosophy (3)	Major
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Major

Elective (3)	Elective
HIST 115 World History I (3) <i>or</i> HIST 116 <i>or</i> HIST 141 <i>or</i> HIST 142	Major
Elective (3)	Elective
MUSC 210 Music as Cultural Expression (3) <i>or</i> any MUSC course	Major
Elective (3)	Elective
ARTH 372 History of Western Art I (3) <i>or</i> any upper-level ARTH course	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
PHIL 304 Contemporary Social Justice Issues (3) <i>or</i> any upper-level PHIL course	Major
Elective (3)	Elective
Elective (3)	Elective
HUMN 351 Myth in the World (3) <i>or</i> any upper-level HUMN course	Major
Elective (3)	Elective
Elective (3)	Elective
PHIL 349 Religions of the West (3) <i>or</i> any upper-level PHIL course	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 406 Shakespeare Studies (3) <i>or</i> any upper-level ENGL course	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HUMN 495 Humanities Seminar (3)	Major/capstone
Elective (1)	Elective

Human Resource Management

You may seek either an academic major or minor in human resource management.

Major in Human Resource Management

With a degree in human resource management from UMGC, you'll find employment opportunities in nearly every industry. Our bachelor's degree program is perfect for those who have some experience in HR, as well as those who want to transition into the HR profession.

You'll gain a comprehensive understanding of human resource functions—such as resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; performance appraisal and rewards programs; and development of personnel policies and procedures— in private- and public-sector settings. Additionally, you'll explore the ways that human behavior, laws, labor relations, and diversity issues can intersect and affect a company's culture and ultimately its progress.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply business knowledge, best practices, and ethical leadership skills to make effective business decisions
- ✦ Apply knowledge of human behavior, labor relations, and current laws and regulations to evaluate whether a working environment is safe, fair, and compliant with regulations
- ✦ Develop a plan to create and implement a total rewards program that aligns employee and organizational goals and objectives
- ✦ Create, implement, and assess training, development, and rewards programs that foster employee and organizational learning and development
- ✦ Recognize the diversity of cultures and worldviews that inform human behavior and respond constructively to differences in workplaces, communities, and organizations
- ✦ Use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner
- ✦ Evaluate current issues in talent acquisition, selection, strategic planning, and performance-appraisal systems

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Global Professional in Human Resources (GPHR)
- ✦ Professional in Human Resources (PHR)
- ✦ SHRM-Certified Professional (SHRM-CP)

Degree Requirements

BS in Human Resource Management Overview

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Required Major Courses (36 credits)

HRMN 300	Human Resource Management (3)
HRMN 302	Organizational Communication (3)
HRMN 362	Labor Relations (3)
HRMN 367	Organizational Culture and Change (3)
HRMN 395	The Total Rewards Approach to Compensation Management (3)
HRMN 400	Human Resource Management: Issues and Problems (3)
HRMN 406	Employee Training and Development (3)
BMGT 364	Management and Organization Theory (3)
FINC 331	Finance for the Nonfinancial Manager (3)
HRMN 408	Employment Law for Business (3)
HRMN 467	Global Human Resource Management (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

IFSM 300	Information Systems in Organizations (3)
----------	--

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN HUMAN RESOURCE MANAGEMENT	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	General education/communications
HRMN 300 Human Resource Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HRMN 302 Organizational Communication (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
HRMN 362 Labor Relations (3)	Major

Elective (3)	Elective
HRMN 367 Organizational Culture and Change (3)	Major
Elective (3)	Elective
HRMN 395 The Total Rewards Approach to Compensation Management (3)	Major
Elective (3)	Elective
HRMN 400 Human Resource Management: Issues and Problems (3)	Major
WRTG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
HRMN 406 Employee Training and Development (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 331 Finance for the Nonfinancial Manager (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 408 Employment Law for Business (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 467 Global Human Resource Management (3)	Major
Elective (3)	Elective
HRMN 495 Contemporary Issues in Human Resource Management Practice (3)	Major/capstone
Elective (1)	Elective

Information Systems Management

You may seek either an academic major or minor in information systems management.

Major in Information Systems Management

Information systems management is a critical part of the strategic decision-making process in virtually all of today's public and private organizations. Managers who can lead the teams that integrate information systems with general business processes are in high demand.

Developed by chief information officers and other high-level IT professionals, the bachelor's degree program in information systems management at UMGC is well suited for those looking to move into a management position in information systems and bridge the gap between an organization's functional users and technical developers.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Communicate effectively, orally and in writing, meeting expectations for content, purpose, organization, audience, and format
- ✦ Utilize diverse technologies to achieve project-level or organizational information systems objectives, within diverse areas, including cybersecurity, project management, software development, data analytics, and business process analysis
- ✦ Apply appropriate management, analysis, and measurement methods and tools for information systems and technology to meet organizational strategic and operational needs
- ✦ Utilize business intelligence and data analytics tools and techniques to generate actionable insights that support achievement of strategic or operational objectives
- ✦ Analyze recent and projected developments, implications, and applications of existing and emerging technologies, taking into account ethical issues and global and multinational corporate perspectives
- ✦ Incorporate cybersecurity and risk management best practices in the planning, development, and use of information systems
- ✦ Develop clear and concise technical and functional requirements, including the use of data and process models, for information systems development and implementation
- ✦ Create information technology strategic and implementation plans that support organizational strategies and activities and improve processes and outcomes

- ✦ Develop organizational policies, standards, and communications to inform end users on relevant IT operations issues, including ethical issues and accountabilities
- ✦ Collaborate with team members to plan, evaluate, and document technology solutions

Industry Certification

This program is recognized by the Capital CoLAB (Collaborative of Leaders in Academia and Business) as meeting the requirements for the Digital Technology Generalist credential. This program is also designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Agile Certified Practitioner (PMI-ACP)®*
- ✦ Certified Associate in Project Management (CAPM)®*
- ✦ Project Management Professional (PMP)®*

Degree Requirements

BS in Information Systems Management Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

IFSM 300	Information Systems in Organizations (3)
IFSM 301	Foundations of Information Systems Management (3)
IFSM 304	Ethics in Information Technology (3)
CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 310	Software and Hardware Infrastructure Concepts (3)
IFSM 311	Enterprise Architecture (3)
IFSM 330	Business Intelligence and Data Analytics (3)
IFSM 370	Telecommunications in Information Systems (3)
IFSM 438	Information Systems Project Management (3)
IFSM 461	Systems Analysis and Design (3)
IFSM 495	Trends and Practical Applications in Information Systems Management (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
----------	--

* PMI-ACP®, CAPM®, and PMP® are registered marks of the Project Management Institute.

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan. Major and related requirements are listed in **bold**.

BS IN INFORMATION SYSTEMS MANAGEMENT	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
WRTG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
IFSM 300 Information Systems in Organizations (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Or other general education/mathematics
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
IFSM 301 Foundations of Information Systems Management (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

IFSM 304 Ethics in Information Technology (3)	Major
Elective (3)	Elective
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 310 Software and Hardware Infrastructure Concepts (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
IFSM 330 Business Intelligence and Data Analytics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 311 Enterprise Architecture (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 370 Telecommunications in Information Systems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 438 Information Systems Project Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 461 Systems Analysis and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 495 Trends and Practical Applications in Information Systems Management (3)	Major/capstone
Elective (1)	Elective

Management Studies

You may seek an academic major in management studies.

Major in Management Studies

Today, many business, government, public service, and technical environments require knowledge of management principles from multiple disciplines. UMGC's program in management studies can help you gain that expertise through a course of study focused on decision making, problem solving, and leadership.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply leadership skills to promote communication, ethical behavior, and quality performance
- ✦ Implement employment practices, encourage team building, and mentor staff members
- ✦ Communicate effectively with culturally diverse audiences using a variety of formats and technologies
- ✦ Assess and develop performance measures, feedback, and coaching that facilitates employee development
- ✦ Employ self-reflection and mindfulness of individual and cultural differences when interacting with others
- ✦ Research, plan, and develop processes and procedures that ensure organizational performance

Degree Requirements

BS in Management Studies Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

BMGT 160	Principles of Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3) or ACCT 220 Principles of Accounting I
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3) or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
BMGT 464	Organizational Behavior (3) or BMGT 465 Organizational Development and Transformation
BMGT 317	Decision Making (3)
BMGT 305	Knowledge Management (3)
BMGT 304	Managing E-Commerce in Organizations (3) or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
BMGT 484	Managing Teams in Organizations (3)
BMGT 496	Business Ethics (3)
BMGT 485	Applied Management (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics (3) or ECON 203 Principles of Microeconomics
IFSM 300	Information Systems in Organizations (3)
STAT 200	Introduction to Statistics (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN MANAGEMENT STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	General education/communications
BMGT 160 Principles of Management (3)	Major
COMM 390 Writing for Managers (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 301 Accounting for Nonaccounting Managers (3) <i>or</i> ACCT 220 Principles of Accounting I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3) <i>or</i> ECON 203	Related and general education/behavioral and social sciences

BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
BMGT 365 Organizational Leadership (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>	Major
Elective (3)	Elective
BMGT 304 Managing E-Commerce in Organizations (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>	Major
Elective (3)	Elective
BMGT 305 Knowledge Management (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
Elective (3)	Elective
BMGT 484 Managing Teams in Organizations (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 317 Decision Making (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 464 Organizational Behavior (3) <i>or</i> BMGT 465 Organizational Development and Transformation (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 485 Applied Management (3)	Major/capstone
Elective (1)	Elective

Marketing

You may seek either an academic major or minor in marketing.

Major in Marketing

Fueled by increasing globalization and the developing role of the internet in business, the field of marketing is constantly evolving. As global competition intensifies, organizations increasingly rely on skilled professionals to identify and develop profitable new products and markets.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply marketing knowledge and skills to meet organizational goals through analytic and managerial techniques related to customers, executives, finance, information technology, law, operational domains, and customer relations
- ✦ Employ strategic marketing skills, including scenario planning, market intelligence, customer profiles, marketing plans, and competitive analysis, to respond to organizational marketing challenges
- ✦ Conduct research, analyze data, create effective marketing plans, and support decisions that meet the needs and desires of global customers
- ✦ Act with personal and professional integrity in the global marketplace of employers, peers, and customers
- ✦ Cultivate and maintain positive interpersonal relationships based on engagement and positive interaction with teams, managers, and customers

Degree Requirements

BS in Marketing Overview	
	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120



Required Major Courses (36 credits)

BMGT 110	Introduction to Business Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3)
BMGT 496	Business Ethics (3)
MRKT 310	Marketing Principles (3)
MRKT 354	Integrated Marketing Communications (3)
MRKT 395	Managing Customer Relationships (3)
MRKT 410	Consumer Behavior (3)
MRKT 412	Marketing Research (3)
MRKT 454	Global Marketing (3)
MRKT 457	Digital Marketing (3)
MRKT 314	Nonprofit Marketing (3) or any MRKT course
MRKT 495	Strategic Marketing Management (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
IFSM 300	Information Systems in Organizations (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN MARKETING	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	Or other general education/communications
MRKT 310 Marketing Principles (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
BMGT 110 Introduction to Business and Management (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences

MRKT 354 Integrated Marketing Communications (3)	Major
Elective (3)	Elective
ACCT 301 Accounting for Nonaccounting Managers (3)	Major
Elective (3)	Elective
MRKT 395 Managing Customer Relationships (3)	Major
Elective (3)	Elective
MRKT 410 Consumer Behavior (3)	Major
WRTG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 412 Marketing Research (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 454 Global Marketing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 457 Digital Marketing (3)	Major
Elective (3)	Elective
MRKT 314 Nonprofit Marketing (3) <i>or</i> any MRKT course	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 495 Strategic Marketing Management (3)	Major/capstone
Elective (1)	Elective

Political Science

You may seek either an academic major or minor in political science.

Major in Political Science

With a major in political science, you'll develop a comprehensive understanding of U.S. government and global politics. By analyzing political structures, theory, and problems, you'll learn to interpret complex political problems in both the public and private sectors and propose potential solutions. You'll also have an opportunity to enhance your professionalism and fine-tune your communication and organizational skills.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Participate in and influence government at all levels based on an understanding of the establishment, structure, and interaction of governmental institutions
- ✦ Use effective writing, research, analysis, advocacy, identification techniques, and coalition-building skills to develop and influence policy at the national and international levels
- ✦ Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments
- ✦ Apply knowledge of ethical principles and issues to public policy and politics

Degree Requirements

BS in Political Science Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120



Required Major Courses (30 credits)

GVPT 100	Introduction to Political Science (3)
GVPT 101	Introduction to Political Theory (3)
GVPT 170	American Government (3) or GVPT 200 International Political Relations
GVPT 280	Comparative Politics and Governments (3)
GVPT 306	Global Political Economy (3)
GVPT 409	Terrorism, Antiterrorism, and Homeland Security (3) or any upper-level GVPT course
GVPT 403	Law, Morality, and War (3) or any upper-level GVPT course
GVPT 406	Global Terrorism (3)
GVPT 457	American Foreign Relations (3) or any upper-level GVPT course
GVPT 495	Advanced Seminar in Political Science (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN POLITICAL SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111P	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMIS 111 Social Networking and Cybersecurity Best Practices (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
GVPT 100 Introduction to Political Science (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/ mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
GVPT 101 Introduction to Political Theory (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/ behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences

GVPT 170 American Government (3) <i>or</i> GVPT 200 International Political Relations (3)	Major
Elective (3)	Elective
GVPT 280 Comparative Politics and Governments (3)	Major
Elective (3)	Elective
GVPT 306 Global Political Economy (3)	Major
Elective (3)	Elective
Elective (3)	Elective
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3) <i>or any upper-level GVPT course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 403 Law, Morality, and War (3) <i>or any upper-level GVPT course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 406 Global Terrorism (3)	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 457 American Foreign Relations (3) <i>or any upper-level GVPT course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
GVPT 495 Advanced Seminar in Political Science (3)	Major/capstone
Elective (1)	Elective

Psychology

You may seek either an academic major or minor in psychology.

Major in Psychology

UMGC's bachelor's degree program in psychology will help prepare you for graduate study or a multitude of careers in the field. While acquiring a knowledge base of theory, research, and practice in psychological sciences, you'll hone your quantitative skills, written and oral communication proficiencies, analytical and scientific reasoning, and ability to analyze human behavior.

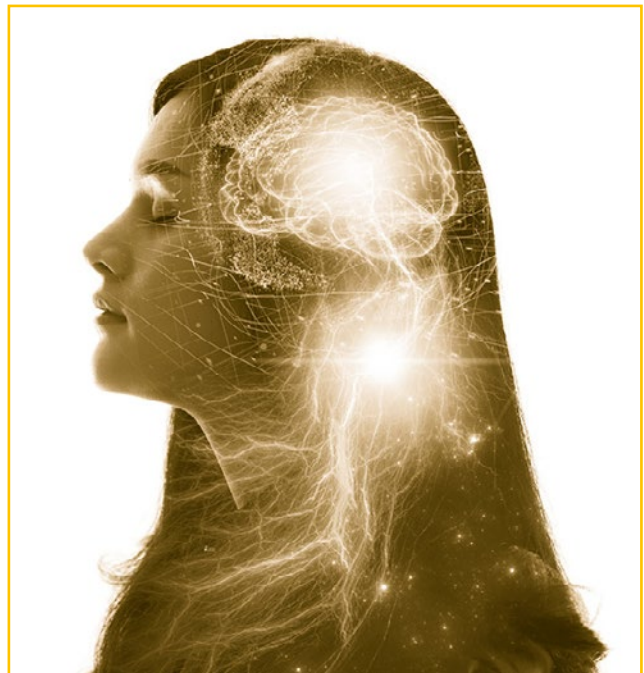
What You'll Learn

Through your coursework, you will learn how to

- ✦ Design, participate in, and evaluate psychological research, describing the advantages, limitations, and ethical implications of various research strategies
- ✦ Use critical and creative thinking, skeptical inquiry, technology-based information literacy, and the scientific approach to solve problems related to current and emerging trends in psychology
- ✦ Evaluate psychological science and practice within professional and personal settings based on ethical principles of psychology
- ✦ Communicate knowledge, ideas, arguments, and perspectives, interacting effectively with diverse groups across varied contexts
- ✦ Appraise the complexity of sociocultural and international diversity and how it influences our understanding of behavior
- ✦ Apply psychology-specific content skills, including effective self-reflection, project management, and teamwork skills, to career readiness and lifetime learning goals

Degree Requirements

BS in Psychology Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

PSYC 100	Introduction to Psychology (3)
PSYC 300	Research Methods in Psychology (3)
PSYC 301	Biological Basis of Behavior (3)
PSYC 310	Sensation and Perception (3) <i>or any upper-level PSYC course</i>
PSYC 321	Social Psychology (3)
PSYC 335	Theories of Personality (3)
PSYC 341	Memory and Cognition (3) <i>or any upper-level PSYC course</i>
PSYC 351	Lifespan Development (3) <i>or any upper-level PSYC course</i>
PSYC 353	Abnormal Psychology (3)
PSYC 436	Introduction to Clinical Psychology (3)
PSYC 495	Senior Seminar in Psychology (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

STAT 200	Introduction to Statistics (3)
----------	--------------------------------

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN PSYCHOLOGY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111S	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
PSYC 300 Research Methods in Psychology (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
PSYC 301 Biological Basis of Behavior (3)	Major

Elective (3)	Elective
PSYC 310 Sensation and Perception (3) <i>or any upper-level PSYC course</i>	Major
Elective (3)	Elective
PSYC 321 Social Psychology (3)	Major
Elective (3)	Elective
PSYC 335 Theories of Personality (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
PSYC 341 Memory and Cognition (3) <i>or any upper-level PSYC course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 351 Lifespan Development (3) <i>or any upper-level PSYC course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 353 Abnormal Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 436 Introduction to Clinical Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
PSYC 495 Senior Seminar in Psychology (3)	Major/capstone
Elective (1)	Elective

Social Science

You may seek an academic major in social science.

Major in Social Science

In UMGC's bachelor's degree program in social science, you'll gain a breadth of knowledge through interdisciplinary study that encompasses perspectives from the fields of anthropology, behavioral sciences, gerontology, psychology, and sociology. You'll also have the opportunity to drill down and focus closely on one of these fields.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Analyze how quantitative and qualitative methods are used in social science research
- ✦ Communicate social science concepts and research findings effectively to a variety of audiences
- ✦ Examine how micro- and macro-level factors are linked in the social lives of individuals, communities, and societies
- ✦ Analyze complex social issues using theoretical approaches, critical thinking skills, information literacy, technology, or interdisciplinary perspectives
- ✦ Evaluate social science research using ethical principles and standards for professional conduct
- ✦ Apply concepts of diversity, social factors, and global multicultural perspectives to examine practical problems in the workplace and society

Degree Requirements

BS in Social Science Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

Required Major Courses (30 credits)

Two introductory (100-level) social science courses (6)—Chosen from the following:

- ANTH 102 Introduction to Cultural Anthropology
- GERO 100 Contemporary Issues in Aging
- PSYC 100 Introduction to Psychology
- SOCY 100 Introduction to Sociology

Required courses:

- BEHS 210 Introduction to Social Sciences (3)
- BEHS 220 Diversity Awareness (3)
- BEHS 300 Research Methods in Social Sciences (3)
- BEHS 495 Advanced Seminar in Social Sciences (3)

Upper-level ANTH, BEHS, GERO, PSYC, and SOCY courses (12)—Focused study in anthropology, gerontology, psychology, or sociology recommended, as follows:

Anthropology

- ANTH 345 World Prehistory and Archaeology (3)
- ANTH 346 Anthropology of Language and Communication (3)
- ANTH 350 Health, Illness, and Healing (3)
- ANTH 351 Anthropology in Forensic Investigations (3)

Gerontology

- GERO 302 Health and Aging (3)
- GERO 311 Gender and Aging (3)
- GERO 427 Culture and Aging (3)
- GERO 320 Psychosocial Aspects of Aging (3)

Psychology

- PSYC 321 Social Psychology (3)
- PSYC 338 Psychology of Gender (3)
- PSYC 351 Lifespan Development (3)
- PSYC 354 Cross-Cultural Psychology (3)

Sociology

- SOCY 313 The Individual and Society (3)
- SOCY 325 The Sociology of Gender (3)
- SOCY 423 Race and Ethnicity: A Global Perspective (3)
- SOCY 350 Contemporary Social Problems (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

- STAT 200 Introduction to Statistics (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 73–75 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

Major and related requirements are listed in **bold**.

BS IN SOCIAL SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111S	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ANTH 102 Introduction to Cultural Anthropology <i>or</i> GERO 100 Contemporary Issues in Aging <i>or</i> PSYC 100 Introduction to Psychology <i>or</i> SOCY 100 Introduction to Sociology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
SOCY 100 Introduction to Sociology <i>or</i> ANTH 102 Introduction to Cultural Anthropology <i>or</i> GERO 100 Contemporary Issues in Aging <i>or</i> PSYC 100 Introduction to Psychology (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities

Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
BEHS 210 Introduction to Social Sciences (3)	Major
Elective (3)	Elective
BEHS 220 Diversity Awareness (3)	Major
Elective (3)	Elective
BEHS 300 Research Methods in Social Sciences (3)	Major
Elective (3)	Elective
ANTH 345 World Prehistory and Archaeology <i>or</i> GERO 302 Health and Aging <i>or</i> PSYC 321 Social Psychology <i>or</i> SOCY 313 The Individual and Society (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
ANTH 346 Anthropology of Language and Communication <i>or</i> GERO 311 Gender and Aging <i>or</i> PSYC 338 Psychology of Gender <i>or</i> SOCY 325 The Sociology of Gender (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 350 Health, Illness, and Healing <i>or</i> GERO 427 Culture and Aging <i>or</i> PSYC 351 Lifespan Development <i>or</i> SOCY 423 Race and Ethnicity: A Global Perspective (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 351 Anthropology in Forensic Investigations <i>or</i> GERO 320 Psychosocial Aspects of Aging <i>or</i> PSYC 354 Cross-Cultural Psychology <i>or</i> SOCY 350 Contemporary Social Problems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BEHS 495 Advanced Seminar in Social Sciences (3)	Major/capstone
Elective (1)	Elective

Academic Minors

Choosing a minor is strongly encouraged even though it is optional. You may not take a major and minor in the same area and may not receive a dual minor. The number of credits required to complete an academic minor varies according to academic program. For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Common Requirements for Completing a Minor

- At least half the credits you earn within the minor must be upper level (numbered 300 or above) unless otherwise specified and must be earned through UMGC.
- No grade may be lower than a C in the coursework for the minor.
- Courses already applied toward other degree requirements (e.g. major or general education) may not be applied toward the minor.
- Prerequisites apply for all courses.

Minor in Accounting

The accounting minor complements the skills you gain in your major discipline by providing a study of how the accounting environment measures and communicates the economic activities of organizations to enable stakeholders to make informed decisions regarding the allocation of limited resources.

Courses in the minor (15 credits)

A minor in accounting requires the completion of 15 credits of coursework in accounting. Any ACCT courses apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Art History

The art history minor complements the skills you gain in your major discipline by helping to develop skills in historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the allied arts.

Courses in the minor (15 credits)

A minor in art history requires the completion of the following courses:

ARTH 204	Film and American Culture Studies (3)
ARTH 334	Understanding Movies (3)
ARTH 372	History of Western Art I (3)
ARTH 373	History of Western Art II (3)
ARTH 375	History of Graphic Art (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Biology

The biology minor complements the skills you gain in your major discipline by helping to provide an underlying scientific base upon which to build a career in the life sciences, allied health fields, bioinformatics, environmental management, science journalism, or science education.

Courses in the minor (15 credits)

A minor in biology requires the completion of 15 credits of coursework in biology. All BIOL courses apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Business Administration

The business administration minor complements the skills you gain in your major discipline by providing a study of principles and techniques used in organizing, planning, managing, and leading within various organizations.

Courses in the minor (15 credits)

A minor in business administration requires the completion of 15 credits of coursework in business administration. Any ACCT, BMGT, FINC, HMG, HRMN, and MRKT courses apply. It is recommended that you take BMGT 364 as the first course in the minor (if you have not already applied the course to other requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Communication Studies

The communication studies minor complements the skills you gain in your major discipline by helping you develop specialized skills in workplace communication, including written and oral communication skills and a greater understanding of human interaction.

Courses in the minor (15 credits)

A minor in communication studies requires the completion of 15 credits of coursework in communication studies. All COMM, JOUR, SPCH, and WRTG courses apply. It is recommended that you take COMM 300 early in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Computer Science

The computer science minor complements the skills you gain in your major discipline by providing the foundations for designing and programming computer applications in support of most occupations and developing a process for solving challenging problems.

Courses in the minor (15 credits)

A minor in computer science requires the completion of 15 credits in computer science coursework, including the following two-course sequence in programming:

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)

The remaining 9 credits may be chosen from any upper-level (i.e., courses numbered 300 or above) CMSC courses.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Criminal Justice

The criminal justice minor complements the skills you gain in your major discipline by providing a study of crime, law enforcement, courts, corrections, security, and investigative forensics.

Courses in the minor (15 credits)

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. It is recommended that you take CCJS 100 or CCJS 105 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Cybersecurity

The cybersecurity minor complements the skills you gain in your major discipline by providing a study of the principles, issues, and technologies pertinent to the field of cybersecurity.

Courses in the minor (15 credits)

A minor in cybersecurity requires the completion of 15 credits of coursework in cybersecurity. All CSIA and CMIT courses apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Digital Media and Web Technology

The digital media and web technology minor complements the skills you gain in your major discipline by providing a study of the principles, best practices, and technologies that govern the design of digital media.

Courses in the minor (15 credits)

A minor in digital media and web technology requires the completion of 15 credits of coursework in computer studies. You must complete either CMST 290 or CMST 295. The remaining credits may be chosen from any CMST courses.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Diversity Awareness

The diversity awareness minor complements the skills you gain in your major discipline by providing an interdisciplinary perspective on diversity in contemporary society, conceptually grounded in social science, to promote and cultivate the intercultural awareness and effective communication skills that are necessary in today's professional and social settings.

Courses in the minor (15 credits)

A minor in diversity awareness requires the completion of 15 credits of coursework, chosen from the following courses:

- ANTH 346 Anthropology of Language and Communication (3)
- BEHS 220 Diversity Awareness (3)
- BEHS 320 Disability Studies (3)
- GERO 311 Gender and Aging (3)
- GERO 427 Culture and Aging (3)
- PSYC 338 Psychology of Gender (3)
- PSYC 354 Cross-Cultural Psychology (3)
- SOCY 325 The Sociology of Gender (3)
- SOCY 423 Race and Ethnicity: A Global Perspective (3)
- SOCY 426 Sociology of Religion (3)
- SPCH 324 Communication and Gender (3)
- SPCH 482 Intercultural Communication (3)
- WMST 200 Introduction to Women's Studies: Women and Society (3)

It is recommended that you take BEHS 220 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Economics

The economics minor complements the skills you gain in your major discipline by providing a study of the forces that determine production and distribution, price levels, and income distribution, as well as other economic factors that influence the quality of life.

Courses in the minor (15 credits)

A minor in economics requires the completion of 15 credits of coursework in economics, chosen from the following courses:

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
ECON 305	Intermediate Macroeconomic Theory and Policy (3)
ECON 306	Intermediate Microeconomic Theory (3)
ECON 330	Business and Economics of Sustainability (3)
ECON 430	Money and Banking (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in English

The English minor complements the skills you gain in your major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Courses in the minor (15 credits)

A minor in English requires the completion of the following courses:

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 250	Introduction to Women's Literature (3)
ENGL 303	Critical Approaches to Literature (3)
Any upper-level ENGL courses (6)	

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Forensics

The minor in forensics complements the skills you gain in your major discipline by providing interdisciplinary study in selected areas of criminal justice, natural science, social science, investigation and security, information and computer systems, psychology, and sociology. It combines laboratory and field skills in the collection and analysis of physical evidence with further study in the various subfields of forensics.

Courses in the minor (15 credits)

A minor in forensics requires the completion of 15 credits of coursework in forensics, chosen from the following:

- CCJS 101 Introduction to Investigative Forensics (3)
- CCJS 234 Criminal Procedure and Evidence (3)
- CCJS 301 Criminalistics I: The Comparative Disciplines (3)
- CCJS 302 Criminalistics II: The Scientific Disciplines (3)
- CCJS 342 Crime Scene Investigation (3)
- CCJS 390 Cybercrime and Security (3)
- CCJS 420 Medical and Legal Investigations of Death (3)
- CCJS 421 Principles of Digital Analysis (3)
- CCJS 440 Fingerprint Analysis (3)
- CCJS 441 Firearms and Toolmarks Analysis (3)

It is recommended that you take CCJS 101 and CCJS 234 as the first courses for the minor (if you have not already applied the courses toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in History

The history minor complements the skills you gain in your major discipline by offering a historical perspective and by helping you to develop critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Courses in the minor (15 credits)

A minor in history requires the completion of 15 credits of coursework in history, as follows:

- ✧ A 100-level HIST course (3)
(Courses counted toward this requirement include HIST 115, HIST 116, HIST 141, HIST 142, HIST 156, and HIST 157.)
- ✧ HIST 289 Historical Methods (3)
- ✧ Any 9 credits in upper-level HIST courses (9)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Homeland Security

The homeland security minor complements the skills you gain in your major discipline by providing knowledge of the concepts of domestic and international security.

Courses in the minor (15 credits)

A minor in homeland security requires the completion of the following courses:

HMLS 302	Introduction to Homeland Security (3)
HMLS 406	Legal and Political Issues of Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Human Resource Management

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

Courses in the minor (15 credits)

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN course applies. It is recommended that you take HRMN 300 and 400 for the minor (if you have not already applied the courses elsewhere in the degree).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Information Systems Management

The information systems management minor complements the skills you gain in your major discipline by helping you develop your abilities to conceptualize and manage the design and implementation of high-quality information systems.

Courses in the minor (15 credits)

A minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM courses apply.

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Marketing

The marketing minor complements the skills you gain in your major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Courses in the minor (15 credits)

A minor in marketing requires the completion of 15 credits of coursework in marketing. All MRKT courses apply. It is recommended that you take MRKT 310 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75

Minor in Philosophy

The philosophy minor complements the skills you gain in your major discipline by providing a study of the relationships between personal opinions and real-world issues faced by members of a pluralistic, open society.

Courses in the minor (15 credits)

A minor in philosophy requires the completion of the following courses:

PHIL 100	Introduction to Philosophy (3)
PHIL 110	Practical Reasoning (3)
PHIL 304	Contemporary Social Justice Issues (3)
PHIL 336	Ideas Shaping the 21st Century (3)
PHIL 348	Religions of the East (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Political Science

The political science minor complements the skills you gain in your major discipline by providing a systematic study of politics and government. It exposes you to the basic concepts, theories, policies, and roles of government at local, state, and national levels in domestic and foreign settings.

Courses in the minor (15 credits)

A minor in political science requires the completion of 15 credits of coursework in government and politics. All GVPT courses apply. It is recommended that you take GVPT 100, GVPT 101, or GVPT 170 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Psychology

The psychology minor complements the skills you gain in your major discipline by investigating the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition, the influence of environmental and social forces on the individual, personality, lifespan development and adjustment, research methods, and statistical analysis.

Courses in the minor (15 credits)

A minor in psychology requires the completion of 15 credits of coursework in psychology as follows.

- ✦ One of the following foundation courses (3):

PSYC 100	Introduction to Psychology
PSYC 300	Research Methods in Psychology
STAT 200	Introduction to Statistics
- ✦ One course from each of the following groupings:

Biological (3):	PSYC 301, PSYC 310, PSYC 341
Social (3):	PSYC 321, PSYC 351, PSYC 354
Professional (3):	PSYC 335, PSYC 353, PSYC 436
- ✦ An additional PSYC course (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75

Minor in Sociology

The sociology minor complements the skills you gain in your major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Courses in the minor (15 credits)

A minor in sociology requires the completion of 15 credits of coursework in sociology. All SOCY courses apply. It is recommended that you take SOCY 100 as the first course in the minor (if you have not already applied the course toward other degree requirements).

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

Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Terrorism and Critical Infrastructure

The terrorism and critical infrastructure minor complements the knowledge and skills you develop in your major discipline by offering you an understanding of the principle components of protecting both public and private critical infrastructure from acts of terrorism.

Courses in the minor (15 credits)

A minor in terrorism and critical infrastructure requires the completion of 15 credits of coursework focusing on terrorism and critical infrastructure, chosen from the following courses:

- CCJS 341 Criminal Investigation (3)
- CCJS 390 Cybercrime and Security (3)
- GVPT 406 Global Terrorism (3)
- GVPT 407 State Terrorism (3)
- GVPT 408 Counterterrorism (3)
- GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)
- HIST 392 History of the Contemporary Middle East (3)
- HMLS 302 Introduction to Homeland Security (3)
- HMLS 406 Legal and Political Issues of Homeland Security (3)
- HMLS 408 Infrastructure in Homeland Security (3)

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Minor in Women's Studies

The women's studies minor complements the skills you gain in your major discipline by providing an interdisciplinary study of the history, status, and experiences of women.

Courses in the minor (15 credits)

A minor in women's studies requires the completion of 15 credits of coursework in women's studies, chosen from the following courses:

- WMST Any courses
- BEHS 220 Diversity Awareness (3)
- BEHS 343 Parenting Today (3)
- BEHS 453 Domestic Violence (3)
- ENGL 250 Introduction to Women's Literature (3)
- GERO 311 Gender and Aging (3)
- HIST 377 U.S. Women's History: 1870 to 2000 (3)
- PSYC 338 Psychology of Gender (3)
- SOCY 325 The Sociology of Gender (3)
- SOCY 443 Sociology of the Family (3)
- SOCY 462 Women in the Military (3)
- SPCH 324 Communication and Gender (3)

It is recommended that you take WMST 200 as the first course for the minor (if you have not already applied the course toward other degree requirements).

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 73–75.

Social Work Partnership Programs



UMGC Europe is partnered with Salisbury University to offer two programs in social work. As a UMGc Europe student, you may earn a Bachelor of Arts in Social Work (BASW) or Master of Social Work (MSW).*

Bachelor of Arts in Social Work

The Bachelor of Arts in Social Work allows students to prepare for a profession making a difference in the lives of people and their communities. Offered by Salisbury University (SU) and administered by UMGc Europe, the Bachelor of Arts in Social Work (BASW) helps prepare you for entry-level generalist social work practice and advanced graduate education. The BASW is a professional degree accredited by the Council on Social Work Education, which is essential for your licensure after graduation.

In a combination of hands-on practice in the community and theoretical study in the classroom, you will learn how to work with individuals, families, groups, organizations, and communities. The goal of this comprehensive program is to provide you with the knowledge, skills, and values necessary for private and public sector entry-level social work practice.

What You'll Learn

When you graduate with a major in social work, you should be able to

- ✦ Have a solid foundation for entry into professional social work practice.
- ✦ Utilize the appropriate knowledge, values, and skills for entry-level intervention with individuals, families, groups, and communities.
- ✦ Maintain a professional identity consistent with social work values and ethics.
- ✦ Apply valuable hands-on experience with various client populations, including diverse racial and ethnic groups, and at-risk populations.
- ✦ Evolve a practice style consistent with your personal strengths and capabilities.
- ✦ Work within a human service agency or organization.

Hands-On Practice

Field education is an integral component of the social work curriculum during which you will engage in supervised social work practice. This practice provides you the opportunity to apply your classroom learning in a field setting. All field education courses are graded.

* Not currently available for students in Africa and the Middle East.

Degree Requirements

BA in Social Work Overview	
	Credits
General Education Courses	38
Required Major Courses	54
Elective Courses	28
Total	120

A degree with a major in social work requires the successful completion of 120 credits of coursework, with 54 credits required for the major, including 8 credits of supervised field instruction.

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. You should consult your academic advisor whenever taking advantage of other options.

Required Core Courses (54 credits)

SOWK 200	Introduction to the Social Work Profession (4)
SOWK 300	Human Behavior in the Social Environment I (4)
SOWK 302	Human Behavior in the Social Environment II (4)
SOWK 306	Social Welfare History and Contemporary Issues (4)
SOWK 309	Privilege and Oppression (4)
SOWK 310	Basic Interviewing: Skills and Techniques (2)
SOWK 320	Social Work Practice I (4)
SOWK 330	Policy Practice: Analyst and Advocate (4)
SOWK 400	Social Work Practice II (4)
SOWK 410	Social Work Practice III (4)
SOWK 416	Social Work Research I (4)
SOWK 417	Social Work Research II (4)
SOWK 420	Field Instruction in Social Work I (4)
SOWK 421	Field Instruction in Social Work II (4)

Required Related Courses

Note: The following related required course may be applied to general education or elective requirements.

PSYC 100	Introduction to Psychology (3)
SOCY 100	Introduction to Sociology (3) or ANTH 102 Introduction to Cultural Anthropology (3) or GVPT 170 American Government (3)
STAT 200	Introduction to Statistics(3)

General Education Courses (38 credits)

- ✦ **Group I: English and Literature (2 courses)**
 - WRTG 112 Introduction to Academic Writing II (3)
 - Choose from: ENGL 240, ENGL 303, ENGL 310, ENGL 311, ENGL 312, ENGL 364, ENGL 406, or ENGL 439
- ✦ **Group II: History (2 courses)**
 - HIST 115 World History I (3)
or HIST 116 World History II (3)
 - Any HIST course
- ✦ **Group III: Humanities and Social Science (3 courses)**
 - PSYC 100 Introduction to Psychology (3)
 - SOCY 100 Introduction to Sociology (3)
or ANTH 102 or GVPT 170
 - Any ARTH, ARTT, COMM, DANC, HUMN, THET, foreign language, MUSC, or PHIL course
- ✦ **Group IV: Natural Science, Math, and Computer Science (4 courses)**
 - BIOL 101 Concepts of Biology (3)
and BIOL 102 Laboratory in Biology (1)
or BIOL 103 Introduction to Biology (4)
 - Any additional BIOL course (3) with a lab (1)
or any CHEM, GEOL, or NSCI with a lab
 - MATH 103 College Mathematics (3)
or higher MATH, science, or computer course
 - STAT 200 Introduction to Statistics (3)
- ✦ **Group V: Health Fitness (1 course)**
 - FTWL 106 Lifelong Fitness and Wellness (3)

Elective Courses (28 credits)

Total credits for BA in Social Work	120
--	------------

Admission Process

To begin the program, you should apply for admission to UMGC Europe through the online application for admission and select Salisbury Undergraduate and no minor for level of study.

Prior to being fully admitted into the BASW program, you must complete the pre-admission requirements. Completion of all pre-admission requirements does not guarantee your acceptance into the program. To meet pre-admission requirements, you must successfully complete 45 credits of coursework, to include the following courses:

- ✦ PSYC 100 Introduction to Psychology (3)
- ✦ STAT 200 Introduction to Statistics (3)
- ✦ SOCY 100 Introduction to Sociology (3)
or ANTH 102 or GVPT 170
- ✦ SOWK 200 Introduction to the Social Work Profession (4), SU
- ✦ SOWK 300 Human Behavior in the Social Environment I (4), SU
- ✦ SOWK 310 Basic Interviewing: Skills and Techniques (2), SU

In addition, each applicant for the BASW program must submit a Salisbury University application and written personal statements. You must meet these general BASW admission requirements:

- ✦ Achieve junior standing with at least 45 completed credits (preferably closer to 60)
- ✦ Have an overall GPA of 2.5, including all transfer credits
- ✦ Have an overall GPA of 2.7 in social work courses, including the pre-admission requirements

Currently, BASW applications are only accepted in the fall semester. Please contact the Social Work Office for upcoming application submission dates.

Advanced Standing

If you complete your baccalaureate degree in social work from UMGC Europe/Salisbury University or another undergraduate social work program accredited by the Council on Social Work Education within the last three years, you are eligible to apply for the advanced standing program for the Master of Social Work, reducing your coursework from 62 credits to 32 credits. Applicants who have graduated within the last five years and have worked in human services for at least two of those years will also be considered. See the next pages for details.

Salisbury University Policies

- ✦ You are expected to demonstrate professional behavior while completing the BASW and to become a professional social worker
- ✦ You may not repeat any social work class more than once without permission
- ✦ You must earn a grade of C or better in all core courses
- ✦ The required courses may not equal 120 credit hours; therefore, you must register for additional electives to complete 120 credits required for graduation
- ✦ You must have a minimum of 30 credits of upper-level (300-499) courses

ABOUT OUR PARTNER INSTITUTION SALISBURY UNIVERSITY

Salisbury University, a member of the University System of Maryland, is an accredited university of national distinction. Home to more than 8,700 students from across the U.S. and around the world, Salisbury University has a reputation for excellence in public higher education. SU continuously ranks among the nation's top colleges and values according to *The Princeton Review*, *U.S. News & World Report*, *Kiplinger's*, *Money*, *Forbes*, and others.

Located on Maryland's Eastern Shore, this four-year university has 55 undergraduate and graduate degree programs. SU prides itself on being an institution where individual talents are celebrated while big ideas are encouraged and nurtured.

salisbury.edu/socialwork

Master of Social Work

Prepare yourself for professional social work in your community, as you learn the benefits of empowering individuals and affecting social change.

The Master of Social Work (MSW) prepares social work practitioners for advanced, direct practice with individuals, families, groups, and organizations. The program is designed to help you achieve your maximum potential with a dynamic curriculum of generalist and specialized courses. Offered by Salisbury University and administered by UMGC Europe, the Master of Social Work program is accredited by the Council on Social Work Education.

The goal of this comprehensive program is to provide you with the knowledge, skill-sets, and values necessary to propel you into the private or public sectors of social work. Through a combination of hands-on practice in the community and theoretical study in the classroom, you will gain the knowledge required to enter the social work field.

What You'll Learn

The program is designed to help prepare you to

- ✦ Operate as an ethical, competent, and culturally responsive social work practitioner
- ✦ Utilize skills in a plethora of human service arenas working with individuals, families, groups, organizations, and communities
- ✦ Participate in community engagement in the pursuit of social and economic justice

Career Preparation

This program is designed to help prepare you for work in a variety of human service programs and agencies in a clinical and/or supervisory administrative capacity.

Program Overview

The degree program requires 62 credit hours, with 48 credits of classroom work and 14 credits of supervised field practicum. The regular program length for full time students is generally 12 sessions. Recent graduates of an accredited bachelor's social work program may be eligible to apply to our advanced standing program, which requires 32 credits and typically takes six sessions.

If you have completed a bachelor's degree in social work from an accredited undergraduate social work program, you may be eligible for the **MSW advanced standing program**. Advanced standing is a 32 credit program, rather than a 62 credit program.

Field Education

The program requires field practicum study, where you will engage in supervised social work practice in a hands-on setting with an organization in the community. Field education is an integral component of the social work curriculum, and the focus is to take learning outside the classroom setting and provide valuable experience. In these courses, you will actively participate in your learning through real-world supervised social work practice at a human service agency in your local military community. UMGC Europe will assist with the placement process in institutions such as schools, social service agencies, day care centers, medical facilities, etc., but field placement is ultimately the responsibility of the student.

Degree Requirements: Traditional Program

Generalist Practice (30 credits)

SOWK 607	Social Welfare Policy Practice: Analyst and Advocate (3)
SOWK 610	Theoretical Analysis of Behavior I (3)
SOWK 616	Social Work Research I (3)
SOWK 617	Social Work Research II (3)
SOWK 620	Social Work Practice I (3)
SOWK 622	Social Work Practice II (3)
SOWK 623	Social Work Practice III (3)
SOWK 630	Theoretical Analysis of Behavior II (3)
SOWK 640	Field Instruction I (3)
SOWK 645	Field Instruction II (3)

Specialized Practice (29 credits)

SOWK 602	Ethical Foundation of Social Work (3)
SOWK 650	Advanced Practice with Individuals (3)
SOWK 654	Psychopathology (3)
SOWK 655	Evaluation of Social Work Practice (3)
SOWK 660	Advanced Practice with Families (3)
SOWK 663	Supervision and Administration (3)
SOWK 665	Field Instruction III (4)
SOWK 680	Advanced Practice with Groups (3)
SOWK 685	Field Instruction IV (4)

Elective Course (3 credits)

SOWK 653	Substance Abuse Assessment and Intervention (3)
or SOWK 604	Treatment of Trauma (3)
or SOWK 677	Child Welfare (3)

Total: 62 Credits

Degree Requirements:

Advanced Standing Curriculum

Specialized Practice (29 credits)

SOWK 602	Ethical Foundation of Social Work (3)
SOWK 650	Advanced Practice with Individuals (3)
SOWK 654	Psychopathology (3)
SOWK 655	Evaluation of Social Work Practice (3)
SOWK 660	Advanced Practice with Families (3)
SOWK 663	Supervision and Administration (3)
SOWK 665	Field Instruction III (4)
SOWK 680	Advanced Practice with Groups (3)
SOWK 685	Field Instruction IV (4)

Elective Course (3 credits)

SOWK 653	Substance Abuse Assessment and Intervention (3)
or SOWK 604	Treatment of Trauma (3)
or SOWK 677	Child Welfare (3)

Total: 32 Credits

Program Calendar

Master of Social Work courses are offered in five sessions throughout the year. The sessions are usually seven weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Program Admission

Students seeking admission to the MSW program must demonstrate that they

1. Hold a bachelor's degree from a regionally accredited college or university.
2. Have completed a broad liberal arts background with a minimum of 24 credit hours, including at least one course each in sociology, psychology, and statistics. These undergraduate requirements may be taken at any accredited college or university, including community colleges. All prerequisites for admission must be completed prior to admission, except statistics, which must be completed by the end of the first semester in the program. All offers of admission are conditional upon the successful completion of the undergraduate coursework.
3. Have earned a minimum of a 3.0 grade point average on the last 120 graded credits that appear on their bachelor's degree transcript, as well as a 3.0 grade point average on the last 60 graded upper-division credits.

4. Have submitted transcripts of any completed graduate courses.
5. Submit three professional letters of recommendation, usually from persons such as professors, employers, supervisors, professional colleagues, and community associates. Applicants who have been employed in a social service agency should request a recommendation from a recent employer or supervisor. Also, applicants should provide a recommendation from a faculty advisor or instructor.

Advanced Standing Admission

Applicants for advanced standing must meet additional requirements, including having graduated from an undergraduate social work program accredited by the Council on Social Work Education within the last three years. However, applicants with two years of human service work who graduated within the last five years with a Bachelor of Arts in Social Work degree will be considered. Applicants for advanced standing must have earned a minimum 3.0 grade point average on the last 120 credits that appear on their bachelor's degree transcript, as well as a 3.2 on the last 60 graded upper-division credits (including all social work courses). Students without an accredited undergraduate degree in social work are admitted to the regular 62 credit program that may be completed in 12 sessions.

When applying for advanced standing, you must submit the following material in addition to the usual application requirements:

1. Transcripts documenting eligibility for advanced standing.
2. Recommendation from the field liaison and field instructor.
3. A detailed evaluation of your field instruction experience and performance by the agency supervisor or an evaluation of your employment performance. You may submit evaluations of field performance conducted at the end of each undergraduate term.

SUBMISSION OF DOCUMENTATION

All documentation (e.g., official transcripts, recommendation letters, etc.) should be sent to

Salisbury University
Office of Graduate Studies and Research
1101 Camden Avenue
Salisbury, MD 21801

Provisional Admission

Provisional admission to the MSW program may be granted if you have a GPA of 2.5 to 2.99 (2.8 to 2.99 for advanced standing applicants) on the last 120 graded credits that appear on your bachelor's degree transcript and have an otherwise strong application. Provisionally admitted applicants must complete one semester of graduate courses (at least two courses) with a GPA of 3.0.

Transfer Applicants

Under certain circumstances, you may receive a maximum of 29 credits for work completed not more than five years prior to your first registration from a CSWE-accredited graduate school of social work and for which a grade of at least a B was received. No course, including any transfer course, may be counted toward a degree if it was completed more than seven full calendar years prior to the date of graduation.

You must complete a minimum of 32 credits in the Salisbury University Department of Social Work to be eligible for the MSW.

If you are currently or were previously enrolled in another accredited master's level social work degree program and are seeking admission as a transfer student, you are required to submit the following additional materials:

1. A brief written statement describing the reasons why you are requesting a transfer.
2. A copy of practicum/field work evaluations, if applicable.
3. One of the three letters of recommendation must be from a faculty member or field supervisor affiliated with the program.

If you are registered in the program and want to take a course at another university and transfer credit toward the Salisbury University Department of Social Work MSW (i.e., a summer course), you must receive approval from the chair of the Department of Social Work.

Progression Requirements

Students in the MSW program may graduate with no more than 6 credits (typically two courses) in which they earn lower than a B or 3 credits for advanced standing students. Students in the 62-credit MSW program are allowed to repeat two courses one time during the program to improve their grade. Students who have begun the concentration curriculum may not repeat a foundation course. Advanced standing students may repeat one course one time. Students who have exceeded the allowed credits earned with a C and who have utilized the course repeat option will be dismissed from the program regardless of their GPA. Students who receive a grade below a C and have utilized the course repeat option will also be dismissed from the program regardless of their GPA.

In addition, students in the MSW program must maintain a cumulative grade point average of 3.0. If the GPA falls below 3.0, the student is placed on academic probation according to university policy.

Life Experience Statement

No credit will be given for work or life experience.

Pending Legal Action and Conviction Statement

If you indicate on the application that you have pending legal action or convictions, you will be asked to supply documentation on the nature of the offense and the disposition. Individuals admitted to the program who are facing pending legal action or convictions may have restrictions placed on the area of study and field placements they may pursue. In addition, some field placement agencies require a criminal background check.

CONTACT US

Visit europe.umgc.edu/socialwork for full details about these programs. If you are interested in pursuing either a BASW or MSW, it is recommended that you contact the UMGC Europe Social Work Office for assistance with getting started.

UMGC Europe Social Work Office
Email: socialwork-europe@umgc.edu
Tel: +49-(0)631-5600-1737

Master's Degree Programs



At the master's degree level, UMGC Europe offers the Master of Business Administration (MBA), Master of Science (MS), and Master of Social Work (MSW). See p. 126 for information about the MSW program.

Expectations

Each UMGC master's degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

- ✦ Effective writing and oral communication
- ✦ Teamwork/collaboration/leadership
- ✦ Quantitative reasoning
- ✦ Critical analysis, critical thinking, and problem solving

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

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The following requirements for the master's degree are applicable to students who begin continuous enrollment on or after 1 August 2021.

Overall Requirements

More is expected at the graduate level than what is normally required at the undergraduate level. In addition, you usually must complete special requirements at the end of your graduate program. UMGC's master's degree programs require you to complete an integrative end-of-program capstone course in which you must demonstrate mastery of content covered throughout the program.

All master's degrees require completion of at least 30 credits, with specific requirements listed on the next pages. Information on the requirements for maintaining good academic standing may be found on p.34.

Initial Requirement

Most master's degrees require UCSP 615 Orientation to Graduate Studies at UMGC, which must be taken within the first 6 credits of study. For master's degrees that require foundation courses CBR 600, DCL 600T, or PRO 600, the required foundation course must be taken first.

Good Academic Standing

In all programs, you must maintain a term and cumulative grade point average (GPA) of 3.0 to remain in good academic standing; in some, you must also earn a grade of B or higher in each class to progress to the next class. Academic progress is assessed at the end of each term. Other requirements—such as time limits for degree completion—also apply; details are provided in the following section and in the Criteria for Program Progression section of each applicable program's description.

Time Limits

All requirements established for the completion of a master's degree listed in this publication must be fulfilled within five consecutive years. The time limit is calculated from the term in which you successfully complete the first credit course that applies to the program. It does not include the introductory courses DCL 600T, CBR 600, and PRO 600 but does include courses transferred from other institutions and courses transferred from UMGC undergraduate programs as part of an accelerated pathway.

Second Master's Degree

If you have already received a master's degree from UMGC, you can broaden your education by earning a second master's degree in a different discipline.

If you have earned a master's degree from UMGC and want to pursue an additional master's degree at UMGC, you may not apply coursework twice, i.e., double count, or repeat courses to fulfill the requirements of the additional credential. On a case-by-case basis, UMGC may consider limited substitutions for coursework that is required for more than one master's degree to allow you to complete a second master's degree, but if this is not possible, you will need to choose an alternate program if you wish to complete another credential at UMGC.

Before beginning work toward or registering for a second master's degree, consult an academic advisor. Advisors will be glad to explain the requirements and situations that require department approval, including those for completing an MS in Management or in Information Technology in a second specialization.

UMGC Europe Programs

The following master's degree programs are available through UMGCEurope:

- ✧ Master of Business Administration (MBA)
- ✧ Master of Science in Cloud Computing Architecture (MS)
- ✧ Master of Science in Cyber Operations (MS)
- ✧ Master of Science in Cybersecurity Management and Policy (MS)
- ✧ Master of Science in Cybersecurity Technology (MS)
- ✧ Master of Science in Digital Forensics and Cyber Investigation (MS)
- ✧ Master of Science in Information Technology (MS) with specializations in:
 - Database Systems Technology
 - Homeland Security Management
 - Informatics
 - Information Assurance
 - Project Management
 - Software Engineering
 - Systems Engineering
- ✧ Master of Science in Management (MS) with specializations in:
 - Criminal Justice Management
 - Homeland Security Management

Available through partnership with Salisbury University:

- ✧ Master of Social Work (MSW)

The following pages provide descriptions of the graduate degree and certificate programs available in Europe through UMGCEurope, including all course requirements and any academic or professional preparation required or recommended beyond general graduate admission requirements.

Most graduate degree and certificate programs follow a very specific curriculum with little or no choice. However, in some cases you may substitute a single 6-credit course that covers the same content as two required 3-credit courses or vice versa. These options are listed in the course requirements.

Business Administration

You may earn a Master of Business Administration (MBA).

Master of Business Administration

The MBA program can help you gain the skills and abilities desired by today's employers and learn how to strategically manage an organization for growth and success. In this program, you can develop and advance your competencies in finance, marketing, human resources, strategy, and leadership. You'll be able to apply your learning from multiple disciplines and specializations to real-life business problems.

What You'll Learn

Through your coursework, you'll learn how to

- ✦ Evaluate organizational leadership from an ethical and strategic standpoint
- ✦ Create an enterprise strategy by designing, analyzing, and evaluating a global (i.e., domestic and international) market strategy
- ✦ Identify key legal concepts in the business environment and apply them to enhance effective management decisions and organizational operations
- ✦ Propose an operation plan, systems, and processes to optimize an organization's performance
- ✦ Devise a comprehensive strategy for managing human capital that will create or maintain strategic and competitive value for an organization
- ✦ Plan, evaluate, and manage the financial implications of an organization's global operations
- ✦ Recommend an approach that leverages technology for the strategic advantage of an organization
- ✦ Develop a marketing strategy, including design, implementation, and evaluation, for an organization
- ✦ Create and manage innovative new enterprises and initiatives for an organization

Preparation Recommended for Success

Recommendations

If you need to improve your computing skills, you should take the noncredit course ASC 605. Taking ASC 601 is recommended to improve writing and analytical skills.

Degree Requirements

Master of Business Administration	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)

Required Core Courses

MBA 610 Leading Organizations and People (6)
MBA 620 Financial Decision Making (6)
MBA 630 Leading in the Multicultural Global Environment (6)
MBA 640 Innovation Through Marketing and Technology (6)
MBA 670 Strategic Decision Making (6)

Course Sequencing

- ✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses for the MBA program are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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

Program Accreditation

UMGC has received specialized accreditation for its Master of Business Administration program through the International Accreditation Council for Business Education (IACBE), located at 11374 Strang Line Road in Lenexa, Kansas, USA. IACBE is a specialized accrediting agency recognized by the Council for Higher Education Accreditation.

Cloud Computing Architecture

You may earn a Master of Science in Cloud Computing Architecture or a graduate certificate in cloud computing and networking. For the related graduate certificate program, see p. 154.

Master of Science in Cloud Computing Architecture

The graduate program in cloud computing architecture is designed to equip you with the technical and management skills to effectively design, operate, and maintain cloud computing systems and help organizations transition to cloud-based solutions. You'll learn to strategically transform an organization's current infrastructure to one that efficiently delivers valuable services via the cloud. Through a broad understanding of cloud technology and its relationship to business processes, including financial management, procurement, and communications, you'll be able to design effective cloud environments—and ultimately become a strong asset in any organization.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Explain cloud computing concepts and applicable benefits to business stakeholders
- ✦ Evaluate and assess the impact of cloud computing on service management
- ✦ Design effective cloud computing solutions that take into account an organization's structure, communications, and operational business processes, as well as financial management and cost model implications
- ✦ Manage the process of migrating and transitioning to a cloud environment
- ✦ Implement cloud computing architecture solutions that address cloud security and compliance fundamentals, deployment automation and elastic sizing of environments, and multitenant implications



Preparation Recommended for Success

Expectations

The cloud computing architecture program is designed for students with academic or professional experience in information technology. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have any recent IT coursework or experience, you should take the noncredit course ASC 605 before taking any cloud computing courses. Taking ASC 601 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to earn 6 credits in the Master of Science in Cloud Computing Architecture and/or the certificate in Cloud Computing and Networking. Details are on p. 19.

MASTER'S DEGREE PROGRAMS

CLOUD COMPUTING ARCHITECTURE

Degree Requirements

MS in Cloud Computing Architecture	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

DCL 600T Decisive Thinking, Communicating, and Leading in Technology Fields (6)

Required Core Courses

CCA 610 Cloud Services and Technologies (6)
CCA 625 Network Engineering (6)
CCA 630 Cloud Infrastructure Planning, Design, and Configurations (6)
CCA 640 Cloud Computing Implementations and Migrations (6)
CCA 670 Capstone: Cloud Computing Orchestration (6)

Course Sequencing

- ✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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

Technology Requirements

The cloud computing architecture program requires that you use a computer with the following:

- ✦ Microphone and speakers or headset with microphone or equivalent device(s)
- ✦ 5 GB (gigabytes) of free hard drive space
- ✦ 4 GB RAM or higher
- ✦ A high-speed internet connection
- ✦ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1 GHz
- ✦ Windows 8.1 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Cyber Operations

You may earn a graduate certificate or a Master of Science in Cyber Operations. For the graduate certificate program, see p. 155.

Master of Science in Cyber Operations

The graduate program in cyber operations is an interdisciplinary technical program designed to provide the knowledge, skills, and abilities required to successfully perform critical cyber operations tasks. Based on the content and curriculum recommendations by the National Centers of Academic Excellence in Cyber Operations (CAE-CO), the program responds to a growing national need driven by increasing threats of global cyberwarfare, for cyber professionals with advanced training in both defensive cybersecurity and offensive cyber actions.

The program features the technologies, techniques, and exercises that help government, military, and law enforcement organizations to conduct collection, exploitation, and analysis, as well as respond to cyber events to enhance the security of our nation, in hands-on labs, projects, and exercises.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design systems that are based on security design principles and employ multiple layers of protection to meet mission security goals
- ✦ Perform risk assessment to identify risk to an organization and facilitate appropriate responses
- ✦ Develop appropriate cryptographic solutions for a given enterprise architecture scenario
- ✦ Protect networks, hosts, and applications using intrusion detection and prevention systems (IDPS)
- ✦ Mitigate vulnerabilities in the components that make up a system
- ✦ Use virtualization to create multiple simulated environments from a single hardware system to reduce IT expenses
- ✦ Migrate an existing workload to a secure, scalable cloud environment
- ✦ Perform a forensics analysis on artifacts associated with a cyber incident
- ✦ Write high-quality, defect-free software code

- ✦ Perform reverse engineering on software (or malware) of potentially unknown origin to understand functionality, intent, and constraints of the code
- ✦ Explain processes, laws, and issues associated with conducting cyber operations
- ✦ Assume the roles of an adversary and defender in a cyber operations attack scenario to identify and prevent cyber intrusion activities safely, ethically, and within the scope of applicable laws

Academic Preparation

Ideally, you should have recently completed an undergraduate degree in computer science or a related discipline.

Preparation Recommended for Success

Expectations

You are expected to be familiar with cybersecurity and computer science concepts and be comfortable developing code in at least one programming language and to have recently completed an undergraduate technical degree in computing. Experience performing cybersecurity tasks in a work environment would enhance the learning experience.

Recommendations

If you do not have work experience in information technology, computer networks, or cybersecurity, you are advised to take ASC 605 first. If you have not taken programming courses previously, you are strongly encouraged to take ASC 609. Taking ASC 601 is recommended to improve your graduate writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to earn 6 credits toward the Master of Science in Cyber Operations and/or the certificate in Cyber Operations. Details are on p. 19.

MASTER'S DEGREE PROGRAMS

CYBER OPERATIONS

Degree Requirements

MS in Cyber Operations	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

DCL 600T Decisive Thinking, Communicating, and Leading in Technology Fields (6)

Required Core Courses

COP 610 Foundations of Cyber Operations (6)
COP 620 Cybersecurity Defense (6)
COP 630 Cyber Law and Digital Forensics (6)
COP 640 Secure Software (6)
COP 670 Capstone in Cyber Offense (6)

Course Sequencing

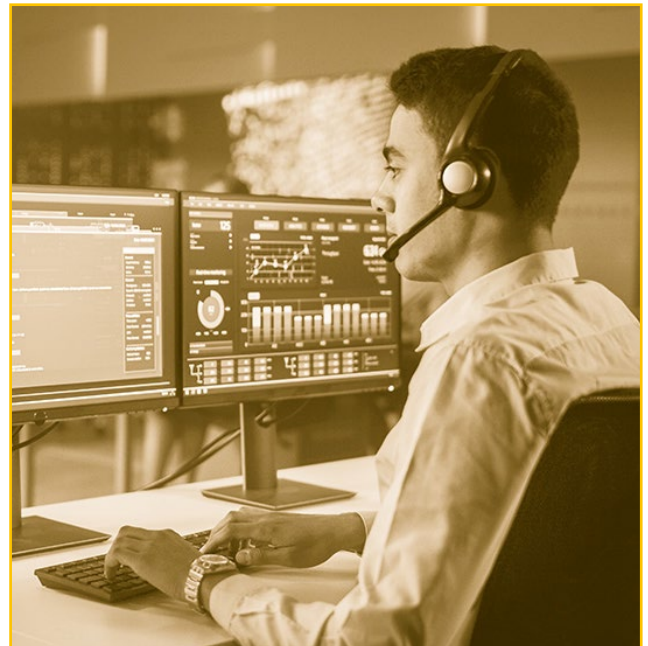
✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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



Technology Requirements

The cyber operations program requires that you use a computer with the following:

- ✦ Microphone and speakers or headset with microphone or equivalent device(s)
- ✦ 5 GB (gigabytes) of free hard drive space
- ✦ 4 GB RAM or higher
- ✦ A high-speed internet connection
- ✦ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1 GHz
- ✦ Windows 8.1 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Cybersecurity Management and Policy

You may earn a graduate certificate or a Master of Science in Cybersecurity Management and Policy. For the graduate certificate program, see p. 155.

Master of Science in Cybersecurity Management and Policy

The graduate program in cybersecurity management and policy can help you gain the tools you need to join the management track in cybersecurity, so you can establish, implement, and oversee a cybersecurity structure for an organization. In this program, you can learn how to create a security approach that combines technology, governance, and compliance perspectives and gain advanced knowledge in organizational structures, communications, operational business processes, and the legal framework for cybersecurity policy.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Understand multinational compliance requirements for cybersecurity
- ✦ Apply risk analysis concepts and models to a variety of organizations
- ✦ Incorporate cybersecurity into numerous organizations, including healthcare and financial services organizations
- ✦ Create and establish cybersecurity frameworks in both the public and private sectors
- ✦ Develop complete cybersecurity incident response plans
- ✦ Play the role of a new chief financial officer tasked with performing a comprehensive analysis of a new S&P 500 company
- ✦ Present a paper to a chief executive officer

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ CompTIA Security+
- ✦ (ISC)² Certified Information Systems Security Professional (CISSP)
- ✦ Project Management Professional (PMP)



Preparation Recommended for Success

Expectations

You are expected to have some background in information technology. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have previous coursework or experience in programming, you should first enroll in ASC 605, ASC 609, and ASC 611 to gain the appropriate foundation. Taking ASC 601 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to earn 6 credits toward the Master of Science in Cybersecurity Management and Policy and/or the certificate in Cybersecurity Management and Policy. Details are on p. 19.

MASTER'S DEGREE PROGRAMS

CYBERSECURITY MANAGEMENT AND POLICY

Degree Requirements

MS in Cybersecurity Management and Policy	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity (6)

Required Core Courses

CMP 610 Foundations in Cybersecurity Management (6)
CMP 620 Cybersecurity Governance (6)
CMP 630 Cybersecurity Risk Management and Organizational Resilience (6)
CMP 640 Cybersecurity Program Development (6)
CYB 670 Capstone in Cybersecurity (6)

Course Sequencing

- ✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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

Technology Requirements

The cybersecurity management and policy program requires that you use a computer with the following:

- ✦ Microphone and speakers or headset with microphone or equivalent device(s)
- ✦ 5 GB (gigabytes) of free hard drive space
- ✦ 4 GB RAM or higher
- ✦ A high-speed internet connection
- ✦ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1 GHz
- ✦ Windows 8.1 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Cybersecurity Technology

You may earn graduate certificate or a Master of Science in Cybersecurity Technology. For the graduate certificate program, see p. 155.

Master of Science in Cybersecurity Technology

In the graduate cybersecurity technology program, you'll develop cybersecurity strategies using interpersonal and leadership skills as part of a diverse and multidisciplinary cybersecurity team to build, configure, monitor, maintain, and secure cybersecurity technology environments and operations. You'll learn how cybersecurity technology underpins the success of organizations. The program offers a wide perspective of the field, providing the understanding of cybersecurity technology needed while balancing the use of people, policy, and technology in shaping the future of cybersecurity.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Tailor digital strategies to the mission of an organization
- ✦ Understand how to balance the use of people, policy, and technology
- ✦ Understand how to analyze, think critically, and improve perpetually
- ✦ Be a cybersecurity technology leader in the modern world
- ✦ Develop a cybersecurity technology strategy for an organization
- ✦ Build cybersecurity technology environments and operations
- ✦ Develop resilient and highly fault-tolerant technology environments
- ✦ Enable organizations to make better business decisions through reliable data analytics and intelligence
- ✦ Perform proactive business risk management and solve problems
- ✦ Develop strategies for mobile, cloud, and emerging environments such as the Internet of Things (IoT)



Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ EC-Counsel Certified Ethical Hacker (CEH)
- ✦ (ISC)² Certified Information Systems Security Professional (CISSP)

Preparation Recommended for Success

Expectations

You are expected to have a strong understanding of information technology, computer networks, databases, and the internet. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have the expected IT knowledge or experience, you are strongly advised to take the noncredit course ASC 605 first. Taking ASC 601 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to earn 6 credits toward the Master of Science in Cybersecurity Technology and/or the certificate in Cybersecurity Technology. Details are on p. 19.

MASTER'S DEGREE PROGRAMS

CYBERSECURITY TECHNOLOGY

Degree Requirements

MS in Cybersecurity Technology	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity (6)

Required Core Courses

CST 610 Cyberspace and Cybersecurity Foundations (6)
CST 620 Prevention of Cyber Attack Methodologies (6)
CST 630 Advanced Cyber Exploitation and Mitigation Methodologies (6)
CST 640 Digital Forensics Technology and Practices (6)
CYB 670 Capstone in Cybersecurity (6)

Course Sequencing

- ✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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

Technology Requirements

The cybersecurity technology program requires that you use a computer with the following:

- ✦ Microphone and speakers or headset with microphone or equivalent device(s)
- ✦ 5 GB (gigabytes) of free hard drive space
- ✦ 4 GB RAM or higher
- ✦ A high-speed internet connection
- ✦ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1 GHz
- ✦ Windows 8.1 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Digital Forensics and Cyber Investigation

You may earn a graduate certificate or a Master of Science in Digital Forensics and Cyber Investigation. For the graduate certificate program, see p. 153.

Master of Science in Digital Forensics and Cyber Investigation

The graduate program in digital forensics and cyber investigation is designed to prepare you to meet the growing demand for investigative, leadership, and executive skills in evaluating and managing complex cybersecurity incidents and threats. Learn how to determine whether a digital system has been attacked or compromised, and master reliable methods to identify, preserve, analyze, and present evidence for legal prosecution, administrative proceedings, and business purposes. In this program, you can develop investigative problem-solving skills, contribute to important team deliverables, analyze complex data scenarios, examine digital media for evidentiary artifacts, and write detailed digital forensic examination reports. The applied knowledge and skills you acquire can help government, business, and law enforcement organizations in detecting data breaches, mitigating cyber attacks, identifying responsible parties, and evaluating evidence of digital crime.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education (CAE-CDE) by the National Security Agency and the Department of Homeland Security. UMGc is also a designated National Center of Digital Forensics Academic Excellence (CDFAE) institution.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design procedures at a suspected crime scene to ensure that the digital evidence obtained is not corrupted
- ✦ Conduct hands-on forensic searches to identify intrusion methods
- ✦ Employ rigorous procedures to enable forensic results that can withstand scrutiny in a court of law
- ✦ Explain the operation of digital components
- ✦ Seize, image, deconstruct, and analyze digital media for evidence
- ✦ Prepare professional reports
- ✦ Present digital forensics results in a court of law as an expert witness

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ EC-Council Certified Incident Handler (ECIH)
- ✦ EnCase Certified Examiner (EnCE)
- ✦ GIAC Certified Forensic Analyst (GCFA)
- ✦ GIAC Certified Forensic Examiner (GCFE)
- ✦ GIAC Network Forensic Analyst (GNFA)

Preparation Recommended for Success

Expectations

You are expected to have some background in computing and programming. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have the expected information technology knowledge or experience, you are strongly advised to take the noncredit course ASC 605. Taking ASC 601 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGc with a major in computer networks and cybersecurity, a vertical pathway between UMGc's undergraduate and graduate programs in that field allows you to earn 6 credits toward the Master of Science in Digital Forensics and Cyber Investigation and/or the certificate in Digital Forensics and Cyber Investigation. Details are on p. 19.

MASTER'S DEGREE PROGRAMS

DIGITAL FORENSICS AND CYBER INVESTIGATION

Degree Requirements

MS in Digital Forensics and Cyber Investigation	
	Credits
Required Foundation Course	6
Required Core Courses	30
Total Credits	36

Required Foundation Course

CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
---------	--

Required Core Courses

DFC 610	Cyberspace and Cybersecurity Foundations (6)
DFC 620	Digital Forensics Technology and Practices (6)
DFC 630	Digital Forensic Response and Analysis (6)
DFC 640	Advanced Forensics (6)
CYB 670	Capstone in Cybersecurity (6)

Course Sequencing

- ✦ Courses must be taken in the order listed.

Program Calendar

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Criteria for Program Progression

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

Technology Requirements

The digital forensics and cyber investigation program requires that you use a computer with the following:

- ✦ Microphone and speakers or headset with microphone or equivalent device(s)
- ✦ 5 GB (gigabytes) of free hard drive space
- ✦ 4 GB RAM or higher
- ✦ A high-speed internet connection
- ✦ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1 GHz
- ✦ Windows 8.1 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

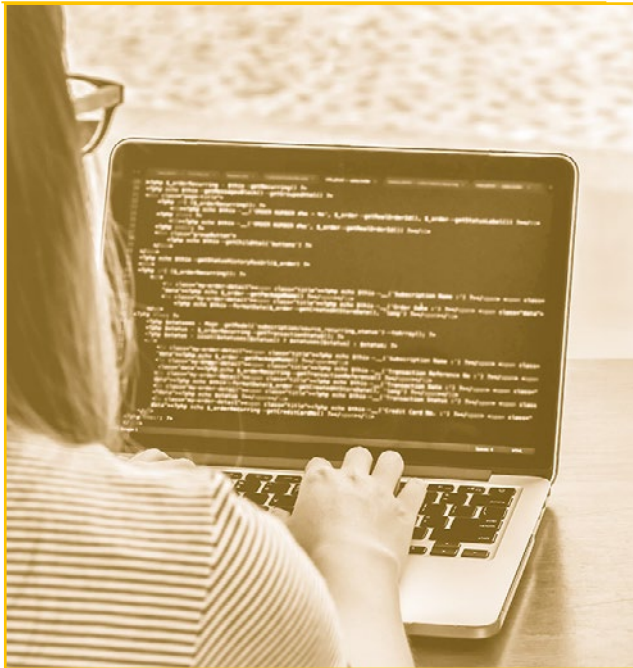
Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.



UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Information Technology



You may earn a Master of Science in Information Technology, with a specialization in any one of the following areas:

- ✦ Database Systems Technology
- ✦ Homeland Security Management
- ✦ Informatics
- ✦ Information Assurance
- ✦ Project Management
- ✦ Software Engineering
- ✦ Systems Engineering

Graduate certificates are also available in these subject areas. For certificate program descriptions, see pp. 153-158.

Program Calendar

Graduate-level courses in information technology subjects are 3 credit hours each and are offered in a three-term calendar, with five sessions throughout the year. On-site/hybrid classes are eight weeks in length, and online classes are 12 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Master of Science in Information Technology: Database Systems Technology Specialization

A specialization in database systems technology can prepare you to meet the demand for data professionals who can manage complex databases for large organizations. You can develop expertise in relational and distributed databases and acquire the newest knowledge in data warehousing, mining, modeling, security, and other sought-after areas of database administration. The program can help prepare you for a number of certifications as you work on real-world projects in a respected graduate program as you build your professional value in this fast-growing field. For the related graduate certificate program, see p. 156.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Manage, mine, model, and warehouse data
- ✦ Utilize your database administration and security techniques and skills
- ✦ Use ETL for data warehousing
- ✦ Complete projects using Microsoft Project and Microsoft Visio
- ✦ Apply your skills in NoSQL, Oracle 12c, SQL, and UNIX to the professional environment

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ ICCP Certified Data Management Professional (ICCP CDMP)
- ✦ Oracle Certified Associate (OCA)
- ✦ Oracle Certified Professional (OCP)
- ✦ Oracle Database Administration (DBA)

Academic Preparation

If you do not have demonstrated experience or prior coursework in software programming, you may be required to complete UCSP 635.

Preparation Recommended for Success

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Degree Requirements

MS in Information Technology: Database Systems Technology Specialization

	Credits
Required Core Courses	12
Required Specialization Courses	24
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

DBST 651	Relational Database Systems (3)
DBST 660	Advanced Data Modeling (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)
DBST 670	Database Systems Administration (3)

Course Sequencing

- ✦ ITEC 625 and ITEC 626 must be taken as the first two courses.
- ✦ You must complete 6 credits of core coursework before beginning specialization coursework.
- ✦ DBST 651 is prerequisite for all other specialization coursework and may not be taken concurrently with other specialization coursework.
- ✦ You must complete all other specialization coursework before taking DBST 670.

Master of Science in Information Technology: Homeland Security Management Specialization

The graduate specialization in homeland security management can help prepare you to take a leadership role in protecting against natural and human-made threats to national security. Gain practical managerial skills in performing security risk assessments; planning for and managing operational recovery; and developing strategies to protect people, facilities, and information-dependent critical infrastructure.

For the related graduate certificate program, see p. 157.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Tackle the five mission areas in homeland security as defined by the U.S. Department of Homeland Security
- ✦ Perform risk assessments
- ✦ Spot ethical and legal issues and navigate the complex legal and regulatory environment related to computer systems, applications, and networks
- ✦ Protect telecommunications and information technology networks
- ✦ Analyze infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability
- ✦ Plan and prepare for disaster response and recovery
- ✦ Apply knowledge about energy pipeline security, electrical grid security, cyber dependence, and SCADA systems, as well as risk methodologies applied to the energy industry
- ✦ Use high-tech management styles, including project planning, organizational structure, team building, and control mechanisms
- ✦ Manage each phase of the IT project life cycle, working within organizational and cost constraints, setting goals linked directly to stakeholder needs, and using proven management tools

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620. If you lack a recent background in statistics, you should take UCSP 630. Taking UCSP 605 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with coursework in homeland security, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce your total coursework for a related graduate degree by up to 6 credits (two courses). Details are on p. 19.

Degree Requirements

MS in Information Technology: Homeland Security Management Specialization

	Credits
Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

HSMN 610	Concepts in Homeland Security (3)
HSMN 625	Critical Infrastructures (3)
HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)
BSBD 641	Biosecurity and Bioterrorism (3)
EMAN 620	Information Technology in Emergency Management (3)
HSMN 670	Seminar in Homeland Security (3)

Course Sequencing

- ♦ ITEC 610 must be taken in the first term of coursework.
- ♦ HSMN 610 must be taken as one of the first two specialization courses.
- ♦ HSMN 670 must be taken in your last semester.

Master of Science in Information Technology: Informatics Specialization

The informatics specialization gives you a strong foundation in all major categories of IT management, so you can take your career in any direction you choose. Develop advanced skills in networking, security, software development, databases, web design, and IT acquisitions to become a valuable asset to any industry.

For the related graduate certificate program, see p. 157.

What You'll Learn

Through your coursework, you will learn how to

- ♦ Prepare a plan for managing a software project on time and within budget, solving conflicts as they arise
- ♦ Implement relational databases, applying techniques such as query optimization
- ♦ Create a software requirement document that is aligned with current industry standards and practices
- ♦ Formulate information security measures by performing risk assessments and other approaches
- ♦ Evaluate an acquisition strategy for IT systems, components, and/or services, to determine if it meets an organization's strategic, fiscal, and technical objectives
- ♦ Build dynamic websites that contain a variety of media and interactive components

Preparation Recommended for Success

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

MS in Information Technology: Informatics Specialization

	Credits
Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Degree Requirements

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

SWEN 603	Modern Software Methodologies (3)
DBST 651	Relational Database Systems (3)
SWEN 645	Software Requirements (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)
IMAT 639	Internet Multimedia Applications (3)
IMAT 670	Contemporary Topics in Informatics (3)

Course Sequencing

- ✦ ITEC 610 must be taken in the first term of coursework.
- ✦ You must complete 6 credits of core coursework before taking the first specialization course.
- ✦ Currently, IMAT 670 is not available during the summer term.

Master of Science in Information Technology: Information Assurance Specialization

The graduate specialization in information assurance provides you with a practical understanding of the principles of data protection, cybersecurity, and computer forensics. Perfect for midcareer professionals or career changers, the information assurance specialization offers sought-after skills in network and internet security, intrusion detection and prevention, and cryptology, while also strengthening your core IT knowledge and project management abilities.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education (CAE-CDE) by the National Security Agency and the Department of Homeland Security.

For the related graduate certificate program, see p. 157.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Secure information using knowledge of symmetric and asymmetric keys, protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and other cryptographic methods and cryptanalysis tools
- ✦ Protect networks using risk analysis, defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security
- ✦ Respond to attacks with damage assessments, data forensics, attack tracing, and system recovery processes for continuity of operation
- ✦ Identify system vulnerabilities and attack patterns and solve problems with intrusion detection tactics
- ✦ Navigate ethics, relevant laws, regulations, policies, and standards
- ✦ Lead successful teams with advanced project management skills

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ CompTIA Security+
- ✦ (ISC)² Certified Information Systems Security Professional (CISSP)
- ✦ (ISC)² Systems Security Certified Practitioner (SSCP)

Preparation Recommended for Success

Expectations

You are expected to have some familiarity with Microsoft Excel. You are also expected to have some background in information technology. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have previous coursework or experience in programming, you are strongly advised to first enroll in UCSP 635 and UCSP 636 to gain the appropriate foundation. Taking UCSP 605 is recommended to help improve writing skills.

Degree Requirements

MS in Information Technology: Information Assurance Specialization	
	Credits
Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

INFA 610	Foundations of Information Security and Assurance (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	The Law, Regulation, and Ethics of Information Assurance (3)
INFA 670	Information Assurance Capstone (3)

Course Sequencing

- ✦ ITEC 610 must be taken in the first term of coursework.
- ✦ INFA 610 must be taken as the first specialization course.
- ✦ You must complete all other specialization coursework before taking INFA 670.

Master of Science in Information Technology: Project Management Specialization

The project management specialization allows you to build expertise for project management certification. Your specialization courses include project risk management, project procurement management, and advanced project methods, while your core IT courses give you the tools you need to take on leadership roles in today's technology-based work environments.

For the related graduate certificate program, see p. 158.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Appraise the potential and relevance of technology and analytical/quantitative methods to support project management efforts
- ✦ Apply quantitative analytical methods when appropriate to support project management efforts
- ✦ Apply project leadership knowledge and skills essential for creating high-performing teams and effecting organizational transformation that respects and harnesses human capital
- ✦ Formulate ways to apply project management practices, skills, tools, and techniques judiciously and effectively
- ✦ Tailor the project/program approach, methodology, and governance to align with project and organizational characteristics, strategies, and priorities
- ✦ Apply business management skills that amplify a project manager's effectiveness, efficiency, and influence
- ✦ Evaluate how a given project or program interfaces with operations and product and portfolio management
- ✦ Create project/program alignment with the broader project context and environment

Industry Certification

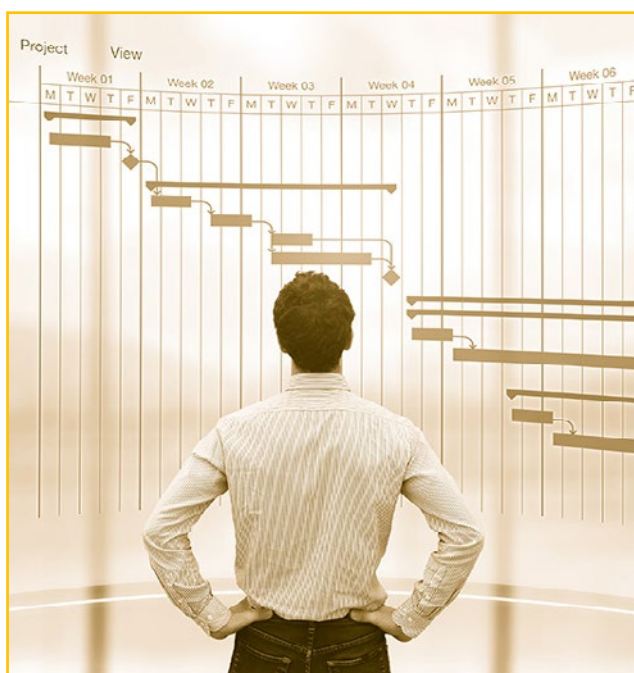
This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Agile Certified Practitioner (PMI-ACP)
- ✦ Certified Associate in Project Management (CAPM)
- ✦ Certified Scrum Master (CSM)
- ✦ Project Management Professional (PMP)

Each course in this specialization earns you the project management education hours necessary to fulfill the education requirement for qualifying to take the PMP, CAPM, and PMI-ACP certification exams.

MASTER'S DEGREE PROGRAMS

INFORMATION TECHNOLOGY



Preparation Recommended for Success

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Program Recognition

UMGC's master's degree programs with project management specializations are accredited by the Project Management Institute Global Accreditation Center for Project Management Education Programs.

Degree Requirements

MS in Information Technology: Project Management Specialization

	Credits
Required Core Courses	15
Required Specialization Courses	21
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGc (0)

Required Core Courses

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

PMAN 634	Foundations of Project Management (3)
PMAN 635	Project Schedule, Cost, and Resource Management (3)
PMAN 637	Project Risk Management (3)
PMAN 638	Project Communication Management (3)
PMAN 639	Project Quality Management (3)
PMAN 641	Project Procurement Management (3)
PMAN 650	Financial and Strategic Management of Projects (3)

Alternate Credit

If you are certified as a Project Management Professional by the Project Management Institute and your certification is current and valid, you may receive credit for PMAN 634 Foundations of Project Management. Academic advisors can provide more information.

Course Sequencing

- ✦ ITEC 610 must be taken in the first term of coursework.
- ✦ PMAN 634 is prerequisite to all other PMAN courses and must be taken as the first specialization course.
- ✦ PMAN 635 must be taken before PMAN 637, PMAN 639, and PMAN 650.

Master of Science in Information Technology: Software Engineering Specialization

The software engineering specialization provides software developers with advanced software methodology, design, and coding techniques. You'll learn aspect-oriented programming, object-oriented programming, and the principles and techniques to lead a software development team.

In this specialization, you'll gain hands-on experience performing all functions of building software and develop job-relevant expertise in implementing large software engineering projects within cost and on schedule. The software engineering courses include usability engineering, software design and implementation, software verification and validation, and more.

For the related graduate certificate program, see p. 158.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Write a software requirements document
- ✦ Design software using UML models
- ✦ Develop and test software
- ✦ Apply advanced knowledge in computer systems architecture
- ✦ Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- ✦ Analyze, design, and implement information systems
- ✦ Plan projects, build teams, and create and modify effective control mechanisms

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ ICCP Certified Data Management Professional (ICCP CDMP)
- ✦ Oracle Certified Associate (OCA)
- ✦ Oracle Certified Professional (OCP)
- ✦ Oracle Database Administration (DBA)

Preparation Recommended for Success

Expectations

Ideally, you should have a degree and/or professional experience in software development and programming languages. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you have not had any recent programming coursework or have experience in old programming languages such as COBOL or RPG, you are strongly encouraged to take UCSP 635 and UCSP 636 before taking any SWEN courses. Taking UCSP 605 is recommended to help improve writing skills.

Degree Requirements

MS in Information Technology: Software Engineering Specialization	
	Credits
Required Core Courses	9
Required Specialization Courses	27
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 625	Computer Systems Architecture (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

SWEN 603	Modern Software Methodologies (3)
DBST 651	Relational Database Systems (3)
SWEN 646	Software Design and Implementation (3)
SWEN 656	Advanced Software Design and Implementation (3)
SWEN 645	Software Requirements (3)
SWEN 647	Software Verification and Validation (3)
SWEN 651	Usability Engineering (3)
SWEN 661	User Interface Implementation (3)
SWEN 670	Software Engineering Project (3)

Course Sequencing

- ✦ SWEN 670 must be taken in the last term of enrollment.

Master of Science in Information Technology: Systems Engineering Specialization

The systems engineering specialization can help you apply traditional and modern life-cycle models, techniques, and tools in the specification, design, development, and deployment of complex systems. The specialization is designed for midcareer professionals with a technical background who are seeking to enhance their skills in systems engineering theory and practice.

You'll study a variety of cases across different application domains to learn the wide scope of systems concepts. Courses include requirements engineering, system design and development, model-based systems engineering, system integration and testing, system engineering management, and more.

For the related graduate certificate program, see p. 158.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Analyze a complex technological challenge from a systems perspective
- ✦ Build appropriate development life-cycle models for different types of projects
- ✦ Design a system and develop approaches for verification, validation, deployment, and support
- ✦ Develop a framework for managing key system engineering activities in a project
- ✦ Construct project requirements for organizational and physical infrastructure
- ✦ Specify appropriate engineering standards for system requirements and design parameters

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Certified Professional Requirements Engineer Foundation Level (CPRE FL)
- ✦ Certified Tester Foundation Level (CTFL)
- ✦ International Council on Systems Engineering (INCOSE)

Preparation Recommended for Success

Expectations

Ideally, you should have a degree and/or professional experience in a technical discipline such as engineering or computer science.

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Degree Requirements

MS in Information Technology: Systems Engineering Specialization

	Credits
Required Core Courses	12
Required Specialization Courses	24
Total Credits	36

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Required Specialization Courses

SYSE 610	Systems Engineering Overview (3)
SYSE 620	Requirements Engineering (3)
SYSE 625	Model-Based Systems Engineering (3)
SYSE 630	System Design and Development (3)
SYSE 640	System Integration and Test (3)
SYSE 650	Design Considerations (3)
SYSE 660	Systems Engineering Management (3)
SYSE 670	Systems Engineering Capstone (3)

Course Sequencing

- ✦ ITEC 625 must be taken in the first term of coursework.
- ✦ You must complete 6 credits of core coursework before beginning specialization coursework.
- ✦ Specialization courses must be taken in the order listed.
- ✦ You must take SYSE 670 in your final term.

Management

You may earn a Master of Science in Management, with a specialization in one of the following areas:

- ✦ Criminal Justice Management
- ✦ Homeland Security Management

For the related graduate certificate program, see p. 157.

Program Calendar

Graduate-level courses in management subjects are 3 credit hours each and are offered in a three-term calendar, with five sessions throughout the year. On-site/hybrid classes are eight weeks in length, and online classes are 12 weeks in length. For the annual program calendar, visit europe.umgc.edu/calendars.

Master of Science in Management: Criminal Justice Management Specialization

In the criminal justice management specialization, you'll obtain advanced knowledge of crime prevention, law enforcement, investigative forensics, and crisis management—as well as strong skills in business management. This specialization can help you learn to effectively manage large teams, departments, and bureaus across the criminal justice profession.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design criminal justice programs
- ✦ Analyze threats and assess risks
- ✦ Conduct vulnerability studies
- ✦ Apply legal knowledge to criminal justice management
- ✦ Lead and manage organizations
- ✦ Communicate, report, and write professionally and effectively



MS in Management: Criminal Justice Management Specialization

	Credits
Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650. Taking UCSP 605 is recommended to help improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with coursework in criminal justice, a vertical pathway between UMGC undergraduate and graduate programs in that field allows you to reduce your total coursework for the related graduate degree by up to 6 credits (two courses). Details are on p. 19.

Degree Requirements

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

MGMT 630 Organizational Theory and Behavior (6)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

Required Specialization Courses

CJMS 600 Critical Analysis of the Criminal Justice System (3)
CJMS 610 Perspectives in Law Enforcement Management (3)
CJMS 620 Issues in Correctional Administration (3)
CJMS 630 Seminar in Security Management (3)
CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)
CJMS 650 Legal Aspects Within the Criminal Justice System (3)
CJMS 660 Issues in Criminal Justice Leadership (3)

Required Capstone Course

MGMT 670 Strategic Management Capstone (3)

Alternate Courses

MGMT 610 Organizational Theory (3) and MGMT 615 Intercultural Communication and Leadership (3) may be taken instead of MGMT 630.

Course Sequencing

- ✦ MGMT 630 (or MGMT 610) must be taken within the first 6 credits.
- ✦ MGMT 640 should not be attempted simultaneously with MGMT 650.
- ✦ Specialization courses should be taken in the order listed.
- ✦ CJMS 600 must be taken as the first specialization course.
- ✦ CJMS 660 must be taken after all specialization and core courses (except MGMT 670).
- ✦ You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.

Master of Science in Management: Homeland Security Management Specialization

The graduate specialization in homeland security management prepares you for professional positions concerned with protecting the country against natural and human-made domestic and international threats such as terrorism, transnational crime, and cybercrime and with maintaining cybersecurity, transportation security, intelligence, civil liberties, emerging technology integration, international engagement, and private-sector partnerships and collaboration. In this specialization, you'll attain the requisite knowledge and skills necessary for professional homeland security positions involving cybersecurity; risk and threat assessments; the design and management of operational disaster relief recovery; and the development of strategies essential to the protection of individuals, facilities, and critical infrastructure.

For the related graduate certificate program, see p. 157.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply strategies and tactics for managing crisis communications, including the use of current technologies, through a strategic approach to develop community-specific public responses to homeland and national security crisis situations
- ✦ Construct strategies for leading, managing, organizing, and coordinating homeland security operations in concert with federal, state, local, and international governments as well as the private sector
- ✦ Determine potential solutions for homeland security issues by evaluating the laws, authorities, regulations, policies, and ethical considerations as well as emerging political, legal, and policy issues
- ✦ Assess cybersecurity strategies, policies, initiatives, and regulatory compliance, as well as the role of the Cyber Security and Infrastructure Security Agency (CSIA) to defend against cyber attacks and support essential preparedness and disaster support operations
- ✦ Determine specific applications of advanced information and technology systems for protection, response, recovery, and resilience in support of homeland and national security priorities
- ✦ Apply risk methodologies and assessments, resilience planning, organizational theory, and disaster response and recovery principles to manage new and emerging threats against the United States by utilizing critical-thinking and decision-making skills

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650. Taking UCSP 605 is recommended to improve writing skills.

Vertical Pathway

If you completed your undergraduate degree at UMGC with coursework in homeland security, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce your total coursework for a related graduate degree by up to 6 credits (two courses). Details are on p. 19.

Degree Requirements

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Core Courses

MGMT 630 Organizational Theory and Behavior (6)
MGMT 640 Financial Decision Making for Managers (3)
MGMT 650 Statistics for Managerial Decision Making (3)

Required Specialization Courses

HSMN 610 Concepts in Homeland Security (3)
HSMN 625 Critical Infrastructures (3)
HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660 The Law, Regulation, and Ethics of Information Assurance (3)
BSBD 641 Biosecurity and Bioterrorism (3)
EMAN 620 Information Technology in Emergency Management (3)
HSMN 670 Seminar in Homeland Security (3)

Required Capstone Course

MGMT 670 Strategic Management Capstone (3)

Alternate Courses

MGMT 610 Organizational Theory (3) and MGMT 615 Intercultural Communication and Leadership (3) may be taken instead of MGMT 630.

MS in Management: Homeland Security Management Specialization

	Credits
Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	36

Course Sequencing

- ✦ MGMT 630 (or MGMT 610) must be taken within the first 6 credits.
- ✦ MGMT 640 should not be attempted simultaneously with MGMT 650.
- ✦ HSMN 610 must be taken as one of the first two specialization courses.
- ✦ HSMN 670 must be taken in your last semester.
- ✦ You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.



Graduate Certificate Programs

To help you meet your educational goals, UMGC offers certificate programs that respond to current trends in today's demanding job market. Certificate programs offer working adults a convenient, flexible way to earn credentials for potential career advancement. All are available online.

Graduate certificate programs generally require 15 to 18 credits. All courses for the certificate programs carry college credit and may be applied toward a related degree.

More details about certificate programs are available online at europe.umgc.edu/gradcertificates.

Expectations

Within each academic certificate program, UMGC seeks to help you gain specific skills needed to advance in your career. Most certificates are fully stackable, that is, they are part of a master's degree. However, each certificate may also be used as a stand-alone credential capable of enhancing your career and giving you an advantage in the job market.

Requirements

Continuous Enrollment

In general, the UMGC degree requirements that apply to you are those that were in effect when you completed the first credit-bearing course in a given program at UMGC. If you cease to be continuously enrolled, the program requirements that apply to you are those in effect at UMGC when you return to UMGC and enroll in a credit-bearing course for the program you wish to pursue at that time.

To be considered continuously enrolled, you must have had no more than two sequential years of nonenrollment. After two years of nonenrollment, you must apply for admission to resume enrollment. Active duty military should reference UMGC Policy 210.12 for additional information.

If you change your degree program while continuously enrolled, then the program requirements that apply to you are those in effect at the time you enroll in the first required course for that program. Previously completed coursework may not apply to the new requirements.

Information about the catalog year that applies to you is provided in the MyUMGC student portal.

The individual certificate coursework requirements specified in the following section are applicable to students enrolling on or after 1 August 2021.



Overall Requirements

1. You must be admitted as a UMGC student.
2. You may pursue a degree and certificate simultaneously or pursue a degree after completing the certificate.
3. For graduate certificates, no more than 6 credits may be earned through transfer from other schools.
4. You must satisfy all required prerequisites for certificate courses. Some prerequisites may need to be fulfilled before beginning certificate coursework.
5. For graduate certificate programs, you must complete all required coursework with a minimum grade of B (3.0) in all courses.
6. Certificate courses may not be taken pass/fail.
7. Graduate students may only complete certificates at the graduate level.

Time Limits for Graduate Certificates

All requirements established for the completion of a graduate certificate listed in this publication must be fulfilled within five consecutive years. The time limit is calculated from the term in which you successfully complete the first credit course that applies to the program. It does not include the introductory courses CBR 600, DCL 600T, or UCSP 615 but does include courses transferred from other institutions.

Second Certificate

If you have already received a certificate from UMGC, you can broaden your education by earning a second certificate in a different discipline. The same requirements detailed in the previous section apply for all certificates.

If you have earned a certificate from UMGC and want to pursue an additional certificate at UMGC at the same level, you may not apply coursework twice, i.e., double count, or repeat courses to fulfill the requirements of the additional credential. On a case-by-case basis, UMGC may consider limited substitutions for coursework that is required for more than one certificate to allow you to complete a second certificate, but if this is not possible, you will need to choose an alternate program if you wish to complete another credential at UMGC.

Before beginning work toward or registering for a second certificate, consult an academic advisor. Advisors will be glad to explain the requirements and situations that require department approval.

Army Credentialing Assistance (CA)

UMGC Europe offers several graduate certificates eligible for Army credentialing assistance (CA) funding, indicated on this page. Contact an academic advisor or visit europe.umgc.edu/armyca or for more information.

We strongly recommend you check with the credentialing institution for the complete requirements of the desired credential.

Additional undergraduate courses are also approved for CA funding. See p. 22 and p. 178 for details.

Program Calendars

Graduate-level courses in cybersecurity subjects are 6 credit hours each and are offered in a four-term calendar. On-site/hybrid and online classes are 11 weeks in length.

Graduate-level courses in information technology and management subjects are 3 credit hours each and are offered in a three-term calendar, with five sessions throughout the year. On-site/hybrid classes are eight weeks in length and online classes are 12 weeks in length.

For the annual program calendars, visit europe.umgc.edu/calendars.

UMGC Europe Program Choices

The following graduate certificate programs are available:

- ✦ Cloud Computing and Networking*
- ✦ Cyber Operations*
- ✦ Cybersecurity Management and Policy*
- ✦ Cybersecurity Technology*
- ✦ Database Systems Technology
- ✦ Digital Forensics and Cyber Investigation*
- ✦ Foundations of Information Technology
- ✦ Homeland Security Management
- ✦ Informatics
- ✦ Information Assurance
- ✦ Project Management*
- ✦ Software Engineering
- ✦ Systems Engineering

Cloud Computing and Networking*

In this certificate program, you'll master the concepts underlying cloud computing, cloud services, and cloud applications and understand the benefits and risks associated with moving to cloud-based services. You'll learn about different cloud development platforms and the fundamental processes associated with implementing and moving to cloud-based services.

Overall certificate requirements are listed on p. 153.

Required Courses

DCL 600T	Decisive Thinking, Communicating, and Leading in Technology (6)
CCA 610	Cloud Services and Technologies (6)
CCA 625	Network Engineering (6)

Total credits for graduate certificate in Cloud Computing and Networking: 18

Course Sequencing

All courses must be taken in the order listed. You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses.

* Certificate program approved for Army CA (credentialing assistance) funding.

GRADUATE CERTIFICATE PROGRAMS

Cyber Operations ★ ❖

In this program, you'll learn the essential aspects of cyber operations and related areas such as risk analysis, cyber defense, and cryptography. You'll also learn how to build defense as an integral part of a computing system and how to detect and defend against vulnerabilities and intrusions on a variety of platforms.

Overall certificate requirements are listed on p. 153.

Required Courses

DCL 600T	Decisive Thinking, Communicating, and Leading in Technology (6)
COP 610	Foundations of Cyber Operations (6)
COP 620	Cybersecurity Defense (6)

Total credits for graduate certificate in Cyber Operations: 18

Course Sequencing

All courses must be taken in the order listed. You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses.

Cybersecurity Management and Policy ★ ❖

In this certificate program, you'll examine governmental and organizational responses to cybersecurity threats. You'll assess technical and organizational controls that can prevent and detect cyber intrusions and create and assess policies and procedures to restore operations after a cyber attack. You'll explore the legal foundations of cybersecurity as well as the roles of government, international, and private organizations. The program also provides you with a broad analytical framework for evaluating and solving cybersecurity problems. The curriculum features emerging topics in the field and was developed with the help of an advisory board of senior security executives, so what you're learning is on the cutting edge of cybersecurity.

Overall certificate requirements are listed on p. 153.

Required Courses

CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
CMP 610	Foundations in Cybersecurity Management (6)
CMP 620	Cybersecurity Governance (6)

Total credits for graduate certificate in Cybersecurity Management and Policy: 18

Course Sequencing

All courses must be taken in the order listed. You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses.

Cybersecurity Technology ★ ❖

The graduate certificate program in cybersecurity technology provides you with the most current knowledge and skills for protecting critical cyber infrastructure and assets. In this program, you'll learn concepts, real-world applications, and practical skills you can apply on the job. The curriculum features emerging topics in the field and was developed with the help of an advisory board of senior security executives, so what you're learning is on the cutting edge of cybersecurity.

Overall certificate requirements are listed on p. 153.

Required Courses

CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
CST 610	Cyberspace and Cybersecurity Foundations (6)
CST 620	Prevention of Cyber Attack Methodologies (6)

Total credits for graduate certificate in Cybersecurity Technology: 18

Course Sequencing

All courses must be taken in the order listed. You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses.

❖ UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



Database Systems Technology

In this program, prepare to meet the demand for data professionals who can manage complex databases for large organizations. You'll develop expertise in relational and distributed databases and acquire the newest knowledge in data warehousing, mining, modeling, security, and other sought-after areas of database administration.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (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)
DBST 670	Database Systems Administration (3)

Total credits for graduate certificate in Database Systems Technology: 15

Digital Forensics and Cyber Investigation ★ ❖

In this certificate program, you'll examine the foundations of digital forensics and become familiar with industry-standard tools and procedures that are used in conducting forensics investigations related to cybersecurity. Through this program, you'll learn how to secure and validate digital evidence, recover and analyze digital artifacts, and report and present findings in legal settings. UMGC is a designated National Center of Digital Forensics Academic Excellence (CDFAE) institution.

Overall certificate requirements are listed on p. 153.

Required Courses

CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
DFC 610	Cyberspace and Cybersecurity Foundations (6)
DFC 620	Digital Forensics Technology and Practices (6)

Total credits for graduate certificate in Digital Forensics and Cyber Investigation: 18

Course Sequencing

All courses must be taken in the order listed. You must complete each course with a grade of B or better to advance to the next course. The grade of C is not available for these courses.

Foundations of Information Technology

The certificate program provides a general technical understanding of current and emerging technologies in the field. You'll gain familiarity with project and systems engineering concepts and a solid foundation in the economics of information technology. This certificate is ideal for professionals in fields other than IT who want to extend their expertise into the IT environment, as well as for IT professionals who want to expand their theoretical knowledge.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Total credits for graduate certificate in Foundations of Information Technology: 15

❖ UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.



★ Certificate program approved for Army CA (credentialing assistance) funding.

GRADUATE CERTIFICATE PROGRAMS

Homeland Security Management

In the graduate certificate program in homeland security management, you'll gain practical experience in performing security risk assessments, planning for and managing operational recovery, and developing strategies to protect people, facilities, and critical infrastructure.

Your coursework for the graduate certificate in homeland security management covers issues in emergency management, cybersecurity, bioterrorism, and energy security, as well as business management. You'll use real data from real crises in assignments and projects and practice making executive-level decisions.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

HSMN 610	Concepts in Homeland Security (3)
HSMN 625	Critical Infrastructures (3)
HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)
EMAN 620	Information Technology in Emergency Management (3)

Total credits for graduate certificate in Homeland Security Management: 15

Course Sequencing

HSMN 610 must be taken as one of the first two credit-bearing courses in the program.

Informatics

This certificate program will help you strengthen your technical skills as you learn the business of IT with a focus in informatics that can help advance your career. You will gain a foundation in major categories of IT management, plus develop skills in networking, security, software development, and IT acquisitions.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

ITEC 610	Information Technology Foundations (3)
ITEC 626	Information Systems Infrastructure (3)
DBST 651	Relational Database Systems (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)

Total credits for graduate certificate in Informatics: 15

Course Sequencing

ITEC 610 must be taken as the first credit-bearing course in the program.

Information Assurance ❖

You can gain a practical understanding of the principles of data protection, cybersecurity, and computer forensics with a graduate certificate in information assurance. We've developed the information assurance curriculum in conjunction with top employers, meaning you'll gain real-world experience through interactions with actual organizations and learn job-relevant skills from case studies of real information assurance crises. Your courses feature topics in network and internet security, intrusion detection and protection, cryptology and data protection, and computer forensics.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

INFA 610	Foundations of Information Security and Assurance (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)

Total credits for graduate certificate in Information Assurance: 15

Course Sequencing

INFA 610 must be taken as one of the first two credit-bearing courses in the program.

Project Management *

This certificate program allows you to develop advanced business management skills while building expertise for professional certification in project management. The curriculum is aligned with certifications from the Project Management Institute. Your courses will give you the tools you need to take on leadership roles in today's workplace. You'll also learn relevant skills you can apply on the job immediately.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

PMAN 634 Foundations of Project Management (3)

PMAN 635 Quantitative Methods in Project Management (3)

PMAN 637 Project Risk Management (3)

PMAN 638 Project Communication Management (3)

PMAN 639 Project Quality Management (3)

Total credits for graduate certificate in Project Management: 15

Course Sequencing

- ✦ PMAN 634 is prerequisite to all other PMAN courses and must be taken as the first certificate course.
- ✦ MGMT 640 or ITEC 640 (or an approved course in finance) and MGMT 650 (or an approved course in statistics) must be taken before PMAN 635.
- ✦ PMAN 635 must be taken before PMAN 637 and PMAN 639.

Software Engineering

The graduate certificate program in software engineering provides software developers with advanced software methodology, design, and coding techniques. You'll learn aspect-oriented programming, object-oriented programming, and the principles and techniques to lead a software development team.

Gain hands-on experience performing all functions of building software and develop job-relevant expertise in implementing large software engineering projects within cost and on schedule.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

SWEN 603 Modern Software Methodologies (3)

SWEN 645 Software Requirements (3)

SWEN 646 Software Design and Implementation (3)

SWEN 647 Software Verification and Validation (3)

SWEN 651 Usability Engineering (3)

Total credits for graduate certificate in Software Engineering: 15

Systems Engineering

The graduate certificate in systems engineering provides you with the ability to understand the specification, design, development, and deployment of complex systems. This program is designed for mid-career professionals with a technical background who wish to enhance their skills in systems engineering theory and practice.

Overall certificate requirements are listed on p. 153.

Initial Requirement

(to be taken within the first 6 credits of study)

UCSP 615 Orientation to Graduate Studies at UMGC (0)

Required Courses

SYSE 610 Systems Engineering Overview (3)

SYSE 620 Requirements Engineering (3)

SYSE 630 System Design and Development (3)

SYSE 640 System Integration and Test (3)

SYSE 660 Systems Engineering Management (3)

Total credits for graduate certificate in Systems Engineering: 15

* Certificate program approved for Army CA (credentialing assistance) funding.

Field Study Courses



Travel and Learn with Field Study Courses

With a UMGC Europe field study course, you can have a one-of-a-kind learning experience exploring the beautiful sights and rich culture of Europe while earning university credit.

A field study course typically offers 3 credit hours and the same 48 contact hours as other courses, but in an intensive hybrid format combining on-site and online instruction. The course also includes seven adventure-filled days in a European city where the subject matter being studied has its roots. You will visit historical sites and museums, as well as participate in lectures that integrate course concepts with an intense cultural immersion for a unique, hands-on learning experience.

Before enrolling in a field study course, you should contact a UMGC academic advisor to determine how the course may apply toward a specific degree program. The tuition for the course is the same cost per credit as any course. In addition, there is a field study fee which includes lodging, museum tickets and fees, and excursions (see p. 20). Other costs associated with field study courses, which will not be collected by UMGC, include transportation to and from the field study location, meals, and other personal expenses.

The following entries describe the most frequently taught field study courses offered by UMGC Europe.

ARTH 489F Northern Renaissance Art in Brussels and Paris (3)

An examination of artistic developments in the Netherlands and northern France during the 15th and 16th centuries. Emphasis is on painting, but architecture, sculpture, and tapestry are also studied. The relationship between the development of bourgeois communal society and Northern Realism and the artistic exchanges and influences between Italy and the North are explored. Visits to Bruges, Gent, and Antwerp are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199F or ARTH 489F.

ARTH 489G Renaissance Art in Florence (3)

A study tour of Florence, the birthplace of Renaissance art. The artistic, historical, and cultural milieu into which Renaissance art was born is explored. Museum visits within the city and field trips to Siena, San Gimignano, and Arezzo are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199G or ARTH 489G.

ARTH 489H Baroque Art in Rome: An Introduction (3)

An exploration of Baroque art in Rome. Topics include the Baroque obsession with death, with space and the heavens; the expression of sensuality; and the Age of Enlightenment's triumph of science over faith. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199H or ARTH 489H.

ENGL 388I Scotland: Culture, Literature, and History (3)

Prerequisite: WRTG 112 or equivalent. A study of the culture of Europe's northernmost Celtic peoples—the Scots. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288I or ENGL 388I.

ENGL 388J Dublin, Ireland: A Brief Literary History (3)

Prerequisite: WRTG 112 or equivalent. An introduction to the literary history of Ireland. Emphasis is on poets, dramatists, and fiction writers of the 20th century (Lady Gregory, Yeats, Synge, O'Casey, Beckett, and Joyce). Visits to Trinity College, the Abbey Theatre, St. Stephen's Green, St. Patrick's Cathedral, Christ Church, Dublinia, and a number of important literary museums, as well as attendance at several evening theatre performances are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288J or ENGL 388J.

ENGL 388Q Hemingway in Madrid (3)

Prerequisite: WRTG 112 or equivalent. A study tour of Madrid's influence upon Ernest Hemingway and his body of work. Students will explore sites within the city that influenced Hemingway, many of which appeared in his novels and short stories. Museum visits within the city are included to examine the works of painters who had an impact on Hemingway's own artistic sensibilities. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288Q or ENGL 388Q.

HIST 218J Battle of the Bulge (1)

A thorough review of the military strategy and tactics leading up to and during the Battle of the Bulge. A visit to the Ardennes battlefield area is included. Students may receive credit for only one of the following courses: HIST 218J or HIST 318J.

HIST 318G D-Day and Normandy Campaign of 1944 (1)

A study of the military strategy and tactics behind D-Day and the Normandy campaign of World War II and their significance. Students may receive credit for only one of the following courses: HIST 218G or HIST 318G.

HIST 317A Berlin: Its History and Art (3)

A detailed exploration of Berlin's history and art since the 17th century. Visits to historic sites, monuments, and museums as well as other locations of interest (such as Potsdam, the Kiez, and No-Man's Land) are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217A or HIST 317A.



HIST 317B Cultural History of London I (3)

A study of the history, art, and architecture of London from the Roman occupation through the 16th century. Topics include the Norman invasion, the rise of the corporate city of London under the Guilds and Lord Mayor, and the transformation of the city under the Tudors. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217B or HIST 317B.

HIST 317C Cultural History of London II (3)

A study of the history, art, and architecture of London from 1603. Topics include the reign of the Stuarts, the Commonwealth, the Restoration, the rebuilding of London by Wren after the great fire, the Glorious Revolution and the Enlightenment, the reign of the Hanover kings, the Regency, the prosperity of London and the Empire, and 20th-century London after World War II. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217C or HIST 317C.

HIST 217F/317F History and Culture of Naples (3)

A study of the history of Naples from its founding by Greek colonists in the 5th century B.C. to the present. The successive dynasties who ruled the city (Greek, Roman, Byzantine, Neapolitan, Norman, Hohenstaufen, Angevin, Aragon, Austrian, French, Piedmontese, Fascist) and more recent political groups under the Republic of Italy are surveyed. Three major periods in the city's history are examined in depth: the Angevin period, the Bourbon Kingdom, and post-World War II Naples. Specific sites related to these periods are visited. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217F or HIST 317F.

HIST 317J Heidelberg Through the Ages (3)

A study of the geographical, historical, and economic background that created the complex structures of Heidelberg. Topics include relevant monuments and documents of art and architecture and their relation to the cultural and historical developments. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217J or HIST 317J.

HIST 317K History of Venice (3)

A historical overview of the Venetian Republic. Topics include its origins in the Venetian lagoon, its permanent location in the Rialto area (circa 800 A.D.), and its fall in 1797. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217K or HIST 317K.

HIST 318L A Bridge Too Far: The Market Garden Campaign (1)

A field study of the American and British advance toward Germany after the Normandy invasion in the Operation Market Garden campaign. The aim is to analyze the strengths of the Allied and German armies and evaluate the role of the Market Garden campaign in the course of the war. Topics include competition for resources (such as gasoline), British problems in Antwerp, the combined airborne/armored operation through Holland, and the relationship between Montgomery and Eisenhower. A visit to the Market Garden campaign area in the Netherlands is included. Students may receive credit for only one of the following courses: HIST 218L or HIST 318L.

HIST 319Z The Third Reich and the Rise of Nazism (1)

A field study examination of Germany in the 1920s and 1930s focusing on the emergence and establishment of Nazism. The goal is to describe the conditions that led to the rise of Nazism in Germany and evaluate the main components of the Nazi ideology through a focus on the city of Nuremberg. Topics include the use of media and spectacle to develop and consolidate power. A visit to relevant sites is included.

HUMN 398C Cultural Studies: Cambridge (3)

An introduction to the city and the University of Cambridge. Topics include the origins of the city; the rise of the university and its colleges; the development and function of buildings, chapels, dining halls, gardens, and other academic institutions; and the character of student life during the past and in the present. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HUMN 198C or HUMN 398C.

Information on Courses

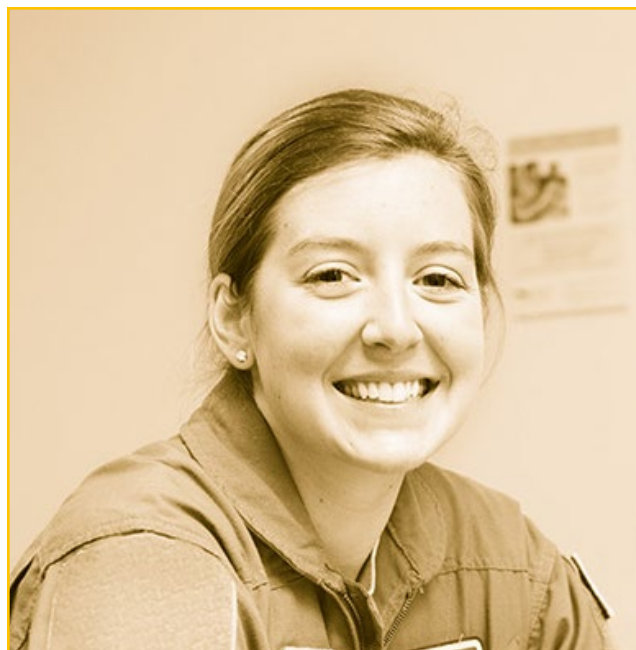
Overview

University of Maryland Global Campus offers courses that are primarily focused on your needs as a student. Courses are carefully selected and scheduled based on input from local education services officers, assessment of the academic and logistical needs of students, and availability of qualified faculty. The most frequently taught courses are listed in this catalog. Courses listed in other UMGC catalogs may also be offered when demand warrants and qualified faculty and academic facilities (laboratory, etc.) are available.

The Unit of Credit

The unit of credit defines the amount of university-level credit to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of one of the following, according to Title 13B of the Code of Maryland Regulations of the Maryland Higher Education Commission:

- ✧ At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration, study days, and holidays)
- ✧ At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration, study days, and holidays)
- ✧ At least 45 hours (50 minutes each) of instructional situations, such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented
- ✧ Instruction delivered by electronic media based on the equivalent outcomes in student learning, including telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented



Prerequisites

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge you are expected to have before enrolling in a given course. You may be barred from enrolling in or may be removed from courses for which you do not have the necessary prerequisites. Courses listed as “corequisite” are required, but may be taken at the same time. Taking courses listed as “recommended” is advisable, but not absolutely required.

It is your responsibility to check the prerequisites listed in the course description and make certain that you are academically prepared to take a course. If you did not take the prerequisite course recently, you should consult your academic advisor or the academic department about whether you are sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite.

For undergraduate courses, prerequisites may also be fulfilled by Prior Learning credit for the appropriate course earned through course challenge assessments or Portfolio Assessment (described earlier in this catalog). Academic advisors can explain the procedures for seeking this credit.

Some courses are not eligible for challenge examination or Portfolio Assessment, and you may not take course-challenge assessments or seek Portfolio Assessment credit for lower-level courses that are prerequisite to courses for which you have already received credit.

WRTG 112 Academic Writing II is prerequisite to any higher-level course in English, communication studies, or writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement tests are not required for introductory writing (English composition) or mathematics courses (e.g., MATH 103, MATH 105, MATH 107, MATH 115, or STAT 200), nor do these courses require completion of prerequisite coursework.

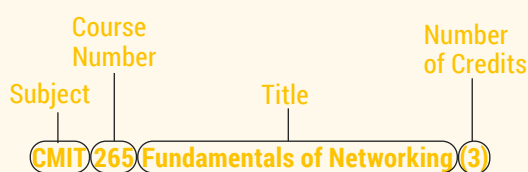
If you have prior language experience in a foreign language, you should take a placement test to assess appropriate level. For information on language placement tests, consult your academic advisor or email the department at languages@umgc.edu.

Key to Course Descriptions

Course descriptions include very important information for you as a student. The courses are listed alphabetically by academic discipline or subject. The number of credits is shown by an Arabic numeral in parentheses—e.g., (3)—after the title of the course.

Course numbers are designated as follows:

000-099	Noncredit and institutional credit courses (which do not count toward any degree or certificate)
100-199	Primarily freshman courses
200-299	Primarily sophomore courses
300-399	Upper-level, primarily junior courses
400-499	Upper-level, primarily senior courses
500-599	Senior-level courses acceptable for credit toward some graduate degrees
600-898	Graduate-level courses



(Designed to help prepare for the CompTIA Network+ certification exam.)¹ Prerequisite: IFSM 201.² An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols.³ Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.⁴

- Explanatory material, if needed, may
 - explain course sequence, purpose, or audience
 - identify courses fulfilling general education requirements
 - identify courses requiring a special fee, equipment, or materials
- Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course "or equivalent experience."
- The course description describes the focus and level of the course.
- Statements beginning "Students may receive credit for only one of the following courses" are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap content. If a course in the list is not described elsewhere in the catalog, it has changed the designator or number over the years or is not offered at all UMGC locations.

Undergraduate Course Descriptions

The following entries describe the most frequently taught courses offered on-site by UMGC Europe. Requirements pertain only to degrees conferred by UMGC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMGC—particularly from a community college—you should be careful not to enroll in courses that duplicate your previous studies.

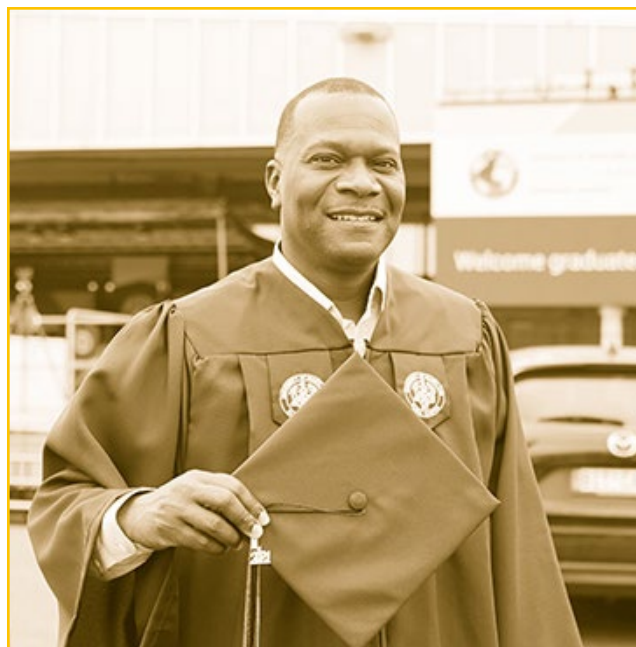
Accounting

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

- ✦ a major in accounting, business administration, management studies, or marketing
- ✦ a minor in accounting or business administration
- ✦ an AA in General Studies with accounting, business and management, or management studies curricula
- ✦ a certificate in accounting foundations or management
- ✦ the general education requirement in computing (Note: Only ACCT 326 applies)
- ✦ electives

ACCT 220 Principles of Accounting I (3)

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



ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job-order and process costing, cost-volume-profit analysis, and budgets. Students may receive credit for only one of the following courses: ACCT 221 or BMGT 221.

ACCT 301 Accounting for Nonaccounting Managers (3)

(May not be applied toward a major in accounting.) A survey of accounting principles relevant in making business decisions on the basis of financial information. The aim is to apply critical thinking skills and ethical principles to accounting issues. Topics include internal controls, financial reporting, analysis of financial statements, and elements of managerial accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 301, MGMT 301, or MGST 301.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

ACCT 310 Intermediate Accounting I (3)

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisite: ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)

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

ACCT 321 Cost Accounting (3)

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

ACCT 323 Federal Income Tax I (3)

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

ACCT 326 Accounting Information Systems (3)

Prerequisite: ACCT 221. An introduction to accounting information systems (AIS) concepts. The objective is to evaluate how AIS tools are used to record, process, and analyze financial data; determine how best to integrate AIS tools and processes in a given organization; review and recommend controls to secure AIS applications and processes; and evaluate how technology can be used in AIS applications. Topics include transactional processing concepts and core AIS transactional cycles; basic control frameworks used to secure AIS applications and processes; strategies for implementing or upgrading AIS applications; information technology and accounting standards; and e-commerce and e-business. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

ACCT 422 Auditing Theory and Practice (3)

Prerequisite: ACCT 311. Recommended: ACCT 326. A study of the auditing profession, audit process, and other assurance and nonassurance services related to the CPA profession. The objective is to design an audit plan, apply audit procedures, evaluate audit findings, and assess the impact of standards and emerging issues. Topics include generally accepted auditing standards, tests of controls and substantive tests, statistical sampling, report forms, and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BMGT 422.

ACCT 425 International Accounting (3)

Prerequisite: ACCT 311. A study of accounting in a multinational context. Discussion covers the historical development and current status of international financial reporting standards. The goal is to recognize the influence of politics and culture on the development of accounting systems, prepare financial statements according to international financial reporting standards, and analyze the financial statements of a multinational enterprise. Strategies to manage and hedge against foreign currency exposure are developed. Topics include evolving international accounting and reporting standards, foreign exchange and taxation, intercompany transfer pricing, and emerging issues in international accounting. Students may receive credit for only one of the following courses: ACCT 425 or ACCT 498A.

African American Studies

Courses in African American studies (designated AASP) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in behavioral and social sciences
- ✧ electives

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

AASP 201 Introduction to African American Studies (3)

(Fulfills the general education requirement in behavioral and social sciences.) An interdisciplinary study of significant aspects of African American history and culture, emphasizing the development of African American communities from the Middle Passage to the present. The objective is to conduct research, apply critical thinking skills, and articulate diverse historical perspectives in the context of African American history and culture. Topics include definitions of African American identity, influences, and achievements within American culture, as well as issues confronting African Americans. Students may receive credit for only one of the following courses: AASP 100 or AASP 201.



Anthropology

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

- ✧ the general education requirement in the behavioral and social sciences
- ✧ a major in social science
- ✧ a minor in diversity awareness (only ANTH 346)
- ✧ electives

ANTH 101 Introduction to Biological Anthropology (3)

A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. The aim is to apply anthropological knowledge to understanding human origins and how human populations adapt to the environment. Discussion examines human evolution and adaptation, including biocultural patterns in humans and other primates. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Cultural Anthropology (3)

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

ANTH 345 World Prehistory and Archaeology (3)

An intermediate-level exploration of world prehistory and archaeology. The goal is to analyze the cultural and subsistence patterns of prehistoric humans and relate these patterns to contemporary human societies and populations. Discussion includes archaeological theories and methods, subsistence strategies, and the application of archaeology to community, regional, and global issues and concerns.

ANTH 346 Anthropology of Language and Communication (3)

An intermediate-level, anthropological study of language, communication, and culture. The aim is to assess how the concepts, approaches, and methods of linguistic anthropology explain communication in changing cultural environments, recognizing how language both shapes and is shaped by culture. Topics include the evolution and history of human language, structural elements of verbal and nonverbal language, language as social action, speech communities, and linguistic diversity in the contemporary world.

Arabic

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

- ✧ the general education requirement in the arts and humanities
- ✧ an AA in General Studies with foreign language area studies curriculum
- ✧ a certificate in foreign language area studies
- ✧ electives

For further information, students should refer to Foreign Languages.

ARAB 111 Elementary Arabic I (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

ARAB 112 Elementary Arabic II (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations, using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

Art

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

- ✧ the general education requirement in the arts and humanities
- ✧ electives

ARTT 110 Introduction to Drawing (3)

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

ARTT 152 Basics of Photography (3)

(Access to a digital camera with manual settings is required.) An introduction to basic photographic procedures with an emphasis on composing, taking, and editing photographs. Discussion covers the historical development of photography. Students may receive credit for only one of the following courses: ARTT 152 or PHOT 198.

ARTT 205 Art Appreciation (3)

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

ARTT 210 Intermediate Drawing (3)

Prerequisite: ARTT 110. A continuing examination of materials and techniques of drawing. The objective is to apply drawing techniques and visual principles to various subjects, communicate through drawing, and critique works of art. More advanced media, compositions, techniques, and subjects are explored. Students may receive credit for only one of the following courses: ARTS 210 or ARTT 210.

ARTT 320 Painting (3)

Prerequisite: ARTT 110. Practice in the basic tools and vocabulary of painting. The goal is to apply an understanding of compositional strategies, visual principles, and basic materials and techniques to produce paintings using oil/watercolor/acrylic paints.

Art History

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

- ✧ the general education requirements in the arts and humanities
- ✧ a major in humanities (ARTH 372 only)
- ✧ a minor in art history
- ✧ electives

UMGC offers a limited number of ARTH courses each session. To complete a minor, students may need to take courses at other institutions in the University System of Maryland or extend the time spent fulfilling the degree requirements. Students are advised to consult an advisor before selecting this discipline.

ARTH 204 Film and American Culture Studies (3)

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

ARTH 334 Understanding Movies (3)

(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334, HUMN 334, or HUMN 498D.

ARTH 478 History of Women in Visual Arts (3)

A survey of the work, roles, and representations of women in the visual arts, from the 16th century to the present. The aim is to evaluate the role of women artists and assess the impact of gender on visual arts as a way to understand the complexity and diversity of human experience and culture. Emphasis is on women working in the tradition of Western art in painting, sculpture, the decorative arts, performance art, photography, and other media and on how gender affected their art and their careers.

Astronomy

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

- ✧ the general education requirement in the biological and physical sciences
- ✧ electives

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

ASTR 100 Introduction to Astronomy (3)

Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An examination of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to space science. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)

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

Behavioral and Social Sciences

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the behavioral and social sciences
- ✧ a major in social science
- ✧ a minor in diversity awareness or women's studies
- ✧ an AA in General Studies with women's studies curriculum
- ✧ a certificate in women's studies
- ✧ electives

BEHS 210 Introduction to Social Sciences (3)

Recommended: WRTG 112 or equivalent. An interdisciplinary introduction to the study of society. The objective is to use the combined perspectives of the different social science disciplines to better understand the nature of society. Topics include research methods, ethical considerations in research, and the relationships among the different social sciences. Discussion surveys a range of social sciences. An analysis of social phenomena that integrates insights from the social sciences is also presented. Students may receive credit for only one of the following courses: BEHS 201 or BEHS 210.

BEHS 220 Diversity Awareness (3)

An examination of the many dimensions of diversity within the framework of the social sciences. The aim is to learn how to interact and communicate effectively and appropriately within a diverse society. Emphasis is on using critical thinking to understand stereotypes, prejudice, and discrimination and how these phenomena affect society. Discussion explores how adopting a social science perspective on diversity can help address problems in the workplace, community, culture, and society.

BEHS 343 Parenting Today (3)

An overview of critical issues in modern parenting in the United States and the world. Research and theory in family development are applied to practical decision making, using an interdisciplinary perspective and taking into account modern and historical trends such as gender roles, socioeconomic status, and single parenting and the impact of divorce on children. Topics include the role of race and ethnicity in parenting, LGBT parenting, and multigenerational and military families.

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

An interdisciplinary examination of the use and abuse of the drug alcohol from the perspectives of psychology, physiology, sociology, medicine, counseling, law, and public health. The aim is to examine current research and trends in the treatment of alcohol abuse and dependence (including prevention, assessment, and intervention) and to explore the history, etiology, effects, and current treatment practices. The effects of alcohol throughout the lifespan are explored in relation to gender, families, race, age, the workplace, and public safety.

Biology

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

- ✧ the general education requirement in the biological and physical sciences
- ✧ a minor in biology
- ✧ electives

BIOL 101 Concepts of Biology (3)

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

BIOL 102 Laboratory in Biology (1)

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

BIOL 103 Introduction to Biology (4)

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

BIOL 120 General Botany (3)

(Not for students majoring or minoring in science.) A basic study of plant biology emphasizing an ecological approach. Fundamental concepts and processes of plants are covered. The importance of plant life to humans is stressed. Students may receive credit for only one of the following courses: BIOL 120, BOTN 100, BOTN 101, or BOTN 105.

BIOL 121 Botany Laboratory (1)

(Not for students majoring or minoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for 120.) Prerequisite or corequisite: BIOL 120. An introduction to the taxonomy, anatomy, and physiology of plants, including examination of their evolutionary and ecological interactions.

BIOL 160 Human Biology (3)

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

BIOL 161 Laboratory in Human Biology (1)

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

BIOL 181 Life in the Oceans (3)

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

BIOL 182 Marine Biology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light. The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

BIOL 201 Human Anatomy and Physiology I (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 103, or BIOL 160. A thorough introduction to the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOOL 201.

BIOL 202 Human Anatomy and Physiology II (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An introduction to the anatomy and physiology of the sensory, cardiovascular, endocrine, lymphatic, respiratory, digestive, excretory, immune, and reproductive systems. Intermediary metabolism and endocrine relationships are also studied. Students may receive credit for only one of the following courses: BIOL 202 or ZOOL 202.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

BIOL 211 Environmental Science (3)

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

BIOL 212 Environmental Science Laboratory (1)

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

BIOL 220 Human Genetics (1)

An introduction to the role of genes in inheritance of traits and genetic diseases and disorders. The goal is to understand how genes affect physical appearance and behavior. Topics include Mendelian and non-Mendelian inheritance of human genetic diseases, human genetic variation, and mechanisms underlying human diseases. Students may receive credit for only one of the following courses: BIOL 220, BIOL 222, or BSCI 222.

BIOL 230 General Microbiology (4)

(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: BIOL 105 or other introductory biology course with laboratory. An investigation of fundamental concepts in morphology, physiology, genetics, immunology, ecology, and pathogenic microbiology. Applications of microbiology to medicine, the food industry, and biotechnology are considered. Student may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 301 Human Health and Disease (3)

(For students majoring in science or nonscience disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. The goal is to use scientific reasoning to make informed decisions about matters related to human biology and health. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on analysis of factors that cause disruption of healthy body functions leading to disease, and on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 302 Bacteria, Viruses, and Health (3)

(For students majoring in science or nonscience disciplines.) An introductory study of the basic structure, genetic and regulatory systems, and life cycles of bacteria and viruses and how they relate to health, infectious disease, and illness. The objective is to apply knowledge of cellular and molecular processes and communicate synthesized knowledge of microbial pathogenesis and disease prevention methods. Students may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 304 The Biology of Cancer (3)

(For students majoring in science or nonscience disciplines.) An overview of the biological basis of cancer. The goal is to apply knowledge of cancer biology to adopt appropriate lifestyle strategies and evaluate current treatments. The causes, development, and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

BIOL 307 The Biology of Aging (3)

(For students majoring in science or nonscience disciplines.)
An overview of the biological basis of aging. The goal is to apply knowledge of the aging process to influence personal lifestyle choices, public health policy, and economic decisions. Topics include typical changes that occur in cells, molecules, metabolism, and structure during the aging process. The development and progression of several diseases associated with aging (including cancer, neurodegenerative diseases such as Alzheimer's and Parkinson's diseases, osteoporosis, and loss of visual acuity and memory) are discussed with respect to the role of genes, proteins, and environmental influences. Students may receive credit for only one of the following courses
BIOL 307 or BIOL 398V.

BIOL 320 Forensic Biology (3)

Recommended: BIOL 101, BIOL 103, or BIOL 160. An introduction to the basic principles of biology as applied to the field of forensic science. The aim is to use scientific reasoning to draw conclusions and make decisions about forensic techniques, analyses, and results. Topics include the biological features and characteristics of evidentiary materials, as well as the basic principles of chemistry, cell biology, microbiology, and genetics that underlie forensic analyses.

BIOL 328 Bioethics (3)

Recommended: BIOL 101 and WRTG 112 or equivalent. An introduction to ethical decision making related to human life and health. The aim is to form defensible positions and carefully crafted arguments based on well-supported evidence. Discussion covers reproductive issues, biological research, and healthcare. Emphasis is on scientific and philosophical thinking.

BIOL 398N Wildlife Ecology (3)

Recommended: BIOL 101 or similar introductory biology course. An overview of the history, science, and public policy of wildlife ecology and management. The goals are to distinguish, analyze, and assess the basic characteristics of wildlife populations and habitats, the significance of wildlife biodiversity to natural and human communities, and the role of human perceptions and policies in protecting and restoring wildlife populations. Topics will include biodiversity, conservation, extirpation, extinction, habitat loss, invasive species, pollution, overharvesting, population dynamics, sustainability, and restoration

Business and Management

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

- ✧ a major in business administration, human resource management, management studies, or marketing
- ✧ a minor in business administration
- ✧ an AA in General Studies with business and management curriculum
- ✧ a certificate in management
- ✧ electives

BMGT 110 Introduction to Business and Management (3)

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

BMGT 304 Managing E-Commerce in Organizations Planning (3)

A hands-on, project-based introduction to the management of e-commerce organizations. The objective is to identify and demonstrate the unique skills needed to manage a sustainable e-commerce organization. Topics include e-commerce management principles, human resource management, information systems, knowledge management principles, e-marketing, virtual customer and supplier relations, and potential international legal issues. Assignments include project-based case studies that apply skills to modern workday problems.

BMGT 305 Knowledge Management (3)

A practical approach to knowledge management. The aim is to understand the value of knowledge management and the roles of knowledge workers and knowledge managers. Discussion covers how organizations capture, acquire, and share knowledge to maintain corporate memory and to develop collaborative energy. Topics include both formal and informal approaches to knowledge sharing and ways in which organizations use knowledge management techniques for competitive advantage. Students may receive credit for only one of the following courses:
BMGT 305 or BMGT 388C.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

BMGT 317 Decision Making (3)

A practical examination of decision making. The goal is to use a proven framework to generate potential solutions for effective decision making. Discussion covers the cultural impact of decision making, including stakeholders' expectations. Topics also include root cause analysis, risks and uncertainty, critical success factors, key performance indicators, psychological traps, and the steps to assure effectiveness before and after decision implementation. Students may receive credit for only one of the following courses: BMGT 317 or TMGT 310.

BMGT 330 Entrepreneurship and New Venture Planning (3)

Recommended: BMGT 364. An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. Students may receive credit for only one of the following courses: BMGT 330, FINC 310, MGMT 330, or SBUS 200.

BMGT 335 Small Business Management (3)

Recommended: BMGT 317. A comprehensive review of the management principles underlying organizational development and growth and business life-cycle segments of emerging enterprises. The goal is to demonstrate an understanding of small business management in a global context, differentiate between micro- and macro-organizational structures, and identify the critical elements of business sustainability. Topics include entrepreneurship, financing/capitalization, innovation, and human resource and strategic planning. Core components of small business management are explored and evaluated through a multifaceted approach.

BMGT 364 Management and Organization Theory (3)

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



BMGT 365 Organizational Leadership (3)

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

BMGT 380 Business Law I (3)

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

BMGT 392 Global Business (3)

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

BMGT 464 Organizational Behavior (3)

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

BMGT 465 Organizational Development and Transformation (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: STAT 200. An introduction to organizational development (OD)—a systematic process of data collection, diagnosis, action planning, intervention, and evaluation aimed at increasing the effectiveness of the organization and developing the potential of all individuals. The goal is to identify and diagnose organizational problems and opportunities and apply management principles to support organizational change. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.

BMGT 485 Applied Management (3)

(Intended as the final, capstone course for management studies majors, to be taken in the last 15 credits, but appropriate for anyone who aspires to a management position.) Prerequisites: BMGT 317, BMGT 364, BMGT 464 (or BMGT 465), and BMGT 484. An integration and application of managerial skills used in successful organizations. The goal is to integrate previously learned management skills and to apply them to achieve individual and organizational excellence, including the four functions of management, applied decision making, team building, organizational behavior and organizational change.

BMGT 495 Strategic Management (3)

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

BMGT 496 Business Ethics (3)

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

Career and Academic Planning

Courses in career and academic planning (designated CAPL) may be applied toward

- ✧ the general education requirement in research
- ✧ electives

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

CAPL 398A Career Planning Management (1)

A survey of strategies for managing career change. Focus is on examining, evaluating, and assessing individual skill sets; networking; and researching career and economic markets. The objective is to formulate a career path and develop the resources needed to enter that path. Topics include resume and cover letter development, interviewing techniques, negotiation strategies, and tools for ongoing career planning.

CAPL 495 General Studies Capstone (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) The analysis and evaluation of knowledge and skills gained from previous study. A capstone project connects an area of study to a real-world scenario and includes the presentation of a portfolio linking one's experience with personal and professional goals.



Chemistry

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

- ✧ the general education requirement in the physical and biological sciences
- ✧ electives

CHEM 103 General Chemistry I (4)

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

CHEM 113 General Chemistry II (4)

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

CHEM 121 Chemistry in the Modern World (3)

(For students not majoring or minoring in science.) An exploration of chemistry as it relates to human life and the environment. The goal is to use a working knowledge of chemical principles, scientific reasoning, and quantitative reasoning to make informed decisions about health and safety matters. Discussion examines natural processes and human factors in the modern world using the principles of chemistry and the scientific method. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.

Communication Studies

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

- ✧ the general education requirement in communications
- ✧ a major in communication studies
- ✧ a minor in communication studies
- ✧ electives

COMM 200 Military Communication and Writing (3)

(Fulfills the general education requirement in communications.) A study of business communication management in a military context. The objective is to develop appropriate and effective communication products for military audiences and within military environments through the application of accepted business communication practices. Topics include communication theories; research methods; organization of information; formats; writing and editing strategies; and techniques for guiding subordinate communication, conducting interviews, and managing meetings. Assignments may include making speech presentations; instructing a class; conducting interviews; managing meetings; and writing and editing reports, letters, emails, proposals, and personnel evaluations.

COMM 202 Media and Society (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. An overview of the complex components and relationships involved in today's media. The goal is to understand the technical, political, economic, cultural, and organizational influences on mediated messages. Topics include visual rhetoric, legal and ethical issues, social media, the transactional model, advertising, security, and privacy concerns.

COMM 207 Understanding Visual Communication (3)

A study of the creation and interpretation of visual language. The aim is to understand how images are used to effectively communicate ideas in a variety of channels, including news, advertising, and public relations. Topics include aesthetics, principles of composition, color systems, content awareness, and historical and cultural perspectives. Emphasis is on critical thinking and analysis of images from both theoretical and practical perspectives.

COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

COMM 302 Mass Communication and Media Studies (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. A survey of mass communication designed to enhance media literacy. The goal is to interpret, evaluate, and produce media messages. Topics include media industries and the impact of the media, as well as regulation, policy, and ethical issues. Emphasis is on critical thinking and analysis of vital aspects of pervasive elements of popular culture, such as news, advertising, children's entertainment, and a free press. Students may receive credit for only one of the following courses: COMM 302 or COMM 379A.

COMM 390 Writing for Managers (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. A practicum in the kinds of communication skills that managers need for the workplace. The goal is to develop persuasive managerial communication for organizational decision making and action. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, WRTG 390, or WRTG 490.

Computer and Information Science

Courses in computer and information science (designated CMIS) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in computing
- ✧ a major in computer science or information systems management
- ✧ a minor in computer science
- ✧ an AA in General Studies with computer studies curriculum
- ✧ a certificate in computer studies
- ✧ electives

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. The objective is to design programs using pseudocode and implement them in an appropriate programming language. Hands-on practice in debugging, testing, and documenting is provided. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 111 Social Networking and Cybersecurity Best Practices (3)

A hands-on study of current social networking applications and approaches to protect against cyber attacks and enhance personal cybersecurity. The goal is to collaborate and interact through personal and professional social networking while developing and using computer security best practices. Discussion covers issues associated with the impact of social computing on individuals and society. Projects include creating and maintaining accounts on selected social networking sites.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, CMIS 141A, or CMSC 130.

CMIS 242 Intermediate Programming (3)

Prerequisite: CMIS 141. Further study of the Java programming language. The objective is to design, implement, test, debug, and document Java programs, using appropriate development tools. Topics include object-oriented design, event-driven programming, exceptions, recursion, arrays, and data structures.

CMIS 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. The aim is to apply practical skills to computer systems architecture. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Database Concepts and Applications (3)

Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 330 Software Engineering Principles and Techniques (3)

Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of software engineering from initial concept through design, development, testing, and maintenance of the product. Discussion covers software development life-cycle models. The goal is to analyze, customize, and document multiple processes to solve information technology problems. Topics include configuration management, quality, validation and verification, security, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

Computer Information Technology

Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in computer networks and cybersecurity or cybersecurity management and policy
- ✦ a minor in cybersecurity
- ✦ an AA in General Studies with computer studies curriculum
- ✦ a certificate in computer studies
- ✦ electives

CMIT 202 Fundamentals of Computer Troubleshooting (3)*

(Designed to help prepare for the CompTIA A+ exams.) Prerequisite: IFSM 201. A thorough review of computer hardware and software, with emphasis on the application of current and appropriate computing safety and environmental practices. The goal is to evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems.

CMIT 265 Fundamentals of Networking (3)*

(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: IFSM 201. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)*

(Designed to help prepare for the CompTIA Security+ exam.) Prerequisite: CMIT 265, CSIA 302, or CompTIA Network+ certification. A study of the fundamental concepts of computer security and its implementation. The aim is to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards.

CMIT 321 Ethical Hacking (3)*

(Formerly CMIT 398E. Designed to help prepare for the EC-Council Certified Ethical Hacker certifications.) Prerequisite: CMIT 320. Development of the structured knowledge base needed to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 326 Cloud Technologies (3)*

(Designed to help prepare for the CompTIA Cloud+ and AWS Certified Cloud Practitioner certification exams.) Prerequisite: IFSM 201. A hands-on study of basic cloud technologies. The aim is to apply the techniques and tools used in cloud environments, especially the AWS (Amazon Web Services) cloud. Topics include the global infrastructure of the cloud, deployment and operation in various cloud environments, high availability, scalability, elasticity, security, and troubleshooting. AWS, Microsoft Azure, and Google Cloud are compared.

CMIT 350 Interconnecting Cisco Devices (3)*

(Designed to help prepare for the Cisco Certified Network Associate (CCNA) examination.) Prerequisite: CMIT 265. A hands-on introduction to Cisco internetworking devices. The goal is to configure and manage Cisco switches within multiprotocol internetworks. Topics include VoIP (voice over Internet protocol), wireless network protocols, and routing protocols. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

CMIT 421 Threat Management and Vulnerability Assessment (3)*

(Designed to help prepare for the CompTIA Cybersecurity Analyst (CySA+) certification.) Prerequisite: CMIT 320. A study of the analysis of data in threat and vulnerability management. The goal is to properly utilize various cybersecurity tools and technologies. Discussion covers the analysis of threats and the impact on incident response, as well as the tools and equipment used in a forensic investigation. Various industry and government frameworks and regulatory compliance are highlighted.

* Course approved for Army CA (credentialing assistance) funding.

Computer Science

Courses in computer science (designated CMSC) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in computing
- ✧ a major in computer science
- ✧ a minor in computer science
- ✧ an AA in General Studies with computer studies or mathematics curricula
- ✧ a certificate in computer studies
- ✧ electives

CMSC 150 Introduction to Discrete Structures (3)

Prerequisite or corequisite: MATH 140. A survey of fundamental mathematical concepts relevant to computer science. The objective is to address problems in computer science. Proof techniques presented are those used for modeling and solving problems in computer science. Discussion covers functions, relations, infinite sets, and propositional logic. Topics also include graphs and trees, as well as selected applications. Students may receive credit for only one of the following courses: CMSC 150 or CMSC 250.

CMSC 307 Artificial Intelligence Applications (3)

(No programming or math background required.) An interactive, hands-on study of current artificial intelligence (AI) applications spanning multiple disciplines and domains, including business, science, communications, and computing. The goal is to use datasets with AI and machine learning applications from leading cloud vendors, including Amazon and Microsoft. Projects and laboratory exercises demonstrate how AI can be used to solve problems across a wide variety of disciplines.

Computer Studies

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

- ✧ the general education requirement in computing
- ✧ a major or minor in digital media and web technology
- ✧ an AA in General Studies with business and management, computer studies, or mathematics curricula
- ✧ a certificate in computer studies
- ✧ electives

CMST 100B Word Processing (1)

(Not open to students who have completed CMST 303.) An introduction to word processing. The goal is to use word processing applications effectively to produce professional documents for business and personal communication. Topics include creating, formatting, and editing word-processing documents. Hands-on practice with industry-standard word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CMST 100B, CAPP 103, or CMST 103.

CMST 100D Presentation Graphics (1)

(Not open to students who have completed CMST 303.) An introduction to the principles of presentation graphics. The goal is to use presentation graphics applications effectively to produce electronic presentations for professional and personal communication. Topics include planning and creating effective presentations. Hands-on practice with industry-standard presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D, CMST 100D, CAPP 103, or CMST 103.

CMST 100F Database Applications (1)

(Not open to students who have completed CMST 303.) An introduction to database systems, their terminology, and the principles of database management. The goal is to use database management applications effectively to create professional databases. Topics include how best to organize, manage, and access stored data; how to protect databases; and how to extract useful information. Hands-on practice with industry-standard database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CMST 100F, CAPP 103, or CMST 103.

CMST 100G Spreadsheet Applications (1)

(Not open to students who have completed CMST 303.)

An introduction to the use of electronic spreadsheets to analyze numerical data, including basic terminology, formats, and other applications. The goal is to use spreadsheet applications to produce professional electronic spreadsheets effectively for business and personal use. Hands-on practice with industry-standard spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CMST 100G, CAPP 103, or CMST 103.

CMST 290 Introduction to Interactive Design (3)

An introduction to the principles, practices, techniques, and theories that govern the use of programming languages in the design and development of digital media. The objective is to effectively use proven programming theory to support digital media design for print, web, and mobile devices. Topics include the logic of constructing a computer program, the practical aspects of integrating program modules as a unified whole, the use of algorithms as an approach to problem solving, and the basic features of object-oriented languages. Projects involve creation of pseudo code and actual code.

CMST 295 Fundamentals of Digital Media (3)

An overview of the principles, practices, techniques, and theories that govern the design and development of digital media in web technology, digital design, and motion graphics. The goal is to effectively follow proven design theory in creating digital media for print, web, and mobile devices. Topics include usability, accessibility, ethics, and emerging technologies. Career paths in the digital media industry are analyzed.

CMST 301 Digital Media and Society (3)

A survey of technological advancements in the field of digital media and their impact. The objective is to explain how digital media has transformed the communication of ideas in society and to make responsible choices in the creation and consumption of digital media based on awareness of global, social, ethical, and legal contexts. Topics include social media, the visual display of information, ethics and privacy, participatory media, and the impact of digital media on culture.

CMST 303 Advanced Application Software (3)

Prerequisite: Extensive experience with office application software, including word processing, spreadsheet, presentation, and database programs. A hands-on, project-based survey of advanced features of office application software. The aim is to use advanced application features to produce documents for professional and personal communication. Topics include information systems, application integration, computer hardware and software, storage, and networking. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 310 Fundamentals of Electronic Publishing (3)

Recommended: CMST 295. A hands-on, project-based introduction to the tools, concepts, processes, and methods of electronic (desktop) publishing. The aim is to use Adobe InDesign (or another professional electronic publishing software program) to create electronic publications for various media formats following fundamental design principles. Topics include the history and evolution of publishing, working with color, incorporating graphics, principles and elements of design, publication workflow, emerging technologies, careers in the field, ethical and legal considerations, and collaborative design. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 385 Principles of Web Design and Technology I (3)

Prerequisite: CMST 290. Recommended: CMST 295. A study of web design, tools and technology principles. The goal is to plan and produce a professional website. Topics include Internet protocols; usability; accessibility; and social, ethical, and legal issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML) and cascading style sheets (CSS). Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Principles of Web Design and Technology II (3)

Prerequisite: CMST 385. Continuation of the study of web design, tools, and technology principles. The objective is to create a website promotion strategy, with search engine optimization, and produce a professional website that incorporates multimedia and scripting. Topics include website marketing, web analytics, performance, privacy, and security issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML), cascading style sheets (CSS), and JavaScript. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

Criminology/Criminal Justice

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the behavioral and social sciences (Note: Only CCJS 100, 105, 350, 360, and 461 apply)
- ✧ a major in criminal justice, computer networks and cybersecurity, or cybersecurity management and policy
- ✧ a minor in criminal justice, forensics, or terrorism and critical infrastructure
- ✧ electives

CCJS 100 Introduction to Criminal Justice (3)

(Fulfills the general education requirement in behavioral and social sciences.) An introduction to the three primary components of the Criminal Justice system (i.e., law enforcement, courts, and corrections). The objective is to identify the components of the system, the practitioners within the system, the importance of research in the field of Criminal Justice, the major theoretical tenets of criminal behavior, community relations and the impact of criminal behavior, and the role of practitioners in policy formation and implementation.

CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An exploration of the nature and causes of crime and criminal behavior. Topics include what we rationally know about crime, theoretical explanations of criminal behavior, and how to conduct research to explore the nature and extent of crime and criminal behavior.

CCJS 230 Criminal Law in Action (3)

Prerequisite: CCJS 100. An exploration of how criminal cases are handled, including factors related to how a case is charged and criminal liability. Focus is on the substantive elements of criminal law and on the historical development of criminal law in the United States. Topics include the basic elements of and defenses to criminal liability, crimes against people, crimes against property, and the defenses and justifications commonly used to negate criminal responsibility.

CCJS 234 Criminal Procedure and Evidence (3)

A study of the general principles of criminal procedure. Emphasis is on the history and evolution of criminal procedure in the United States and the fundamental components of criminal procedure, including privacy, reasonableness, probable cause, search and seizure, search warrants, interrogations, and the trial process. Topics include the criminal justice process and the connections between the law, the criminal justice process, criminal procedure, and evidence.

CCJS 301 Criminalistics I: The Comparative Disciplines (4)

Prerequisite: CCJS 101, CCJS 100, or CCJS 105.

Recommended: CCJS 234. An intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The objective is to apply skills expected of an entry-level professional in the investigative forensics field that are necessary for the practical analysis of evidence in a criminal investigation. Topics include the comparative disciplines, including impression evidence analysis, trace evidence analysis, and firearms analysis.

CCJS 302 Criminalistics II: The Scientific Disciplines (4)

Prerequisite: CCJS 301. Further intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The goal is to apply skills expected of an entry-level criminalist to the practical analysis of evidence in a criminal investigation. Topics include the applications of the scientific disciplines, including bloodstain pattern analysis, questioned document analysis, controlled dangerous substances analysis, and DNA analysis.

CCJS 311 Intelligence-Led Policing (3)

Prerequisite: CCJS 100. An examination of intelligence-related processes as they apply to domestic law enforcement. The aim is to identify, collect, and assess data and process that information into intelligence that can support strategic and tactical planning. Intelligence reports are reviewed and assessed. Discussion covers the legal and ethical licenses and constraints that provide a framework for intelligence development.

CCJS 321 Digital Forensics in the Criminal Justice Systems (3)

(For students not majoring in criminal justice; not open to students who have completed CCJS 421; does not satisfy prerequisites for other criminal justice courses.) An overview of the criminal justice system and the application of digital forensic evidence in criminal justice cases. The objective is to apply constitutional and case law to the search and seizure of digital evidence, determine the most effective and appropriate forensic response strategies to digital evidence, and provide effective courtroom testimony in a case involving digital evidence. Topics include crime scene procedures and the collection of digital evidence, procedures performed in a digital forensics lab, and the preparation of courtroom testimony by the digital forensic investigator.

CCJS 340 Law Enforcement Administration (3)

Prerequisite: CCJS 100. An introduction to organization and management in law enforcement. The objective is to communicate effectively and apply research skills and management and administrative principles to a law enforcement agency. Topics include structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 341 Criminal Investigation (3)

Prerequisite: CCJS 100. Recommended: CCJS 230. An exploration of criminal investigation as it relates to the framework of the law that governs such investigations. Emphasis is on crime scene response, the collection and evaluation of crime scene evidence, the complexity of investigative interviews, and the application of current strategies and technology to further criminal investigations.

CCJS 342 Crime Scene Investigation (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 234. An examination of the investigation of crime scenes. The objective is to apply skills expected of an entry-level professional in the investigative forensics field. Topics include the crime scene, crime scene documentation, evidence, and post-crime scene activities.

CCJS 345 Introduction to Security Management (3)

(Formerly CCJS 445) Prerequisite: CCJS 100. A study of the history, concepts, principles, and methods of organizing and administering security management and loss prevention activities in industry, business, and government. The objective is to manage security duties, evaluate and apply risk management principles, and evaluate administrative and operational issues. Discussion covers both private and governmental risk assessment and management and the protection of assets, personnel, and facilities. Students may receive credit for only one of the following courses: CCJS 345, CCJS 445, or CCJS 498G.

CCJS 350 Juvenile Delinquency (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100. Recommended CCJS 105. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 360 Victimology (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100. Recommended CCJS 105. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The aim is to identify and apply appropriate preventative measures and responses to victimization. Discussion covers the interaction between victims of crime and the system of criminal justice in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 380 Ethical Behavior in Criminal Justice (3)

Prerequisite: CCJS 100. A survey of the standards for ethical behavior that guide criminal justice professionals in different roles and responsibilities. The aim is to make ethical decisions based on informed personal and accepted professional standards. Rules, laws, and codes of conduct are explored as a foundation for discussing individual ethical responsibilities.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

CCJS 390 Cyber Crime and Security (3)

Prerequisite: CCJS 321. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security. Students may receive credit for only one of the following courses: CCJS 390, CCJS 496, or CCJS 498C.

CCJS 416 Analytical Strategies for Law Enforcement (3)

Prerequisite: CCJS 100 or CCJS 105. An examination of the authenticity, accuracy, viability, and reliability of intelligence reports as they relate to the application of intelligence to public safety problem solving. The goal is to evaluate intelligence reports to formulate plans, policies, and procedures that ensure effective and efficient agency operations. Focus is on developing critical thinking and problem-solving skills through role-playing in a simulated environment, working with near-genuine intelligence reports and public safety issues. Practice is provided in analyzing the strategies and activities detailed in intelligence reports, identifying and implementing responsive actions, and determining appropriate redistribution of such reports.

CCJS 420 Medical and Legal Investigations of Death (3)

Prerequisite: CCJS 101, CCJS 100, or CCJS 105.

Recommended: CCJS 234. An intensive look at medical and legal investigations into causes of death. The objective is to perform investigative functions at a death scene, determine and apply forensic testing, and analyze and effectively communicate investigative information. Topics include the difference between the medical (or pathological) and legal (or criminal) components of investigations into causes of death, medical and investigative terminology, and the impact of ethics on prosecutions and convictions. Case studies illustrate practical applications of various forms of forensic styles and parameters.

CCJS 440 Fingerprint Analysis (3)

Prerequisite: CCJS 301. A comprehensive study of friction ridge analysis in fingerprints. Emphasis is on the practical analysis of evidence in a criminal investigation. The objective is to apply skills expected of an entry-level fingerprint professional, including assessing surfaces for viable latent fingerprints; evaluating how to process and collect latent fingerprints; analyzing, comparing, evaluating, and verifying fingerprint evidence; and conveying findings. Topics include processing and comparison methodologies, historical and biological foundations of impressions, and legal aspects.

CCJS 441 Firearms and Toolmarks Analysis (3)

Prerequisite: CCJS 301. A comprehensive study of toolmark evidence, including toolmarks imparted by firearms. Discussion covers the practical analysis of evidence in a criminal investigation. The aim is to assess toolmarks; examine, compare, evaluate, and verify firearm and toolmark evidence; and convey findings. Topics include comparison methodologies, historical and mechanical foundations of toolmarks, and legal aspects. Focus is on developing the foundational knowledge and applied skills expected of an entry-level professional in the firearms and toolmarks field.

CCJS 461 Psychology of Criminal Behavior (3)

Prerequisite: CCJS 100. Recommended: CCJS 105. An overview of delinquent and criminal behavior from a developmental, cognitive-behavioral perspective. The aim is to apply theoretical perspectives (behavioral, emotional, and cognitive) to analyze real or hypothetical criminal scenarios; to identify the various factors that encourage or discourage criminal behavior; and to explain the use of risk assessment tools at various stages of the criminal justice process. Factors that influence the development of adults and juveniles on the road to crime are examined to assess culpability for criminal behavior. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 495 Issues in Criminal Justice (3)

(Intended as a final, capstone course for criminal justice degree majors; to be taken in a student's last 15 credits). Prerequisites: CCJS 230, CCJS 340, CCJS 341, CCJS 345, and CCJS 380. An integrative study of the various components of the American criminal justice system. The goal is to apply principles of interagency cooperation, critical thinking, and systems approaches to solve practical problems in a criminal justice environment. Topics include problem solving, case study analysis, strategic planning, teamwork, and professional writing.

CCJS 497 Correctional Administration (3)

Prerequisite: CCJS 230, CCJS 340, CCJS 341, CCJS 345, CCJS 380. An examination of prison administration, including theories of management and institutional structure and purpose. Objectives include the application of organizational concepts, leadership, and effective administrative approaches to the management of correctional institutions and offender populations. Emphasis is on concepts of organizational structure, communication, self-assessment, short- and long-term strategic operational planning, decision making, and human resources.

Cybersecurity

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

- ✧ the general education requirement in computing
- ✧ a major in cybersecurity management and policy
- ✧ a minor in cybersecurity
- ✧ an AA in General Studies with computer studies curriculum
- ✧ electives

CSIA 300 Cybersecurity for Leaders and Managers (3)

(Designed in part to help prepare for the EC-Council Secure Computer User [CSCU] certification exam.) Prerequisite: Any CMIS, CMSC, CMIT, CMST, CSIA, IFSM, or SDEV course. Recommended: IFSM 201. A survey of the cybersecurity principles, practices, and strategies required by leaders and managers to become strategic partners in the establishment, management, and governance of an enterprise's cybersecurity program. The aim is to develop both an understanding of how cybersecurity supports key business goals and objectives and the "soft skills" necessary for success in a leadership or managerial role. Topics include the fundamentals of cybersecurity practices and principles; enterprise IT governance processes and security controls; data security; the information life cycle; intellectual property protections; privacy laws and regulations; security education, training, and awareness; and the need for cooperation and collaboration between business units and the organization's cybersecurity program.

CSIA 310 Cybersecurity Processes and Technologies (3)

(Includes content designed to help in preparing for EC-Council Certified Incident Handler [ECIH] certification exam.) Prerequisites: IFSM 201 and WRTG 112 or equivalent. A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management and to prepare for a government- and industry-recognized intermediate level cybersecurity certification (Certified Incident Handler). Topics include the essential management and operational activities (acquisition, deployment, and operations) required to secure IT technologies and business operations against a wide variety of threats and attacks.

CSIA 350 Cybersecurity in Business and Industry (3)

Prerequisites: CSIA 310 and WRTG 112 or equivalent.

A study of the application and integration of cybersecurity principles, frameworks, standards, and best practices to the management, governance, and policy development processes for businesses. Discussion covers the organization, management, and governance of cybersecurity for enterprise IT in business settings; risk and risk management practices; and development and implementation of industry-wide cybersecurity initiatives and programs.

CSIA 360 Cybersecurity in Government Organizations (3)

Prerequisite: CSIA 350. A study of cybersecurity management and governance in the context of the missions, functions, and operations of federal, state, and municipal government agencies, departments, and programs. Discussion covers the policy life cycle and the mechanisms used by governments to formulate and implement laws, policies, regulations, and treaties to protect and defend government operations and society as a whole against cyber attacks and crimes, both foreign and domestic.

CSIA 413 Cybersecurity Policy, Plans, and Programs (3)

(Includes content designed to help in preparing for IAPP Certified Information Privacy Professional/US certification exam.) Prerequisite: CSIA 360. A study of the application of cybersecurity principles, frameworks, standards, and best practices to organization-level strategies, policies, programs, plans, procedures, and processes. The aim is to prepare for an internationally recognized information privacy certification exam. Projects include writing security policies and plans, developing metrics and measures for information security programs, planning audits of compliance practices and processes, and developing organization-level security policies for enterprise IT governance. Discussion covers principles and best practices for protecting privacy and ensuring compliance with laws and regulations.

Dutch

For further information, refer to Foreign Languages.

Economics

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

- ✧ the general education requirement in the behavioral and social sciences
- ✧ a minor in economics
- ✧ related requirements for most business-related majors
- ✧ an AA in General Studies with business and management curriculum
- ✧ electives

ECON 201 Principles of Macroeconomics (3)

An introductory study of the macroeconomy. The objective is to apply select macroeconomic theories to real-world situations. Discussion covers economic growth, technological innovation, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real world situations. Emphasis is on market theory. Topics include the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

Emergency Management

Courses in emergency management (designated EMGT) may be applied as appropriate (according to individual program requirements) toward

- ✧ electives

EMGT 302 Concepts of Emergency Management (3)

Prerequisite: WRTG 112 or equivalent. An introduction to emergency management at the global, national, regional, state, and local levels. The objective is to identify and analyze forces that formulate policy, apply the principles of policy and law to real-world situations, and analyze emerging political, legal, and policy issues to improve organizational preparedness. Topics include preparedness, mitigation, response, and recovery. The history of emergency management is reviewed, and its future in government and industry is discussed.

EMGT 304 Emergency Response Preparedness and Planning (3)

Prerequisite: EMGT 302. A study of the planning process, format, and response procedures for disasters and emergency events. The goal is to evaluate risk vulnerabilities and capabilities, design an emergency plan, and evaluate and critically assess an emergency plan. Topics include risk assessment, modeling, hazard analysis, vulnerability assessment, and response capability assessment. Discussion also covers the evaluation of plans and the use of exercises to improve and implement plans.

English

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major in English or humanities
- ✧ a minor in English or women's studies
- ✧ electives

ENGL 102 Composition and Literature (3)

(Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: WRTG 112 or equivalent. Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature through a variety of modes such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

ENGL 103 Introduction to Mythology (3)

(Formerly HUMN 103.) A foundation in ancient mythology, focusing on Greek and Roman myths. Discussion may also cover Norse, Irish, Chinese, Arabic, and Hindu myths, among others. Emphasis is on examining various classical myths as expressed through plays, poems, and stories. The objective is to demonstrate an understanding of the differences between myths, legends, and other similar genres and show how classical world mythology still influences contemporary society. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: WRTG 112 or equivalent. An introduction to fiction, poetry, and drama, with an emphasis on developing critical reading and writing skills. The objective is to identify and define elements of literature and literary genres, analyze literary texts using principles of close reading, and demonstrate skill in academic writing. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 250 Introduction to Women's Literature (3)

Prerequisite: WRTG 112 or equivalent. Recommended: ENGL 102. An overview of multiple forms of writings by and about women from various periods and cultures. The aim is to read critically, understand diverse perspectives, and write effectively about women's literature.

ENGL 281 Standard English Grammar (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112 or equivalent. An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer's goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

ENGL 294 Introduction to Creative Writing: Poetry, Creative Nonfiction, and Fiction (3)

Prerequisite: WRTG 112 or equivalent. An introductory survey and practical study of key aspects of literary writing in poetry, creative nonfiction, and fiction. The objective is to write original poetry, creative nonfiction, and fiction and to critique, revise, and edit that writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the art and craft of creative writing. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses.) Prerequisite: WRTG 112 or equivalent. A study of the techniques of literary criticism, emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 310 Renaissance Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the English Renaissance period. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 311 The Long 18th-Century British Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the period known as the long 18th century, roughly from Restoration through the Age of Sensibility (1660-1830s). The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 312 19th-Century British Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the historical eras known as the Romantic Age and the Victorian Age. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 363 African American Authors from the Colonial Era to 1900 (3)

Prerequisite: WRTG 112 or equivalent. An examination of African American authors before 1900, including Phillis Wheatley, Frances Harper, Maria W. Stewart, David Walker, Frederick Douglass, William Wells Brown, Charles Chesnutt, and Paul Laurence Dunbar. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

ENGL 364 African American Authors from 1900 to Present (3)

Prerequisite: WRTG 112 or equivalent. An examination of early 20th-century to early 21st-century African American authors, including James Weldon Johnson, Zora Neale Hurston, Richard Wright, James Baldwin, Ann Petry, Helene Johnson, Dorothy West, and Langston Hughes. The goal is to research historical issues; integrate findings into discussion; and articulate, develop, and advance a persuasive argument in written form. Students may receive credit for only one of the following courses: ENGL 364 or HUMN 364.

ENGL 386 History of the English Language (3)

Prerequisite: WRTG 112 or equivalent. An examination of the development and usage of the English language. The objective is to explore various texts and research tools to examine the linguistic heritage and continuing evolution of English. Discussion traces the history of English from its origins and examines contemporary issues and controversies.

ENGL 406 Shakespeare Studies (3)

Prerequisite: WRTG 112 or equivalent. An intensive study of Shakespeare's work and its continuing relevance with reference to historically specific social and cultural contexts. The objective is to evaluate and synthesize source materials, apply critical theory, and demonstrate understanding of dramatic text. Histories, comedies, tragedies, romances, and sonnets may be examined. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 430 American Literature: Discovery to 1914 (3)

Prerequisite: WRTG 112 or equivalent. A comprehensive study of literature in America from European discovery until 1914. The aim is to examine literary periods, movements, and styles; interpret literature as a reflection of national and world events; recognize the differences among types of American literary works; and apply critical methodology. Topics include settlement and exploitation, revolution and government, American romanticism, slavery, women's rights, the Civil War and Reconstruction, and naturalism and realism.

ENGL 433 Modern American Literature: 1914-1945 (3)

Prerequisite: WRTG 112 or equivalent. A study of the uniqueness of modern American fiction, poetry, nonfiction, and drama. The goal is to interpret and analyze literature by applying critical theory. Focus is on the major social and historical changes that occurred between World War I and World War II and their effect on literature. Major authors may include Ernest Hemingway, William Faulkner, F. Scott Fitzgerald, Langston Hughes, and Hilda Doolittle (H. D.).

ENGL 439 Major American Writers (1-3)

Prerequisite: WRTG 112 or equivalent. A study of works by selected American authors from the colonial period to the present. The goal is to understand the place these authors and their works hold in the canon of American literature. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. May be repeated to a maximum of 6 credits when topics differ.

ENGL 441 Postmodern American Literature: 1945 to 1999 (3)

Prerequisite: WRTG 112 or equivalent. A comprehensive study of literature in America from 1945 till the end of the 20th century. The objective is to interpret American literature as a reflection of national and world events, recognize the differences among types of American literary works, and apply critical methodology. Topics include the American Dream; war; fear and paranoia; rebellion and counterculture; civil rights, feminist, and gay movements; postmodernism; and multiculturalism.

ENGL 459 Contemporary Global Literatures (3)

Prerequisite: WRTG 112. An advanced examination of contemporary literary texts written by diverse writers that addresses the connections between geographical regions, history, and social justice. Literature studied will be of varied genres, including poetry, fiction, memoir, with some in multimedia form. Students will study canonical and emerging writers to understand established and current discourse in the field. The goal is to demonstrate critical, interpretative, and analytical skills in reading and writing as well as apply contemporary theory. Writers covered may vary from term to term.

ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ENGL 240, ENGL 303, and at least 9 additional credits of upper-level ENGL courses. A synthesis and application of knowledge and skills developed by previous study in the discipline. The goal is to refine skills and explore ways that they may be applied after graduation. Focus is on reviewing and revising previously written papers and/or projects to create a comprehensive portfolio. Assignments include the creation of the portfolio and writing original papers on one's professional postgraduate objectives and the current status of the discipline.

Experiential Learning

The Portfolio program yields UMGC credit for learning acquired outside the classroom.

The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward

- ✦ appropriate majors and minors
- ✦ general education requirements (according to content) as appropriate
- ✦ electives

Information about this program is provided in this catalog. Details are also available on the web at umgc.edu/priorlearning.

EXCL 301 Learning Analysis and Planning (3)

Prerequisite: Formal admission to the program. (Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.) Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; up to 30 credits may be awarded.

EXCL X001 Supplement to Learning Analysis and Planning (0)

(Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.) Prerequisite: EXCL 301. An opportunity to submit additional portfolios for courses not previously targeted. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; a total of 30 credits may be awarded through Portfolio Assessment.

Field Study

For further information about field study courses, see pp. 159-161.

Finance

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

- ✦ a major in business administration, human resource management, or management studies
- ✦ a minor in business administration
- ✦ an AA in General Studies with accounting, business and management, or management curricula
- ✦ a certificate in management
- ✦ electives

FINC 321 Fundamentals of Building Wealth (3)

(Formerly BMGT 342. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and wealth creation that blends financial theory and application. The goal is to develop personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) and understand elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, and the role of insurance in protecting income and assets). These skills are utilized in the development of a personal financial plan. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388F, BMGT 388N, FINC 321, or FINC 322.

FINC 330 Business Finance (3)

Prerequisites: ACCT 221 and STAT 200. An overview of the theory, principles, and practices of financial management in a business environment. Topics include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, FINC 330, MGMT 398D, or TMGT 320.

FINC 328 Small Business Finance (3)

A project-driven study of small business and entrepreneurial finance that emphasizes the financial knowledge and tools needed to develop a successful venture from start-up through growth and maturity. The goal is to identify, assess, and explain the key decision-making processes required of a small business entrepreneur or financial manager. Topics include financial statement analysis, capital acquisition, legal and regulatory compliance, budgeting, forecasting, and client and vendor relationships. Projects include creation of a financial plan and completion of a loan application. Discussion also covers contemporary issues related to finance.

FINC 331 Finance for the Nonfinancial Manager (3)

Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management. Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

FINC 340 Investments (3)

(Formerly BMGT 343.) Prerequisite: FINC 330 and FINC 335. An introduction to financial investments and portfolio management. The goal is to evaluate and critically analyze asset selection and allocation and perform basic portfolio management activities. Topics include types of securities and securities markets; investment risks, returns, and constraints; portfolio policies and management; and institutional investment policies. Theories, practices, and real-world examples are examined and analyzed. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.

Foreign Languages

In addition to German, Italian, Spanish, and Arabic (see course descriptions under these subjects), courses are currently offered in the following languages: Dutch (DTCH), French (FREN), Portuguese (PORT), and Turkish (TURK).

Courses in foreign languages may be applied as appropriate toward

- ✧ the general education requirement in the arts and humanities
- ✧ electives

Additionally, courses in German, Italian, Spanish, and Arabic may be applied as appropriate toward

- ✧ an AA in General Studies with foreign language area studies curriculum
- ✧ a certificate in foreign language area studies

If you have prior experience in a foreign language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC, you should take a placement exam before enrolling. You should also take the placement exam if you have oral proficiency in a language and wish instruction in writing that same language.

Please email languages@umgc.edu if you have questions about placement into language courses or if you have prior experience learning a language. Placement testing is available for all languages offered at UMGC. If you have no prior experience with a language, please enroll in the introductory course.

You may not establish credit in the 100- and 200-level courses of your primary language. The university reserves the right to determine your primary language. Usually, it is the language you first learned to read and write as a child through regular schooling. It is not necessarily, therefore, the language of the parents or of the country in which you were born.

Foreign language courses build on specific knowledge gained in previous courses, and thus, after successfully completing a language course, you may not take a less advanced course for credit (e.g., may not take SPAN 111 after SPAN 112.) Also, you may not take two different courses in the same foreign language (e.g., SPAN 112 and SPAN 114) at the same time.

French

For further information, refer to Foreign Languages.

Geography

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

- ✦ the general education requirement in the behavioral and social sciences
- ✦ electives

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

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

Geology

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

- ✦ the general education requirement in the biological and physical sciences
- ✦ electives

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

GEOL 100 Physical Geology (3)

An introductory study of geology, encompassing the Earth, the materials that constitute its makeup, the structure of those materials, and the processes acting on them. The goal is to understand geological principles and how humans impact geological processes. Topics include the rocks and minerals composing Earth, movement within Earth, and its surface features and the agents that form them and our environment. Discussion also covers energy and mineral resources. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

German

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

- ✦ the general education requirements in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

If you have prior experience in the German language—either through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGc—you should take a placement exam before enrolling. You should also take a placement exam if you have oral proficiency in German and wish instruction in written German.

For further information, refer to Foreign Languages.

GERM 111 Elementary German I (3)

(Not open to native speakers of German: assumes no prior knowledge of German. Students with prior experience with the German language should take a placement test to assess appropriate level.) An introduction to the German language. The objective is to communicate in German in some concrete, real-life situations using culturally appropriate language. Aspects of German life and culture are explored through the German language. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

GERM 112 Elementary German II (3)

(Not open to native speakers of German.) Prerequisite: GERM 111 or appropriate score on a placement test. A continued introduction to spoken and written German. The goal is to communicate in German in concrete, real-life situations relating to oneself and others. German culture and language are explored. Students may receive credit for only one of the following courses: GERM 102 or GERM 112.

GERM 211 Intermediate German I (3)

Prerequisite: GERM 112 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The aim is to communicate in German in real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

GERM 212 Intermediate German II (3)

Prerequisite: GERM 211 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The objective is to interact effectively with German-speaking individuals in a variety of personal settings and on issues of topical interest in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 311 Advanced German I (3)

Prerequisite: GERM 212 or appropriate score on placement test. An in-depth review and expansion of German language communication skills. The aim is to express opinions and use narration and description in a variety of personal and professional contexts. Focus is on improving linguistic proficiency while increasing cultural awareness. Students may receive credit for only one of the following courses: GERM 301 or GERM 311.

GERM 312 Advanced German II (3)

Prerequisite: GERM 311 or appropriate score on placement test. Continued in-depth review and expansion of communication skills in German. The goal is to deliver detailed reports and discuss current topics in a variety of personal and professional contexts. Focus is on improving linguistic proficiency while increasing cultural awareness. Students may receive credit for only one of the following courses: GERM 302 or GERM 312.

GERM 333 German Society and Culture (3)

(Taught in English; no knowledge of German required.) A study of contemporary German society and German culture as embodied in its literary, artistic, and social traditions. The aim is to articulate the historical roots and key developments that shape contemporary German society, recognize and distinguish unique German influences and contributions, and use and interpret a variety of sources to illustrate and explain key aspects of German society and culture, past and present. Focus is on developing an understanding of German society and culture for practical and professional application using a variety of cultural texts, ranging from political manifestos to literature and art. Various historic and contemporary sources are examined for research and analysis. Students may receive credit for only one of the following courses: GERM 333 and GERM 334.

Government and Politics

Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the behavioral and social sciences
- ✧ a major in political science
- ✧ a minor in political science or terrorism and critical infrastructure
- ✧ electives

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 101 Introduction to Political Theory (3)

An overview of the main schools of political theory, including democracy, authoritarianism, and alternative theories. The aim is to demonstrate familiarity with important thinkers and major works in the history of political theory; use theoretical language to analyze and critique political behavior and events; identify strengths and weaknesses of different forms of government; and demonstrate knowledge of crucial concepts (justice, power, authority, the state, social contract, etc.) and their history. Topics include the philosophical foundations of liberalism, socialism, and conservatism, and the core political concepts of justice, power, and authority.

GVPT 170 American Government (3)

A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 199C International Terrorism (1)

An examination of the origins, theories, methods, dangers, and possible future of international terrorism. The serious nature of terrorism today and how prepared government should be to control it are addressed. Topics include the definition of terrorism; reasons for growth; terrorist groups and their grievances; supporters of terrorism; questions of moral or philosophical justification; and protection against kidnappings, skyjackings and bombings. Students may receive credit for only one of the following courses: GVPT 199C or GVPT 401D.

GVPT 199P The Presidential Election (1)

A study of the presidential election process. Topics include the influence of mass media on modern campaigns, the role of issues and ideology in the election, the intricacies of campaign financing, differences in campaign strategies, and the role of third-party or minority-party candidates during the entire election process. Students may receive credit for only one of the following courses: GVPT 199P or GVPT 377I.

GVPT 200 International Political Relations (3)

A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing world views, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 280 Comparative Politics and Government (3)

An introductory study of institutional patterns and trends in a variety of countries with dissimilar governmental styles. The goal is to compare the stages of political development in the modern state system on a spectrum ranging from liberal democracies to authoritarian regimes. Discussion covers ethnic conflict and economic inequality in relation to the success and failure of governmental approaches in solving compelling issues.

GVPT 306 Global Political Economy (3)

A study of the relationship between political and economic processes in international affairs. Discussion covers the effect of globalization on the global environment, the economy, world peace, the power of the nation-state, and inequality between nation-states.

GVPT 3990 Seminar on National Security (1)

An overview of the different components of U.S. national security, including policy and organization. Internal and external factors affecting national security are covered.

GVPT 403 Law, Morality, and War (3)

Prerequisite: WRTG 112 or equivalent. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)

Prerequisite: WRTG 112 or equivalent. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 407 State Terrorism (3)

An examination of the use of force and power (terrorism) by states against various populations to advance the interests of their civilization or state. The objective is to apply knowledge of culture, tradition, ideology, and methodology to comprehend state terrorism; analyze risk to national security; and explain how domestic climates and international relationships interact to support state terrorism. Topics include state behavior and norms; state interests, power, and force; application of power and force; and coercion within and among civilizations. Students who have completed GVPT 401B or GVPT 401C may not earn credit for GVPT 407.

GVPT 408 Counterterrorism (3)

An investigation of counterterrorism (including its historical context), focusing on the evaluation of threats and the formulation of defeat strategies. The aim is to evaluate response strategies, help improve offensive and defensive planning, and construct a defeat strategy for a terrorist threat. Students may receive credit for only one of the following courses: GVPT 399H or GVPT 408.

GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)

An advanced examination of the impact of terrorism on the homeland security of the United States since the attacks of September 11, 2001. The objective is to more fully understand the concepts of homeland security within a federal system. Topics include the National Strategy for Homeland Security and the Patriot Act, their effect on civil liberties and civil rights, the changing face of terrorism in the United States, intelligence systems, and critical infrastructure protection. Students may receive credit for only one of the following courses: GVPT 409 or GVPT 498X.

History

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

- ✦ the general education requirements in the arts and humanities
- ✦ a major in history or humanities
- ✦ a minor in history, terrorism and critical infrastructure, or women's studies
- ✦ an AA in General Studies with military history curriculum
- ✦ electives

HIST 115 World History I (3)

Recommended: WRTG 112 or equivalent. A survey of global civilizations from prehistory to the 1500s. The aim is to explain the impact of environmental conditions on the development of civilizations using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of civilizations; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 116 World History II (3)

Recommended: WRTG 112 or equivalent. A survey of global civilizations from the 1500s to the present. The aim is to explain the development of new political and economic systems using basic geographical knowledge; describe how human contacts, global connections, and migrations contribute to the development of nations and global systems; and compare the development of institutions (social, political, familial, cultural, and religious) to explain their impact on societal transformations. Focus is on examining what history is and thinking critically about history by analyzing historical approaches and methods.

HIST 141 Western Civilization I (3)

Recommended: WRTG 112 or equivalent. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

Recommended: WRTG 112 or equivalent. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

HIST 156 History of the United States to 1865 (3)

A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. The aim is to locate, evaluate, and use primary and secondary sources and interpret current events and ideas in a historical context. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)

A survey of economic, intellectual, political, and social developments since the Civil War. The objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.

HIST 202 Principles of War (3)

A study of the nine classic principles that guide the conduct of war at the strategic, operational, and tactical levels and form the foundation of the art and science of the military profession. The aim is to use primary and secondary historical resources to explore how past theory and practice have shaped the underlying policy, strategic planning, and operational procedures of today's military and national security agencies.

HIST 266 The United States in World Affairs (3)

A study of the United States as an emerging world power and of the domestic response to the nation's changing status in world affairs. Emphasis is on the relationship between the internal and the external development of the nation.

HIST 289 Historical Methods (3)

Prerequisite: A 100-level HIST course. An introduction to historical methods, approaches, and techniques. The goal is to explain what history is and why it matters, identify historical paradigms, and employ the moral and ethical standards of the historical profession. Focus is on the philosophical and practical skills employed by historians.

HIST 309 Historical Writing (3)

Prerequisite: HIST 289. A study of the historical research and writing process. The goal is to construct a framework for an original historical research project, locate and evaluate source materials, and demonstrate proficiency in research methods.

HIST 316L The American West (3)

An examination of the exploration, settlement, development, and mythology of the American West, from 1490 to 1990, with attention paid to the role of the West as a key factor in the formation of national identity. Assignments include advanced reading and research.

HIST 321 Ancient Greece and Rome (3)

Prerequisite: Any writing course. An examination of the history of ancient Greece and Rome from 800 BC to 476 CE. The goal is to examine primary and secondary sources to explore and analyze Greek and Roman thought, institutions, and culture and demonstrate their influences on the modern world.

HIST 326 The Roman Republic (3)

Prerequisite: Any writing course. A study of ancient Rome during the period 753 to 44 BC, from its founding to the assassination of Julius Caesar. The goal is to use primary and secondary historical resources to explore Roman thought and demonstrate its influence in the modern Western world and apply it to modern contexts. Focus is on Rome's conquest of the Mediterranean world, the social and political pressures that led to that conquest, and the consequent transformation and decline of the republic. Students may receive credit for only one of the following courses: HIST 326 or HIST 421.

HIST 337 Europe and the World (3)

An analysis of how European powers shaped and were shaped by global events between 1884 and 1989 from the Conference of Berlin to the fall of the Berlin Wall. Emphasis is on the reciprocal relationships between great cities and the outposts of European culture worldwide. The objective is to examine the interplay between Europe and colonial regions, subjects, cultures, politics, economies, and immigration.

HIST 365 Modern America (3)

A comprehensive survey course that examines the history of the United States from 1933 to 2001. Discussion will focus on the expanding federal government, the Cold War and its legacy, the struggle over constitutional rights and the changing landscape of American culture, society and politics. The goal is to understand the impact of domestic and global issues on American society.

HIST 370 America in the 20th Century (3)

Prerequisite: Any writing course. An examination of the emergence of institutions in the United States from 1900 to the end of the 20th century. The goal is to examine primary and secondary sources to explore and analyze how events, individuals, movements, and technological developments shaped modern America.

HIST 373 African American History (3)

Prerequisite: Any writing course. An examination of the history of African Americans in the United States from the colonial period to the end of the 20th century. The relationship between race and significant developments in American history (including slavery, war, industrialization, urbanization, technology, and culture) is evaluated. The goal is to examine primary and secondary sources to explore and analyze the historical experiences of African Americans and the ways in which race has shaped U.S. society.

HIST 377 U.S. Women's History: 1870 to 2000 (3)

An examination of the history of women in the United States from 1870 to the eve of the 21st century. The goal is to examine primary and secondary sources and documents to comprehend and articulate the impact of gender on the historical experiences of American women. Historical methodologies that focus on the ways in which race, class, ethnicity, and sexuality have shaped these experiences are used to analyze the varied experiences of U.S. women. The relationship between these experiences and the larger historical forces of the era including social movements, technology, and changing family roles and structure is evaluated. Students may receive credit for only one of the following courses: HIST 211, HIST 367, or HIST 377.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

HIST 381 America in Vietnam (3)

Prerequisite: A writing course. Recommended: WRTG 291. An examination of the complexity of the lengthy involvement of the United States in Vietnam. The goal is to engage in divergent historical interpretations and develop personal conclusions and perspectives about America's role in Vietnam and its legacy. Discussion covers the social, cultural, political, and military dimensions of the Vietnam War, beginning with the declaration of Vietnamese independence at the conclusion of World War II. Emphasis is on the influence of the media in shaping government policy and public opinion. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 392 History of the Contemporary Middle East (3)

Prerequisite: A writing course. Recommended: WRTG 291. A survey of the history of the Middle East from the late 19th century to the present. The aim is to identify the important events of the last century in the Middle East; understand the sources of contention in that area; and examine the ideology, politics, and culture of the area and how they impact U.S.-Middle East relations. Focus is on major political, economic, social, and cultural trends that inform current events in the region. Topics include the late Ottoman Empire, European colonialism, the rise of nationalism and nation-states, the Arab-Israeli conflict, political Islam, the role of the United States in the region, and contemporary approaches to modernity in the Middle East.

HIST 395 History of Islam and the Middle East (3)

Prerequisite: Any writing course. An examination of the origins and development of Islam and its impact in shaping the history of the Middle East from 700 CE to the 20th century. The goal is to examine primary and secondary sources to explore and analyze the diversity of Islamic beliefs; the evolution of social, political, economic, and cultural institutions; and the major trends that influence contemporary Middle Eastern societies.

HIST 430 Tudor England (3)

Prerequisite: Any writing course. An examination of the political, religious, and social forces in English life during the Tudor reign (1485-1603). Emphasis is on Tudor government, the English Reformation, and the Elizabethan era.

HIST 462 The U.S. Civil War (3)

An examination of the origins, conduct, and impact of the American Civil War and Reconstruction (1850-77). The goal is to apply historical methodology to issues of the Civil War and Reconstruction; assess Civil War strategies, tactics, and operations; and evaluate how race, culture, politics, and technology affected the course of the Civil War and Reconstruction.

HIST 464 World War I (3)

Prerequisite: Any writing course. An intensive study of the First World War. Topics include the development of nationalism and socialism in late 19th-century Europe, the causes of the First World War, trench warfare on the western front, war in the Balkans, total war on the home fronts, the Russian Revolution of 1917, the collapse of the Central Powers, the 1918 settlements, the postwar conflicts that continued to haunt Europe until 1923, and the concept of the Lost Generation.

HIST 465 World War II (3)

An investigation of the global issues and events that led to the Second World War. Emphasis is on analyzing the factors that contributed to the competing ideologies, as well as the social, political, and economic conditions that ignited the most lethal conflict in human history. The goal is to understand the causes, nature, and outcome of the Second World War and the impact on the world in which we live.

HIST 495 Senior Thesis in History (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits, preferably a year after completing HIST 309.) Prerequisites: At least 21 credits in HIST courses, including HIST 289 and HIST 309. Intensive research into a specific topic in history of the student's choice. The objective is to produce a substantial, original historical research project suitable for presentation or publication.

Homeland Security

Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward

- ✧ a major in homeland security
- ✧ a minor in homeland security or terrorism and critical infrastructure
- ✧ electives

HMLS 302 Introduction to Homeland Security (3)

Prerequisite: WRTG 112 or equivalent. An introduction to the theory and practice of homeland security in both the public and private sector at national, regional, state, and local levels. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HMLS 304 Strategic Planning in Homeland Security (3)

Prerequisite: HMLS 406. Recommended: HMLS 310, HMLS 408, HMLS 414, and HMLS 416. An examination of the fundamentals of strategic planning, necessary for the maintenance of domestic security and the operation of the homeland security organization in the public and private sectors. The goal is to develop and analyze homeland security strategic plans. Topics include organizational priorities, planning documents, policy development, legislation, financial operations, and the evaluation process. Analysis covers threat, risk, vulnerability, probability, and impact as parameters for decision making and resource allocation.

HMLS 406 Legal and Political Issues of Homeland Security (3)

Prerequisite: HMLS 302. A study of the legal aspects of and public policy on homeland security. The aim is to analyze governmental and private-sector roles and form a model homeland security policy. The development of public policy in homeland security is examined at local, regional, national, and international levels. Topics include surveillance, personal identity verification, personal privacy and redress, federal legislation passed in the aftermath of the terrorist attacks of 2001, the rights of foreign nationals, the rights of U.S. citizens, the governmental infrastructure for decisions concerning legal rights, and the difficulties of prosecuting terrorist suspects (such as jurisdictional issues, rules of evidence, and prosecution strategies).

Humanities

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major in humanities
- ✧ electives

HUMN 100 Introduction to Humanities (3)

An introduction to the humanities through a review of some of the major developments in human culture. The goal is to analyze how societies express their ideas through art, literature, music, religion, and philosophy and to consider some of the underlying assumptions about the way societies are formed and run. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth in the World (3)

Recommended: HUMN 100. An interdisciplinary survey of myths from around the world. The objective is to evaluate the influences of myth on culture and society; develop critical reflection using the methods of interdisciplinary study; discuss how myths shape cultural, individual, and national identities; and communicate in writing and oral presentation the influence of world myths on material and nonmaterial culture. Topics include origin myths, comparative mythology, gender, archetypes, heroes, tricksters, material and nonmaterial culture, ritual, and sacred place.

Human Resource Management

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- ✧ a major in human resource management or business administration
- ✧ a minor in human resource management or business administration
- ✧ an AA in General Studies with business and management or management studies curricula
- ✧ electives

HRMN 300 Human Resource Management (3)

A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)

A survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 367 Organizational Culture and Change (3)

An examination of the nature, definitions, theories, and aspects of organizational culture. The goal is to apply knowledge of organizational culture to develop a change-management plan. Analysis covers patterns of behavior and their relationship to organizational culture, especially the impact of the organization's business on employee behavior and culture. Topics include the role of nationality, gender, and race within organizational culture; implications of addressing organizational challenges; theory versus practice; and the relative roles of the individual, groups, and the organization in a cultural context. Students may receive credit for only one of the following courses: BMGT 398T or HRMN 367.

HRMN 395 The Total Rewards Approach to Compensation Management (3)

Prerequisite: HRMN 300. An exploration of alternative compensation philosophies that define total rewards as everything that employees value in the employment relationship. The objective is to design a total rewards program that ensures organizational success. Topics include building and communicating a total rewards strategy, compensation fundamentals, the conduct and documentation of a job analysis, linking pay to performance, employee motivation, and performance appraisal. Strategies such as incentive cash and/or stock compensation programs, employee ownership, benefits and nonmonetary rewards are discussed and evaluated. The interrelationships among compensation, motivation, performance appraisal, and performance within the organization are examined. Discussion also covers the design and implementation of a total rewards program, including organizational compatibility. Students may receive credit for only one of the following courses: BMGT 388L, HRMN 390, or HRMN 395.

HRMN 400 Human Resource Management: Issues and Problems (3)

Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 406 Employee Training and Development (3)

Prerequisite: HRMN 300. An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored. Students may receive credit for only one of the following courses: BMGT 498I, HRMN 406, or MGMT 498I.

HRMN 408 Employment Law for Business (3)

(Designed for managers and human resource professionals.) Recommended: HRMN 300. A conceptual and functional analysis of the legal framework of employment relations. The aim is to understand employment law; comply with laws and regulations; and evaluate rights, obligations, and liabilities in the employment process, from hiring and staffing to compensation and layoff. Topics include discrimination based on race, national origin, religion, sex, affinity and sexual orientation, age, and disability; the hiring process, testing, and performance appraisal; employee privacy; wrongful discharge; employee benefits; health and safety; independent contractors; and labor unions. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

HRMN 467 Global Human Resource Management (3)

Prerequisite: HRMN 300. Recommended: HRMN 367. A comprehensive study of global human resource management. The objective is to demonstrate intercultural competencies; identify trends in the globalized workforce; and analyze policies, practices, and functions in global human resources. Topics include global staffing, training, compensation, and evaluation.

HRMN 495 Contemporary Issues in Human Resource Management Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits). Prerequisite: HRMN 400. A study of human resource management that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The goal is to consider and analyze emerging issues in human resource management. Students may receive credit for only one of the following courses: BMGT 388K, HRMN 494, or HRMN 495.

Information Systems Management

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in information systems management or cybersecurity management and policy
- ✦ a minor in information systems management
- ✦ an AA in General Studies with accounting, business and management, computer studies, or management studies curricula
- ✦ a certificate in computer studies
- ✦ electives

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) An introduction to data and the range of technologies (including hardware, software, databases, and networking and information systems) that provide the foundation for the data-centric focus of modern organizations. The objective is to apply knowledge of basic technical, ethical, and security considerations to select and use information technology (and the data that arises from technology) effectively in one's personal and professional lives. Discussion covers issues related to technology as a vehicle for collecting, storing, and sharing data and information, including privacy, ethics, security, and social impact. Applied exercises focus on the manipulation, analysis, and visualization of data and effective data communication strategies. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

Prerequisite: WRTG 112 or equivalent. Recommended: IFSM 201 (or another computing course appropriate to the academic major) and WRTG 293. An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes. Discussion covers concepts of business processes and alignment of information systems solutions to strategic goals.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

IFSM 301 Foundations of Information Systems Management (3)

Prerequisite: IFSM 300. An overview of information technology management and governance. The goal is to be familiar with IT organizations, management of IT strategy, and factors in IT decision making. Topics include strategic alignment, portfolio management, risk management, business continuity, compliance, and organizational relationships.

IFSM 304 Ethics in Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 305 Information Systems in Health Care Organizations (3)

An overview of how information systems provide value by supporting organizational objectives in the health care sector. The goal is to evaluate how technology solutions support organizational strategy in the health care environment and improve quality of care, safety, and financial management. Topics include the flow of data among disparate health information systems and the ethical, legal, and regulatory policy implications.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 311 Enterprise Architecture (3)

Prerequisite: IFSM 310. A study of enterprise architecture and frameworks, including the transition of current business processes and functional systems to an enterprise solution. The aim is to analyze how enterprise architecture and resulting enterprise systems support an organization's ability to adapt and respond to a continually changing business and competitive environment.

IFSM 330 Business Intelligence and Data Analytics (3)

Recommended: IFSM 201 or IFSM 300. A hands-on, project-based introduction to databases, business intelligence, and data analytics. The aim is to design secure industry-standard databases and utilize business intelligence and data analytics techniques and technologies to support decision making. Topics include data and relational databases, SQL queries, business intelligence tools and alignment with business strategy, data analytics, and visualization techniques.

IFSM 370 Telecommunications in Information Systems (3)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, CSIA 302, IFSM 370, or IFSM 450.

IFSM 380 Managing and Leading in Information Technology (3)

Prerequisite: IFSM 201 or IFSM 300. A foundation in leadership skills for the fast-paced information technology environment. The goal is to expand interpersonal communication skills, think critically, solve problems, and apply basic management principles to complete tasks effectively. Topics include effective communication in customer facing and managerial environments, critical thinking and problem solving, time management, and the application of leadership and management concepts in the workplace of today and tomorrow. Students may receive credit for only one of the following courses: IFSM 380 or IFSM 250.

IFSM 432 Business Continuity Planning (3)

Prerequisite: IFSM 311. An analysis of the requirements for business continuity and disaster recovery planning related to mission critical business information systems. The goal is to assess the risk to continuity of business processes, develop a Business Continuity/Disaster Recovery Plan according to industry standards and best practices, and develop a test plan. Topics include risk assessment and organizational requirements for maintaining systems. A group project is designed to produce and validate a comprehensive business continuity and disaster recovery plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 438 Information Systems Project Management (3)

Prerequisite: IFSM 300 or CSIA 350. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 461 Systems Analysis and Design (3)

Prerequisites: IFSM 311 and either IFSM 330 or CMIS 320. A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life-cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

Italian

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

- ✦ the general education requirements in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

For further information, refer to Foreign Languages.

ITAL 111 Elementary Italian I (3)

(Not open to native speakers of Italian: assumes no prior knowledge of Italian. Students with prior experience with the Italian language should take a placement test to assess appropriate level.) An introduction to the Italian language. The objective is to communicate in Italian in some concrete, real-life situations using the appropriate level of formality. Italian culture, historical references, current events, and geography are explored through the Italian language.

ITAL 112 Elementary Italian II (3)

(Not open to native speakers of Italian.) Prerequisite: ITAL 111 or appropriate score on placement test. A continued introduction to the Italian language. The goal is to listen to, speak, read, and write Italian in concrete, real-life situations and in culturally appropriate ways. Students will continue to explore Italian culture, historical references, current events, and geography through the Italian language, using authentic materials when possible.

ITAL 211 Intermediate Italian I (3)

Prerequisite: ITAL 112 or appropriate score on a placement test. An intermediate-level study of the Italian language. The aim is to improve listening, speaking, reading, and writing skills in Italian, and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Authentic Italian materials are used as much as possible to explore aspects of Italian life and culture.

ITAL 212 Intermediate Italian II (3)

Prerequisite: ITAL 211 or appropriate score on a placement test. Further intermediate-level study of the Italian language. The objective is to listen to, speak, read, and write Italian and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Continued exploration of aspects of Italian life and culture are explored through authentic materials.

ITAL 311 Advanced Conversation I (3)

Prerequisite: ITAL 212 or consent of the faculty member. Training in understanding Italian without being confused by syntactical structures. Emphasis is on conversing in a spontaneous and idiomatic manner.

ITAL 312 Advanced Conversation II (3)

Prerequisite: ITAL 212 or consent of the faculty member. Further training in understanding Italian without being confused by syntactical structures. Emphasis is on conversing in a spontaneous and idiomatic manner.

ITAL 333 Italian Society and Culture I (3)

(Fulfills the general education requirement in the arts and humanities. Conducted in English.) A study of the origin and historical background of contemporary Italian society and culture.

Journalism

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

- ✦ the general education requirement in communications (JOUR 201 only)
- ✦ a major or minor in communication studies
- ✦ electives

JOUR 201 fulfills the general education requirement in communications.

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

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing- from mechanics (grammar, spelling, punctuation, and journalistic style) to content (accuracy, completeness, audience, and readability) and reporting.

Library Skills and Information Literacy

Courses in library skills and information literacy (designated LIBS) may be applied toward

- ✦ the general education requirement in research
- ✦ electives

LIBS 150 Introduction to Research (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and UMGc Information and Library Services' electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

Marketing

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

- ✦ a major in marketing or business administration
- ✦ a minor in marketing or business administration
- ✦ an AA in General Studies with business and management or management studies curricula
- ✦ electives

MRKT 310 Marketing Principles (3)

(Not open to students who have completed MRKT 311. Not applicable to the certificate in Facebook Digital Marketing.) A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 311 Digital Marketing Principles (3)

An introduction to the various types of digital marketing and the skills needed for each type. The aim is to understand the various stages in the customer journey and marketing funnel. Discussion covers developing a unique value proposition and assessing the contribution of a SWOT (strengths, weaknesses, opportunities, threats) analysis to a marketing plan. Projects involve the application of key metrics and key performance indicators (KPIs) commonly used in digital marketing and culminate in the presentation of a digital marketing plan.

MRKT 354 Integrated Marketing Communications (3)

(Not open to students who have completed MRKT 355. Not applicable to the certificate in Facebook Digital Marketing.)
Prerequisite: MRKT 310. A project-driven study of the integration of marketing communication tools used to achieve customer-centered marketing communications objectives. The goal is to develop and evaluate an integrated marketing communications plan and manage the marketing communications function. Topics include advertising, direct marketing, public relations, sales promotion, interactive and social media, buzz marketing, and personal selling. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MRKT 355 Integrated Marketing Communications in Digital Media (3)

Prerequisite: MRKT 311. An examination of how to leverage various digital media tools to achieve customer-centric marketing communication objectives. Focus is on using search-and-display marketing as an effective aspect of an integrated marketing communication strategy. Discussion covers how to develop advertising campaigns on paid ad platforms and using keywords to promote digital content in online searches.

MRKT 356 Email Marketing (3)

Prerequisite: MRKT 311. An introduction to various aspects of an effective email marketing campaign using segmentation, personalization, automation, and data analysis strategies. Topics include techniques to incorporate triggers in automated campaigns and generate Mailchimp email campaign reports. A final project entails presentation of a plan to execute an effective email campaign.

MRKT 394 Managing Customer Relationships in Digital Marketing (3)

Prerequisite: MRKT 311. The analysis of digital marketing strategies in order to promote and retain customer relationships. Topics include identifying potential customers and analyzing data to improve the results of marketing campaigns. Hands-on experience in using Google Analytics and conducting A/B tests is provided through course projects. Data visualization techniques are used to gain better insights into customer experience.

MRKT 395 Managing Customer Relationships (3)

(Not open to students who have completed MRKT 394. Not applicable to the certificate in Facebook Digital Marketing.)
Prerequisite: MRKT 310. A comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology-related tools and metrics to support management's assessment of customer relationship management efforts. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, MGMT 398A, or MRKT 395.

MRKT 410 Consumer Behavior (3)

(Not open to students who have completed MRKT 411. Not applicable to the certificate in Digital Marketing.)
Prerequisite: MRKT 310. A study of the increasing importance of understanding consumers in the marketing system. The objective is to assess internal, external, and situational factors in developing marketing strategies; apply internal factors to market segmentation; and formulate marketing-mix strategies. Discussion covers the foundations of consumer behavior (such as economic, social, psychological, and cultural factors) and the influence of well-directed communications. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. Students may receive credit for only one of the following courses: BMGT 451, CNEC 437, or MRKT 410.

MRKT 411 Consumer Behavior in Digital Media (3)

Prerequisite: MRKT 311. A study of consumer motivation and consumer behavior in a digital environment. The aim is to synthesize consumer research in order to develop insights into the target audience. Topics include branding, content development, and channel management strategy and their contribution to the consumer experience. Discussion also covers effective blog writing and developing optimum visual designs to influence consumer behavior.

MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. The aim is to apply marketing principles and strategies to a global organization and markets. Discussion covers the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics also include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing; the dynamic environments in which global marketing strategies are formulated; and the challenge of implementing marketing programs leading to competitive advantage.

MRKT 457 Digital Marketing (3)

(Not open to students who have completed MRKT 458. Not applicable to the certificate in Digital Marketing.) Prerequisite: MRKT 310. An exploration of how the use of information technology can enhance the marketing process and create relationships with customers. The objective is to incorporate consumer expectations into a digital marketing plan, evaluate digital marketing delivery options, analyze effective website design, evaluate competitive digital marketing strategies, and explore the ethical and legal issues created by the new technology. Topics include the use of the internet in developing marketing strategy, conducting market research, and making marketing-mix decisions. Students may receive credit for only one of the following courses: BMGT 398O, BMGT 398R, MGMT 398O, MGMT 398R, MRKT 457.

MRKT 458 Social Media Marketing (3)

Prerequisite: MRKT 311. A study of the effective use of social media tools and network to market product and services. The objective is to develop an optimal social media strategy that simulates a digital ad campaign. Topics include techniques to plan and create digital content. Project assignments involve creating ads in Facebook using Facebook's Ads Manager tools. Discussion also covers reporting and analyzing online advertisements and managing social media communities.

Mathematics

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

- ✧ the general education requirement in mathematics
- ✧ an AA in General Studies with mathematics curriculum
- ✧ related requirements for a major in computer science
- ✧ electives

Degree-seeking students must begin progress toward the general education requirement in mathematics (or present the equivalent in transfer) during their first 24 credits of enrollment at UMGC.

The following courses fulfill the general education requirement in mathematics:

- ✧ MATH 103 College Mathematics
- ✧ MATH 105 Topics for Mathematical Literacy
- ✧ MATH 107 College Algebra
- ✧ MATH 115 Pre-Calculus
- ✧ MATH 140 Calculus I
- ✧ MATH 141 Calculus II
- ✧ MATH 241 Calculus III
- ✧ MATH 340 Linear Algebra
- ✧ STAT 200 Introduction to Statistics

In all instances, you should review the degree requirements for your chosen major; in some cases, a specific course may be required.

Successful completion of prerequisite coursework is required for enrollment in MATH 108, MATH 140, and any higher-numbered MATH or STAT courses.

You are expected to own and use scientific calculators in all mathematics and statistics courses.

MATH 103 College Mathematics (3)

This course focuses on data driven applications and the development of critical thinking skills related to mathematics. Topics include problem solving, equations, inequalities, linear systems, graphs, functions, consumer mathematics, financial management, probability, and statistics.

MATH 105 Topics for Mathematical Literacy (3)

(For students who do not need a college algebra, statistics, or higher-level mathematics course. Meets the general education requirement in mathematics.) An investigation of contemporary topics in mathematics. The aim is to apply mathematical processes to solve problems involving exponential and logarithmic modeling, personal finance, probability, basic logical thinking, and statistical reasoning.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) An introduction to equations and inequalities and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to apply appropriate technology and demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real numbers, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Technology is used for data modeling. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) Prerequisite: MATH 107. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.) An explication of equations, functions, and graphs. The goal is to demonstrate fluency in pre-calculus; communicate mathematical ideas appropriately; solve equations and inequalities; analyze and graph functions; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and analytical geometry. Students may receive credit for only one of the following courses: MATH 107, MATH 108, or MATH 115.

MATH 140 Calculus I (4)

Prerequisite: MATH 108 or MATH 115. An introduction to calculus. The goal is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, or MATH 140.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real-world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, or MATH 141.

Music

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major in humanities
- ✧ electives

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

MUSC 210 Music as Cultural Expression (3)

A study of the role of music in various cultures. The objective is to identify key features that define various genres of world music, articulate the roles and functions of music in world cultures, use the medium of music to explore intercultural relationships, and consciously define personal musical perspectives. Discussion covers music from various cultural traditions and the contexts in which composers and musicians practice their craft. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

MUSC 391 Great Composer Series: Beethoven (3)

A survey of the life and music of Beethoven. Biographical data, a historical and cultural overview of Beethoven's Vienna, and analytical studies of representative works by Beethoven are included.

MUSC 392 Great Composer Series: Mozart (3)

A survey of the historical, musical, and biographical background of Mozart. Stylistic traits of his music are examined through representative compositions.

MUSC 436 Jazz: Then and Now (3)

An examination of jazz in America during the past 75 years—its major styles and influential artists. Students may receive credit for only one of the following courses: HUMN 436 or MUSC 436.

Natural Science

Courses in natural science (designated NSCI) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the biological and physical sciences
- ✧ electives

NSCI 100 Introduction to Physical Science (3)

Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

NSCI 101 Physical Science Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world.

NSCI 110 Introduction to Oceanography (3)

(Not for students majoring or minoring in science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

NSCI 170 Weather and Climate (3)

An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midlatitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Weather and Climate Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

NSCI 362 Our Environment: Human Impact and Sustainable Choices (3)

A scientific examination of the impact humans have had on the global environment in the current era, the Anthropocene. The goal is to apply scientific reasoning to evaluate human impact on the environment and strategies to mitigate this impact. Topics address sustainability as it relates to individual choices, collective responsibility, environmental stewardship, energy use, diet, and consumer behavior. Current scientific research is used to explore environmental issues such as population growth, climate change, resource depletion, biodiversity losses, food security, and the economic implications of making sustainable choices. Students may receive credit for only one of the following courses: BEHS 361, BEHS 365, ENMT 365, GNSC 361, HUMN 360, NSCI 361, or NSCI 362

Nutrition

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

- ✧ the general education requirement in the biological and physical sciences
- ✧ electives

NUTR 100 Elements of Nutrition (3)

A study of the scientific and quantitative foundations of the applied science of human nutrition. The goal is to understand how nutrition reflects an integration of scientific disciplines and how foods provide important nutrients that supply substance and energy for healthy living. Topics include scientific reasoning, healthy meal planning, and weight management. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

NUTR 101 Nutrition Laboratory (1)

(For students not majoring in biotechnology or laboratory management. Fulfills the laboratory science requirement only with previous or concurrent credit for NUTR 100.) Prerequisite or corequisite: NUTR 100. A hands-on study of human nutrition. The goal is to use an experimental approach to questions in nutrition science. Laboratory exercises emphasize critical thinking in the analysis of quantitative data derived from investigations into various areas of nutrition science, including energy balance, macro- and micronutrients, food guidelines, and food safety.



Philosophy

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major in humanities
- ✧ a minor in philosophy
- ✧ electives

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

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Emphasis is on developing awareness of the significance of philosophical problems and learning to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 110 Practical Reasoning (3)

An examination of methods for thinking analytically about real-world problems and solving them. The goal is to apply logical arguments to practical decision making. Topics include inductive and deductive reasoning; the properties of arguments; methods of logical analysis; synthesis of ideas; informal fallacies; and the role of presuppositions and other factors in scientific, social, ethical, and political problems

PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)

An introductory exploration of the foundational theories of Eastern and Western moral philosophy and an examination of methods for thinking clearly about ethical issues. The objective is to employ a knowledge of moral theory and the methods of ethical reasoning to address contemporary ethical issues and dilemmas in areas such as business, medicine, information technology, and personal ethics. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 304 Contemporary Social Justice Issues (3)

Recommended: PHIL 100 and PHIL 140. An exploration of the political and ethical writings of philosophers who shaped contemporary ideas of social justice and individual rights. The objective is to evaluate political theories and philosophies; defend ethical reasoning on issues of justice; and communicate critical reflections on contemporary social justice issues such as environmental justice, healthcare, racial justice, women's rights, immigration, and religious freedom. Topics include freedom and the social contract, individual and human rights, distributive and economic justice, gender and racial justice, and internationalism and theories of war.

PHIL 336 Ideas Shaping the 21st Century (3)

Recommended: PHIL 100 or PHIL 110. An exploration of the philosophical arguments concerning the ideas shaping human knowledge in the 21st century. The objective is to evaluate the ideas and arguments that shape human understanding of reality from antiquity to the 21st century, develop critical reflection of these ideas utilizing the tools of analytical philosophy, and communicate the results of philosophical and critical reflection in writing and oral presentation. Topics include an introduction to analytical philosophy, the human mind, consciousness, materialism, naturalism, and the limits of scientific realism. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

Portuguese

For further information, refer to Foreign Languages.

Professional and Career Exploration

Courses in professional and career exploration (designated PACE) may be applied as appropriate toward

- ✧ the general education requirement in research
- ✧ electives

PACE 100 Professional and Career Exploration for Transfer Students (3)

(Fulfills the general education requirement in professional explorations for eligible transfer students with 45 or more credits in transfer.) A condensed orientation to UMGc and exploration of how UMGc academic programs align to professional goals and career options. Focus is on exploring ways to develop and enhance career opportunities, becoming familiar with program options, and reflecting on personal goals. Students may receive credit for only one of the following courses: PACE 100, PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111B Program and Career Explorations in Business (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111M Program and Career Explorations in Multidisciplinary Studies (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111T Program and Career Explorations in Technology (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

Psychology

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

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in psychology or social science
- ✦ a minor in psychology, diversity awareness, or women's studies
- ✦ an AA in General Studies with psychology or women's studies curricula
- ✦ electives

PSYC 100 Introduction to Psychology (3)

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 300 Research Methods in Psychology (3)

Prerequisites: PSYC 100 and STAT 200. A survey of research methods focusing on the fundamentals of research design and behavior. The aim is to apply research methodologies critically and creatively to communicate effectively about the domains of psychology. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.

PSYC 301 Biological Basis of Behavior (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to communicate effectively about the biological basis of behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, and language), as well as the basic functioning of the nervous system.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

PSYC 307H Sleep and Dreams (1)

An introduction to the clinical, cultural, and research aspects of sleep and dreams. The aim is to understand the various scientific theories on the nature of sleep and dreams. Topics include historical and theoretical approaches to sleep and dreams, sleep deprivation and disorders, biological rhythms, typical dreams, and dream interpretation.

PSYC 309BP Stress and Stress Management (1)

This course is an exploration of the nature and causes of stress and techniques for its management. The aim is to identify a variety of techniques to mitigate stress. The biopsychosocial perspective is examined in relation to the stresses produced in a variety of contexts. The four main areas of study are the physiological effects of stressors, the impact of cognitive appraisal, interpersonal relationships, and techniques for the management of personal stress.

PSYC 309KL Psychology of Grief and Loss (1)

An examination of the psychological and social issues related to grief and loss. This course provides an overview of theoretical and sociocultural underpinnings to enhance understanding of the complex phenomena of death, dying, grief, and loss. Topics include loss-related phenomena, various grief reactions, models and theories of grief, tools and methods in dealing with grief and loss, bereavement support, cultural responses, meaning making as an antidote to the loss of hope, and the potential for posttraumatic growth.

PSYC 3090 Cyberpsychology (1)

An examination of the psychology of human and computer interaction. The aim is to apply knowledge of psychological principles and research to emerging technologies and evaluate the appropriateness of delivery modality. Topics include e-therapy, online identities and interaction, and artificial intelligence. Emphasis is on the analysis of human-computer interactions and the application of technology in multiple settings.

PSYC 309VG Emotional Well-Being (1)

This course provides an overview of emotional well-being and concepts that can promote an understanding of personal emotions and overall psychological health. In this course, students will learn information pertaining to emotional IQ, or EQ, and developing self-regulated, emotional wellness and happiness. Students will explore the science behind emotion, self-management techniques, as well as methods to address healthy relationships. The course also looks at different strategies for building emotional intelligence, such as taking ownership of emotions, becoming emotionally self-aware, and identifying emotions. This one credit hour seminar consists of a combination of classroom lecture and online work.

PSYC 310 Sensation and Perception (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, or PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)

Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 335 Theories of Personality (3)

(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. The goal is to explain and evaluate major concepts in personality. Topics include trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.

PSYC 338 Psychology of Gender (3)

Prerequisite: PSYC 100. A survey of the biological, lifespan development, socialization, personality attributes, mental health factors, and special considerations associated with gender. The aim is to apply knowledge of cultural and historical influences relating to gender. Topics include conceptions of gender, gender roles, and gender similarities and differences.

PSYC 341 Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: PSYC 300.

An introduction to basic models, methods of research, and findings in the fields of memory, problem solving, and language. The objective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 351 Lifespan Development (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An integrated study of the biological, socioemotional, and cognitive development of humans from conception through death. The aim is to apply knowledge of lifespan development to interpersonal, community, and organizational relationships. Emphasis is on the interaction of nature and nurture on one's physiology, capability, and potential at each progressive stage of development.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300.

An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols.

Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300.

An examination of the interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being. The aim is to apply analysis of cultural factors to make decisions, solve problems, and communicate effectively. Issues of globalization, diversity, cultural bias, and cross-ethnic communication are addressed.

PSYC 386 Psychology of Stress (3)

Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. The aim is to apply stress management techniques to remediate the negative impact of stress. Stress is studied as the product of the interactions among one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is examined in relation to the stresses produced in a variety of contexts, such as families and work organizations. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

PSYC 437 Positive Psychology (3)

Prerequisite: PSYC 100. A survey of the science of positive psychology. The aim is to analyze and evaluate theories and applications of positive psychology. Focus is on the unique characteristics of the human experience that contribute to health and well-being. Topics include hope, optimism, human strengths, happiness, flow, and attachment.

PSYC 495 Senior Seminar in Psychology (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: PSYC 100, PSYC 300, and completion of all requirements for the psychology major. A study of psychology that integrates knowledge gained through previous coursework and experience. The aim is to build on that conceptual foundation through case study, reflective essays, and portfolio development.

Social Work

UMGC Europe is partnered with Salisbury University to offer undergraduate courses leading to a Bachelor of Arts in Social Work. If you are interested in exploring the field of social work, you may take the following introductory courses. Additional courses may be found on the UMGCEurope website at europe.umgc.edu/courses.

To learn more about this undergraduate program, see p. 123, contact your academic advisor, or visit europe.umgc.edu/socialwork.

COURSE INFORMATION

UNDERGRADUATE COURSE DESCRIPTIONS

FTWL 106 Lifelong Fitness and Wellness (3)

Covers topics including the components of fitness, nutrition, weight management, cancer, cardiovascular disease and stress management within the framework of the six dimensions of wellness. Includes both lecture and physical fitness components.

SOWK 200 Introduction to the Social Work Profession (4)

Introduces the social work profession and provides an overview of fields of social welfare services. Explores the various professional roles social workers play in working in each field. Examines the social welfare system as a society's responses to human need and structure for delivery of social services. Thirty hours of volunteer service (or alternative assignment) in a social agency required.

SOWK 300 Human Behavior in the Social Environment I (4)

Prerequisite: SOWK 200 or permission of instructor. Examines human development in the social environment using the bio-psycho-social-cultural-spiritual perspective. Explores developmental theories to help inform social work assessment at the micro and mezzo levels of practice. Examines both the developmental and problematic aspects of the stages of the life cycle. Discusses the social systems of individual, family, group, community, and society. Develops foundation assessment skills.

SOWK 302 Human Behavior in the Social Environment II (4)

Prerequisites: SOWK 200, SOWK 300, or permission of instructor. Examines communities, groups, and organizations as social systems and environmental contexts. Reflects social work's values and principles in the macro social environment, and the integration of theories drawn from sociology, psychology, biology, anthropology, and economics to understand and critically analyze the multiple influences on human behavior as affected by race, class, gender, age, and sexual orientation. Develops macro assessment skills within the framework of empowerment.

SOWK 306 Social Welfare History and Contemporary Issues (4)

Prerequisite: SOWK 200 or permission of instructor. Provides an introduction to the field of social welfare, primarily in the United States and major social movements. Examines the history of the social welfare system and social work profession, in the context of societal factors with particular attention to the intersectionality of race, class, and gender. Explores the impact of values and beliefs on the development of the modern U.S. social welfare system. Investigates the dynamics of privilege and oppression as part of the political, economic, and social factors that influence the policies and services provided by social work practitioners.

SOWK 310 Basic Interviewing: Skills and Techniques (2)

Develops basic interviewing skills for assessing, goal setting, and intervention for use in home service and social work settings. Emphasizes skill application with diverse populations.

SOWK 320 Social Work Practice I (4)

Prerequisites: Admission social work program. Prepares students for a generalist approach to social work practice with individuals. Emphasizes knowledge, values, ethics and skills needed to develop effective helping relationships. Includes basic theories for intervention with focus on micro level problem solving and basic interview skills.

SOWK 330 Social Work Policy Practice: Analyst and Advocate (4)

Prerequisites: SOWK 200 and SOWK 306. Builds upon the foundation content of the SOWK 306 Social Welfare History and Contemporary Issues course, providing understandings of social welfare policy analysis with micro, mezzo, and macro social work policy practice knowledge skills. Prepares students to participate in the policy making process, integrating both policy analytical and formulation skills, as well as understanding the methods and strategies for advocating for policy change and new policies.

SOWK 400 Social Work Practice II: Practice with Groups and Families (4)

Prerequisites: Admission to social work program and SOWK 320. Prepares students for a generalist approach to social work practice involving families and groups. Expands basic knowledge, values, ethics and skills, with an emphasis on mezzo level problem solving. Includes theories and techniques for planning, assessment, direct intervention, and advocacy with small groups and families.

SOWK 410 Social Work Practice III (4)

Prerequisite: Admission to social work program, SOWK 320, SOWK 400, SOWK 416, and SOWK 420. Prepares students for a generalist approach to social work with large systems. Applies the planned change process within macro practice, specifically with organizations and communities. Expands basic knowledge, values, ethics, and skills with emphasis on macro level problem solving.

SOWK 416 Social Work Research I (4)

Prerequisite: Admission to social work program. The first of two courses in social work and evaluation research. Emphasizes the development and use of scientific knowledge and the application of that knowledge to evaluate social work interventions and program evaluation. Explores applied research methodologies to enhance the students use of evidence based social work knowledge and skills. May be repeated only once with permission of the department.

SOWK 417 Social Work Research II (4)

Prerequisites: Admission to social work program, and SOWK 416. Corequisites: SOWK 410 and SOWK 421. The second of two courses focused on the basic concepts and methods of scientific inquiry used to build knowledge and evaluate practice. Builds and expands upon material covered in Social Work Research I. Includes focus on program evaluation, single-subject designs, data analysis, descriptive and inferential statistics, presentation of data, report writing and application of findings to practice. Explores applied research methodologies that will enhance the student's use of evidence-based interventions. May be repeated only once with permission of the department.

SOWK 420 Field Instruction in Social Work I (4)

Prerequisites: SOWK 302, 320, and admission to the professional program. Corequisites: SOWK 400 and SOWK 416. Supervised experience in a social welfare agency with emphasis on methods and techniques of generalist social work practice. Opportunity to apply theory and develop skills in delivery of social services. Successful completion of the two-course sequence requires a student to fulfill a minimum of 440 hours of field instruction within the same social welfare agency accumulated across the fall and spring semesters.

SOWK 421 Field Instruction in Social Work II (4)

Prerequisites: SOWK 400, SOWK 416, and SOWK 420. Corequisites: SOWK 410 and SOWK 417. Supervised experience in a social welfare agency with emphasis on methods and techniques of generalist social work practice. Opportunity to apply theory and develop skills in delivery of social services. Successful completion of the two-course sequence requires a student to fulfill a minimum of 440 hours of field instruction within the same social welfare agency accumulated across the fall and spring semesters.

Sociology

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

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in social science
- ✦ a minor in sociology, diversity awareness, or women's studies
- ✦ electives

SOCY 100 Introduction to Sociology (3)

An introduction to basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, and social change. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 300 American Society (3)

Prerequisite: SOCY 100. An intermediate-level survey of the structure and organization of American society, with special reference to recent social changes. The aim is to describe trends and patterns of social change in American society; compare American and global perspectives of American social values; and apply sociological theories to examine the character, structure, values, and ideology of contemporary American social thought. Topics include individualism; community commitment; and attitudes regarding work, leisure, and recreation in American society.

SOCY 325 The Sociology of Gender (3)

Prerequisite: SOCY 100. An inquiry into how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 350 Contemporary Social Problems (3)

Prerequisite: SOCY 100. An advanced examination of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems examined range from crime, domestic violence, and alienation in modern society to the environment and political conflict. Emphasis is on issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105, SOCY 210, or SOCY 350.

SOCY 423 Race and Ethnicity: A Global Perspective (3)

Prerequisite: SOCY 100. An advanced examination of race and ethnicity in a variety of social and cultural contexts across the globe. The aim is to apply sociological theories and concepts to understand how race and ethnicity are constructed; how prejudice develops; the ways in which structural racism manifests in society; the social effects of migration and immigration; the global outcomes of slavery and genocide; and how social movements seek to effect change for a more equitable society. Topics include theories of prejudice transmission and reduction, critical race theory, and global consequences of structural racism related to climate change and health.

SOCY 426 Sociology of Religion (3)

Prerequisite: SOCY 100. Recommended: BEHS 220 or HUMN 350. An advanced examination of religion from a sociological perspective. The aim is to evaluate the influence of social location on religious beliefs and attitudes; examine relationships between church and state; and analyze current religious conflicts and controversies. Topics include fundamentalism versus extremism; modernity; religious conflicts; and the relationship of religion with race, class, gender, sexuality, and politics.

SOCY 443 Sociology of the Family (3)

Prerequisite: SOCY 100. An advanced examination of the family in society. The goal is to analyze, communicate, and project trends regarding family structures and outcomes through the application of major sociological perspectives. Sociological research is used to describe changing definitions of family, demographic trends in marriage and family patterns, social dynamics within families, and the effects of technology on family relationships. Topics include single parenting, blended families, cultural differences among families, changes in families over the life course, and governmental policies regarding families.

SOCY 462 Women in the Military (3)

Prerequisite: SOCY 100. An advanced examination of women in the military from a sociological perspective. The objective is to understand gender, power, and the changing roles of women in the military; assess how policies affect women in the military; examine military, community, and family support systems for military women; and compare the roles and duties of women in the U.S. Armed Forces in war and peacetime with those of military women in other countries. Topics include the social construction of gender and sexuality of the armed forces; the history of women in the military; violence against women in the military; rank, status, and advancement of women in the military; and postmilitary transitions and career options for women.

Spanish

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

- ✧ the general education requirement in the arts and humanities
- ✧ an AA in General Studies with foreign language area studies curriculum
- ✧ a certificate in foreign language area studies
- ✧ electives

If you have prior experience in the Spanish language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC, you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Spanish and wish instruction in written Spanish.

For further information, refer to Foreign Languages.

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish. Students with prior experience with the Spanish language should take a placement test to assess appropriate level.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

(Not open to native speakers of Spanish.) Prerequisite: SPAN 111 or appropriate score on a placement test. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.

SPAN 211 Intermediate Spanish I (3)

Prerequisite: SPAN 112 or appropriate score on a placement test. An intermediate-level study of the Spanish language. The aim is to improve listening, speaking, reading, and writing skills in Spanish and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 114, SPAN 201, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)

Prerequisite: SPAN 211 or appropriate score on a placement test. Further intermediate-level study of the Spanish language. The objective is to listen to, speak, read, and write Spanish and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

Speech Communication

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

- ✦ the general education requirement in communications
- ✦ a major in communication studies
- ✦ a minor in communication studies, diversity awareness, or women's studies
- ✦ electives

SPCH 100 Foundations of Oral Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 125 Introduction to Interpersonal Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.) An exploration of the role interpersonal communication plays in our personal and professional lives. The aim is to apply theoretical frameworks and key concepts in communication to personal behavior and personal and professional contexts. Topics include self-identity, perception, listening, verbal and nonverbal communication, relationship development, and conflict management.

SPCH 324 Communication and Gender (3)

Prerequisite: Any SPCH course or COMM 300. An investigation of how communication influences gender and how gender affects communication. The objective is to apply theoretical frameworks and key concepts of gender to contexts, situations, and messages. Discussion covers gender roles, gender variation across communication styles, and the role gender plays in personal and professional relationships, as well as its role in culture and the media.

SPCH 482 Intercultural Communication (3)

Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

Statistics

Courses in statistics (designated STAT) may be applied as appropriate (according to individual program requirements), toward

- ✦ the general education requirement in mathematics
- ✦ the statistics requirement for a variety of majors and minors
- ✦ a minor in psychology
- ✦ an AA in General Studies with accounting, business and management, management studies, mathematics, or psychology curricula
- ✦ electives

Students are expected to own and use scientific calculators in all mathematics and statistics courses.

STAT 200 Introduction to Statistics (3)

An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

Theatre

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

- ✧ the general education requirement in the arts and humanities
- ✧ a major or minor in humanities
- ✧ electives

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

THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Emphasis is on engaging with theatrical performances as informed audience members and assessing one's role within the script-performance-audience dynamic. Assignments include attendance at two live professional performances. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.

Turkish

For further information, refer to Foreign Languages.

Women's Studies

Courses in women's studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement for behavioral and social sciences (Note: Only WMST 200 applies)
- ✧ a minor in women's studies or diversity awareness
- ✧ an AA in General Studies with women's studies curriculum
- ✧ a certificate in women's studies
- ✧ electives

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

WMST 200 Introduction to Women's Studies: Women and Society (3)

An interdisciplinary study of the status, roles, and experiences of women in contemporary society. The aim is to recognize the impact of gender in all academic disciplines; analyze political, economic, social, and cultural issues through a feminist lens; and apply knowledge of local and global issues to affect positive change in women's lives. Discussion covers women's experiences across geography and history. Topics include gender and other identities, systems of privilege and inequality, sexuality, and power relations.

Writing

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

- ✧ the general education requirement in communications
- ✧ a minor in communication studies
- ✧ electives (including related requirements in various majors)

If you are seeking a degree, you must complete WRTG 112 (or present its equivalent in transfer) during your first 24 credits of enrollment at UMGc. WRTG 112 is prerequisite to all writing courses with higher numbers and most courses in English and communication studies.

WRTG 391, WRTG 393, and WRTG 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement in upper-level advanced writing.

Specific WRTG courses may be recommended in relation to specific majors and minors. You should check the descriptions of your curricula.

WRTG 111 Academic Writing I (3)

(The first course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) An introduction to reading, writing, and critical thinking in an academic setting. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on writing thesis-driven essays that incorporate ideas and information from sources and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A, WRTG 111, or WRTG 111X.

WRTG 112 Academic Writing II (3)

(The second course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) Continued practice in reading, writing, and critical thinking with an emphasis on research and argumentation. The goal is to implement strategies for analyzing ideas and rhetorical techniques in academic texts and for conducting academic research. Focus is on writing an argumentative research paper that synthesizes information and ideas from multiple sources and demonstrates critical thinking, varied rhetorical strategies, proper source documentation, and effective language use. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, WRTG 101X, WRTG 112, or WRTG 112X.

WRTG 291 Research Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. Continued practice in critical reading, thinking, and writing skills. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing projects. Assignments include prewriting exercises, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Professional Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112 or equivalent. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

WRTG 391 Advanced Research Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112 or equivalent. Instruction and practice in academic research skills. The objective is to critically analyze scholarly and other credible sources and effectively integrate source material into a complex argument. Emphasis is placed on synthesizing multiple sources in producing a literature review on a focused topic. Students may receive credit for only one of the following courses: ENGL 391, ENGL 391X, WRTG 391, or WRTG 391X.

WRTG 393 Advanced Technical Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112 or equivalent. Recommended: WRTG 291 or WRTG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents using strategies and technologies for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393/393X, ENGL 393/393X, or WRTG 393/393X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112 or equivalent. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards for business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394/394X, ENGL 394/394X, or WRTG 394/394X.

Graduate Course Descriptions

The following entries describe the most frequently taught courses offered on-site by UMGC Europe. Requirements pertain only to degrees conferred by UMGC (and its partnership school). To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution.

Academic Success

ASC 601 Graduate Writing Skills (0)

(Recommended preparation for students who want to improve their writing skills.) Develop the skills needed for effective academic writing. Improve your grammar and punctuation skills. Summarize and synthesize texts, and develop well-organized essays, integrating sources into writing. Format academic papers according to APA style. Revise writing to produce clear, concise documents.

ASC 603 Introduction to Accounting and Financial Management (0)

(Recommended preparation for students who want a foundational background in accounting and finance.) Engage in a basic study of accounting and financial management concepts and their use in analyzing financial statements and estimating the value of long-term capital projects and investments. Analyze the financial statements of actual companies using financial ratios. Apply time value of money concepts to determine the current and future value of financial and real assets/investments. Develop an appreciation for how financial management and accounting information can be used to support financial assessment analysis, valuation, and decision making in various contexts.

ASC 605 Basic Information Technology (0)

(Recommended preparation for students who want a background in the basic configurations of computer hardware and operating systems software, especially those entering the cybersecurity technology, cyber operations, cybersecurity policy, and digital forensics programs who do not have a background in computing.) Explore concepts of computing. Discuss computer systems (including computer hardware and hardware components, computer software, and networks) and the internet. Develop your understanding of the privacy and security issues related to computing and the internet.

ASC 607 Introduction to Statistics (0)

(Recommended preparation for students who require knowledge of statistics to progress in their coursework.) Learn to derive meaning from quantitative analysis of data by employing fundamental concepts and methods of statistics. Explore approaches and develop skills necessary to evaluate research methods and their application to solving problems, including the reliability and validity of sources and types of data and portraying data in tables, graphs, and charts. Use inferential statistics to draw conclusions, calculate correlation and regression, and apply other statistical methods to inform decisions.

ASC 609 Essentials of Computer Programming (0)

(Recommended preparation for students with little or no programming experience, especially those entering the cyber operations, cybersecurity policy, cybersecurity technology, and digital forensics programs.) Recommended: ASC 605. Gain hands-on experience in creating computer programs. Explore all aspects of basic programming, including variables, arrays, conditions, and input/output. Build a foundation for more advanced work in computer programming.

ASC 611 Structure of Computer Programming (0)

(Recommended preparation for students with some programming experience, typically with older languages such as PRG and COBOL, especially those entering the cybersecurity technology, cyber operations, cybersecurity policy, and digital forensics programs.) Prerequisite: ASC 609. Gain hands-on experience in creating computer programs. Explore aspects of programming related to the structure of the program, including loops, procedures/functions, and leveraging other software libraries/packages.

Business Administration

MBA 610 Leading Organizations and People (6)

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

MBA 620 Financial Decision Making (6)

Prerequisite: MBA 610. Apply concepts behind financial statements, pricing, cost analysis, and capital budgeting in decisions. Propose solutions in real-world scenarios by using published financial reports and data from well-known national and international brands. Apply concepts from managerial economics to make pricing decisions for a business. Review business performance by analyzing the cash flow statement, income statement, and balance sheet. Make cost allocation, financing, and investment decisions by applying knowledge of corporate valuation. Determine the cost of capital and make capital budgeting decisions.

MBA 630 Leading in the Multicultural Global Environment (6)

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

MBA 640 Innovation Through Marketing and Technology (6)

Prerequisite: MBA 630. Apply principles of market research and branding. Use web analytics to make decisions in digital marketing. Organize tasks in a marketing plan, assess market risk and opportunity, and collect data required to implement the marketing plan. Develop financial projections and suitable metrics for tracking the marketing plan.

MBA 670 Strategic Decision Making (6)

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

Cloud Computing Architecture

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Criminal Justice Management

CJMS 600 Critical Analysis of the Criminal Justice System (3)

An analysis of the U.S. criminal justice system. Topics include the role of criminal justice agencies and personnel in the prevention and response to crime, as well as interagency cooperation and coalition building from a manager's perspective.

CJMS 610 Perspectives in Law Enforcement Management (3)

A study of law enforcement philosophies and techniques to reduce crime commonly applied at the organizational level. Topics include the politics of policing, police/community relations, police research, professionalization of personnel, and emerging problems in policing from a domestic and international perspective.

CJMS 620 Issues in Correctional Administration (3)

Prerequisites: CJMS 600 and CJMS 610. An in-depth study of current challenges for managers in correctional environments. Topics include the privatization of corrections, intelligence sharing, re-entry and community corrections, security threat groups, assessment techniques and empirical evaluations of treatment methods, special populations, growth rates, the political environment, and interagency and community cooperation.

CJMS 630 Seminar in Security Management (3)

Prerequisites: CJMS 600 and CJMS 610. A study of the management of security operations within a private setting. Discussion covers vulnerability assessment; emergency planning; interagency cooperation; threat assessment; use of technology; and information gathering, sharing, and storing. Topics also include personnel management, budgeting, reporting requirements, and current trends.

CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)

Prerequisites: CJMS 600 and CJMS 610. An in-depth examination of the principles that guide the gathering and sharing of intelligence in the United States. Emphasis is on the interoperability between crime-fighting agencies within the criminal justice system. Topics include analytic methodologies, interview and interrogation techniques, open-source and proprietary data sources, criminal organization analysis, criminal conspiracy, enterprise theory, trial testimony, and witness protection.

CJMS 650 Legal Aspects within the Criminal Justice System (3)

Prerequisites: CJMS 600 and CJMS 610. An introduction to the impact of constitutional and criminal law on managerial responsibilities within the criminal justice system. Topics include pivotal historic and current legal cases and their application to methods of prevention, as well as reaction to crime in the United States.

CJMS 660 Issues in Criminal Justice Leadership (3)

Prerequisite: Completion of 30 credits of program coursework, including all core and specialization courses except MGMT 670. A discussion of case studies involving successful leaders in the criminal justice system. Analysis covers the various characteristics and leadership styles that have proven most effective in the profession. Various theories, models, historical examples, and practical applications are reviewed. Senior criminal justice leaders discuss issues via videoconferencing. Topics include ethics and virtue in criminal justice; navigating the political environment (e.g., being politically savvy without being political); staff development; and labor relations, media relations, and working effectively with various advocacy groups.

Cyber Operations

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Cybersecurity

CYB 670 Capstone in Cybersecurity (6)

Prerequisite: CST 640, DFC 640, or CMP 640. Assume the role of a cybersecurity professional by examining current issues in cybersecurity management, including enterprise risk management, vulnerability assessment, threat analysis, crisis management, security architecture, security models, security policy development and implementation, security compliance, information privacy, identity management, incident response, disaster recovery, and business continuity planning, particularly in the health, banking, and finance sectors.

Cybersecurity Communication and Leadership

CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity (6)

Make yourself more valuable to an employer by gaining and improving skills in communication and problem solving. Explore the field of cybersecurity by developing connections to your career aspirations, creating a professional social network presence, and using critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership. Hone your professional writing and oral communication skills to produce effective presentations and become proficient with current technology.

Cybersecurity Management and Policy

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Cybersecurity Technology

CST 610 Cyberspace and Cybersecurity Foundations (6)

Prerequisite: CBR 600. Gain knowledge of the foundations of cybersecurity, and apply cyber methodologies to cyber architectures, services, protocols, algorithms, hardware and software components, and programming language. Become familiar with the important role that business continuity planning, security management practices, security architecture, operations security, and physical security play in cybersecurity. Explore the impact of cyber terrorism and national security on cybersecurity. Gain hands-on, real-world experience with state-of-the-art tools and technologies in a lab-intensive environment.

CST 620 Prevention of Cyber Attack Methodologies (6)

Prerequisite: CST 610. Explore the theories and practices related to the prevention of cyber attacks. Design, apply, and analyze technological solutions that address countermeasures, encryption, network access control methods, firewalls, intrusion detection/prevention, and secure systems development. Practice techniques such as software assurance, verification, and validation; virtual network and cloud computing security techniques; and physical security techniques. Examine the nation's complex critical infrastructure industries. Use state-of-the-art tools and technologies in a lab-intensive environment that provide hands-on, real-world experience.

CST 630 Advanced Cyber Exploitation and Mitigation Methodologies (6)

Prerequisite: CST 620. Practice intrusion detection and prevention, exploitation, and mitigation in cyberspace. Employ technological solutions that identify, resolve, prevent, and mitigate cyber attacks. Utilize network security techniques, monitoring, auditing, intrusion detection and prevention, and ethical penetration testing. Use state-of-the-art tools and technologies in a lab-intensive environment that provide hands-on, real-world experience.

CST 640 Digital Forensics Technology and Practices (6)

Prerequisite: CST 630. Gain proficiency with the tools and technologies commonly used in forensic examinations, and utilize best practices. Explore procedures for securing and validating evidence, including digital media and physical memory, as well as for recovering artifacts and analyzing, reporting, and presenting results in both criminal and civil situations. Gain experience with mobile forensic analysis. Students may receive credit for only one of the following courses: CST 640 or DFC 620.

Database Systems Technology

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Decisive Communication and Leadership

DCL 600T Decisive Thinking, Communicating, and Leading in Technology Fields (6)

(Applicable to the Cloud Computing Architecture and Cyber Operations programs.) Prepare for academic and professional success by developing skills that employers want in their employees. Explore your area of study to learn how it connects with your career aspirations, create a professional social network presence, and use critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership. Hone your professional writing and oral communication skills to produce effective presentations, and become proficient with spreadsheets, collaboration tools, and other professional software. Students may receive credit for only one of the following courses: CBR 600, DCL 600M, DCL 600T, or PRO 600.

Digital Forensics and Cyber Investigation

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Emergency Management

EMAN 620 Information Technology in Emergency Management (3)

An overview of the role of information in crisis and response management. Discussion covers disaster and crisis information requirements; information technologies and decision support tools applied to crisis, disaster, and emergency management; and information problems encountered during emergencies. Tools used include the global positioning system (GPS), geographical information systems (GIS), UAS (drones), and hazard and emergency management-related software packages, as well as decision analysis methods. Assignments include practical case studies.

Homeland Security Management

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 examined as both vulnerable assets and critical solutions.

HSMN 625 Critical Infrastructures (3)

Prerequisite: HSMN 610. An introduction to critical infrastructure assurance as a policy field. Review covers the concept of critical infrastructures and their interdependencies. Topics include the development of modern critical infrastructures, the reasons why they have become central elements of 21st-century societies, efforts being made to safeguard them, and potential threats to their continued effective operation.

HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)

An in-depth examination of managerial strategies for developing and maintaining resilience in communities, the private sector, and the nation in the face of human-made, natural, and technological disruptions or catastrophes. Emphasis is on the importance of advanced planning. Techniques for performing risk assessment and potential impact analysis and for selecting appropriate risk treatments are explored. Discussion covers preparing to handle adverse events, responding to them, and recovering from them. Resilience management is explored within the context of a life cycle that includes programmatic review and continuous improvement planning. Actual and hypothetical cases are analyzed.

HSMN 670 Seminar in Homeland Security (3)

(To be taken during the student's final semester.) Prerequisite: Completion of 24 credits of program coursework, including HSMN 610, HSMN 620, HSMN 630, EMAN 620, INFA 660, and BSBD 641. An up-to-date evaluation of vulnerabilities and protective countermeasures regarding various aspects of the nation's critical infrastructure, with particular emphasis on the food and water supply. Topics include various threat profiles and actions by government, industry, independent institutions, and private citizens that might prevent attack from domestic or foreign sources and mitigate harmful consequences should such an attack occur. Discussion reviews the federal government's organization and management of food and water security and explores what further efforts might be made, building upon the nation's health system and engaging government at all levels. The singularly important roles of first responders are also analyzed.

Informatics

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Information Assurance

INFA 610 Foundations of Information Security and Assurance (3)

(To be taken as the first course in the program.)

An overview of techniques for ensuring and managing information security. Topics include administrative and technical security controls to prevent, detect, respond to, and recover from cyber attacks; risk and vulnerability analysis to select security controls; security planning; security architecture; security evaluation and assessment; and legal, ethical, and privacy aspects of information assurance. Discussion also covers information security fundamentals, such as cryptography, authentication, and access control techniques, and their use in network, operating system, database, and application layers. Security issues of current importance are stressed.

INFA 620 Network and Internet Security (3)

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. Security subjects addressed include defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security. A project on network security in a hypothetical scenario based on inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 630 Intrusion Detection and Intrusion Prevention (3)

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. A specific project on intrusion detection and intrusion prevention in a hypothetical scenario based on the inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 640 Cryptology and Data Protection (3)

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.

INFA 650 Computer Forensics (3)

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. A specific project on computer forensics or network forensics in a hypothetical scenario based on the inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 660 The Law, Regulation, and Ethics of Information Assurance (3)

An overview of the legal, regulatory, and ethical issues related to cyberspace. Emphasis is on developing skills in spotting ethical and legal issues and navigating through the complex and changing legal and regulatory environment as it applies to behavior in cyberspace. Various resources and materials about the ethical and legal operation of modern computer systems, applications, and networks are presented.

INFA 670 Information Assurance Capstone (3)

Prerequisites: INFA 610, INFA 620, INFA 630, INFA 640, INFA 650, and INFA 660 (3 credits may be taken concurrently). 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.

Information Technology

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 625 Computer Systems Architecture (3)

An introduction to the evolution of computer systems design and hardware and software architectures. Focus is on computer organization (classical and advanced architectures), operating systems, and applications development. Emerging developments in computer systems architecture are also examined.

ITEC 626 Information Systems Infrastructure (3)

An introduction to information systems infrastructure. Focus is on data communications and networks. Discussion covers layered network architectures and communication hardware. Emerging technologies such as social media, mobile computing, cloud computing, big data, and the Internet of Things are also examined.

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

(Formerly CSMN 635.) 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.

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 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.

Management

MGMT 610 Organizational Theory (3)

An overview of the fundamental concepts of organizational theory and design in the context of a postindustrial and increasingly global society. The study of organizations encompasses several key knowledge areas essential to today's manager: the impact of technological and workforce changes on society, organizational ethics and social responsibility, global issues, history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment. Discussion addresses essential concepts in organizational theory and design, including measuring effectiveness, organizational life cycles, options for organizational structure, and becoming the learning organization.

MGMT 615 Intercultural Communication and Leadership (3)

A study of organizational communication, leadership, and decision-making skills essential for all managers in intercultural environments. Theories of culture are examined and applied in relation to leadership style and practices, as well as to organizational communication across cultural groups. Team development and leadership are explored in an intercultural environment.

MGMT 630 Organizational Theory and Behavior (6)

(Not open to students who have completed MGMT 610 or MGMT 615.) An overview of the fundamental concepts of organizational theory and organizational behavior in the context of a postindustrial and increasingly global society. Topics include the impact of technological and workforce changes on society, organizational ethics and social responsibility, organizational communication, leadership and decision-making skills in intercultural environments, the history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment.

MGMT 640 Financial Decision Making for Managers (3)

Prerequisite: Knowledge of the fundamental concepts of financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making in business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. A variety of decision-making tools (such as break-even analysis, activity-based costing procedures, and discounted cash flow techniques) are studied. Contemporary managerial practices are explored.

MGMT 650 Statistics for Managerial Decision Making (3)

Prerequisite: Knowledge of the fundamentals of statistical methods, techniques, and tools. An examination of how managers organize, analyze, and interpret data for decision making. Focus is on developing skills in using statistical tools to make effective business decisions in all areas of public- and private-sector decision making, including accounting, finance, marketing, production management, and human resource management. Topics include collecting data; describing, sampling, and presenting data; probability; statistical inference; regression analysis; forecasting; and risk analysis. Microsoft Excel is used extensively for organizing, analyzing, and presenting data.

MGMT 670 Strategic Management Capstone (3)

Prerequisite: Completion of 24 credits of program coursework, including all core courses. A capstone investigation of how strategy interacts with and guides an organization within its internal and external environments. Focus is on corporate- and business unit-level strategy, strategy development, strategy implementation, and the overall strategic management process. Topics include organizational mission, vision, goal setting, environmental assessment, and strategic decision making. Techniques such as industry analysis, competitive analysis, and portfolio analysis are presented. Discussion covers strategic implementation as it relates to organizational structure, policy, leadership, and evaluation issues. The ability to "think strategically" and to weigh things from the perspective of the total enterprise operating in an increasingly global market environment is emphasized. Case analyses and text material are used to integrate knowledge and skills gained through previous study.

Professional Communication and Leadership

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)

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

Project Management

PMAN 634 Foundations of Project Management (3)

An overview of the theory and practice of managing projects in any organization or industry using traditional, agile, and hybrid methodologies. All three skill sets of the Project Management Institute Talent Triangle—technical project management, leadership, and strategic and business management—are addressed and provide foundational project management knowledge and a skill base that is highly relevant to workplace project challenges. Emphasis is on blending hard and soft skills to realize superior project outcomes. Skills associated with harnessing diversity; building, leading, and motivating project teams; communications; conflict management; and emotional intelligence are intertwined with tools and techniques drawn from all 10 of the project management knowledge areas—integration, scope, schedule, cost, quality, resource, communication, risk, procurement, and stakeholder—with emphasis on integration management and scope management. These skills and techniques are contextualized to predictive (traditional) and adaptive (agile) life cycles and to the initiation, planning, executing, monitoring/control, and closure of a project. Discussion covers the need to constantly align projects with value creation using practices and approaches that are tailored to mission, vision, and strategy of an organization; the needs and priorities of stakeholders; and organizational culture and mores.

PMAN 635 Project Schedule, Cost, and Resource Management (3)

Prerequisite: PMAN 634. In-depth coverage of the logical and conceptual progression of a project from scope to schedule and budget, developed in the context of traditional project management and then adapted to agile and hybrid approaches. Aspects of resource management that relate to schedule and cost are also addressed. Emphasis is on cultivating practical workplace-relevant skills, tools, and techniques essential for effectively estimating, modeling, and managing schedule and budget and addressing the associated uncertainties, imperatives, and challenges encountered in real-life projects. Project management software is used to develop actionable reports and dashboards that provide a realistic and well-informed depiction of the schedule and budget, so that stakeholders can effectively engage with and support the project, make informed decisions, and assist in narrowing the gap between plan and actual performance. Applications extend from projects to programs and portfolios and develop the leadership skills and insights required to ensure program alignment with organizational mission, strategy, and goals.

PMAN 637 Project Risk Management (3)

Prerequisites: PMAN 634 and PMAN 635. An in-depth analysis of risk management methods and cases and project management risk monitoring from strategic, applied perspectives. State-of-the-art tools and techniques for identifying, ranking, and monitoring risks in the project management environment are examined and utilized. Both qualitative and quantitative risk analyses are conducted, and strategies for proactive risk mitigation are developed. Focus is on how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful scope, scheduling, control, and completion of a project.

PMAN 638 Project Communications Management (3)

Prerequisite: PMAN 634. An overview of conflict resolution processes and methods and the skills needed to manage the human elements within project management, a task as challenging as managing the technical aspects. Topics include critical communication and conflict resolution issues faced by project workers in today's global corporate environment. Innovative approaches to successfully negotiating and resolving conflicts among team members, colleagues, managers, and stakeholders are introduced and practiced. Proven techniques to make conflict a constructive rather than a destructive experience are analyzed. Emphasis is on case study analysis, effective communication behaviors, negotiation skills, and virtual team processes to successfully lead both domestic and global projects.

PMAN 639 Project Quality Management (3)

Prerequisites: PMAN 634 and PMAN 635. An applied study of the quality management policies, processes, and procedures required to ensure that projects satisfy the objectives for which they were undertaken. Process improvement and quality planning, assurance, and control are emphasized, with a focus on effectively managing customer satisfaction, promoting prevention over inspection, and facilitating continuous improvement. Activities associated with determining quality objectives, policies, and responsibilities are evaluated and implemented in the context of quality management principles, practices, and standards. Contemporary project quality management processes, tools, and applications are spotlighted and appraised for potential application to a project, with particular emphasis on the most widely used high-flier tools and techniques, such as benchmarking, cost of quality analysis, trend charts, histograms, control charts, cause and effect diagrams, Pareto charts, and Six Sigma. The need to mold the quality management approach to resonate with organizational priorities, objectives, and challenges is continually underscored.

PMAN 641 Project Procurement Management (3)

Prerequisite: PMAN 634. An examination of the tools needed for project procurement management. Focus is on determining what needs to be purchased or acquired and determining when and how to acquire it. Topics include planning the contracting efforts (documenting products and services and identifying potential sellers); requesting sellers' responses (obtaining information, quotation, bids, offers, or proposals); selecting the seller (receiving and reviewing offers, selecting among those potential offers, and negotiating a contract); administering contracts (managing the relationship between buyers and sellers, including documentation, corrective actions, and contract changes); and closing contracts (completing the contract and settling all open issues).

PMAN 650 Financial and Strategic Management of Projects (3)

Prerequisites: PMAN 634 and PMAN 635. An investigation of financial and strategic decision making in the management of projects. Topics include estimating project costs from work breakdown structure; formulating, monitoring, and controlling project budgets; monitoring, evaluating, and forecasting project costs, schedule, results, and performance using earned value management; and deriving project cash flows. Discussion also covers the impact of project scope, schedule, and changes; management reserves to cover risks and contingencies; top-down and bottom-up budgeting; investment project analysis; discounted cash flow, internal

rate of return, and net present value methodologies; cost of capital; and capital budgeting. Broader issues (such as links between project and corporate financial performance, business ethics, corporate social responsibility, project and organizational culture, information flow, and project sustainability) are also examined.

Social Work

UMGC Europe is partnered with Salisbury University to offer graduate courses leading to a Master of Social Work.

SOWK 602 Ethical Foundation of Social Work (3)

Prerequisite: Specialization status or permission of the department. Focuses on ethical issues in social work practice, including a theoretical framework and ethical problem-solving model to systematically evaluate values and resolve ethical dilemmas found in social work practice. Provides tools and methodologies for reflection and analysis.

SOWK 604 Treatment of Trauma (3)

Prerequisite: Specialization status or permission of the program director. Examine a complete approach to the treatment of trauma and trauma-related disorders from a strengths-based perspective. Learn about trauma theory, including developmental trauma and complex trauma. Understand various treatment models for acute and complex trauma, and further develop the skills of assessment, treatment planning, and intervention with clients who have been traumatized. Practice intervention skills, including psychoeducation and affect regulation. Explore the intergenerational, socio-cultural, and societal impact of trauma.

SOWK 607 Social Welfare Policy Practice: Analyst and Advocate (3)

Provides understanding of social welfare policy analysis with micro, mezzo, and macro social work policy practice knowledge skills. Prepares students to participate in the policy making process, integrating both policy analytical and formulation skills, as well as understanding the methods and strategies for advocating for policy change and new policies.

SOWK 610 Theoretical Analysis of Behavior I (3)

Focuses on the individual, family, and peer group as a social system, and assessment using a bio-psycho-social-cultural-spiritual perspective. Explores human development through the lifespan. Presents analysis of several theories which explain human behavior and inform social work practice. Focus on privilege, oppression, prejudice, and discrimination. Develops foundation assessment skills.

SOWK 616 Social Work Research I (3)

The first of two courses in social work and evaluation research. Emphasis on understanding the development and use of scientific knowledge and the application of that knowledge to evaluate social work interventions and program evaluation. Special attention is given to applied research methodologies to enhance the student's use of evidence-based social work knowledge and skills.

SOWK 617 Social Work Research II (3)

Prerequisite: SOWK 616 or permission of the department. The second of two courses focused on the basic concepts and methods of scientific inquiry used to build knowledge and evaluate practice. Builds and expands upon material covered in Social Work Research I. Topics include an introduction to program evaluation, single-subject designs, data analysis, descriptive and inferential statistics, presentation of data and report writing, and application of findings to practice. Special attention is given to applied research methodologies that will enhance the student's use of evidence-based interventions. May be repeated only once with permission of the department.

SOWK 620 Social Work Practice I (3)

Emphasizes a generalist social work perspective for the mastery of practice theory and the development of engagement, assessment, intervention, and evaluation skills related to social work practice with individuals and families.

SOWK 622 Social Work Practice II (3)

Second of three practice courses preparing students for a generalist approach to social work practice. Expands basic knowledge, values, ethics, and skills, with emphasis on mezzo-level problem solving. Includes theories and techniques for planning, assessment, and advocacy for family and small group interventions.

SOWK 623 Social Work Practice III (3)

Third of three practice courses preparing students for a generalist approach to social work. Expands basic knowledge, values, ethics, and skills, with emphasis on macro-level problem solving. Includes theories and techniques needed for practice within an organization and/or community context.

SOWK 630 Theoretical Analysis of Behavior II (3)

Examines the development of communities and organizations as social systems. Human behaviors as affected by race, class, gender, age, and sexual orientation are a main component. Reflects social work's unique integration of theories drawn from sociology, psychology, biology, anthropology, and economics to understand the multiple influences on behavior. Macro sociological theories for critical analyses of society, communities, social institutions, and social organizations are presented. Develops macro assessment skills.

SOWK 640 Field Instruction I (3)

Prerequisite or corequisite: SOWK 620. Corequisite: SOWK 616. A seminar will be conducted concurrently. The first of a two-term sequence of supervised experience in the delivery of social services, where students are required to participate in an agency-based field practicum for two days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 640 and SOWK 645) requires a student to fulfill a minimum of 440 hours of field instruction accumulated across two full terms (semesters).

SOWK 645 Field Instruction II (3)

Prerequisite: SOWK 640. A seminar will be conducted concurrently. The second of a two-term sequence of supervised experience in the delivery of social services, in the same agency students entered in SOWK 640, where students are required to continue an agency-based field practicum for two days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 640 and SOWK 645) requires a student to fulfill a minimum of 440 hours of field instruction accumulated across two full terms (semesters).

SOWK 650 Advanced Practice with Individuals (3)

Familiarizes the practitioner with strengths assessment and theories used when intervening with individuals. Utilizes concepts of theory-based intervention strategies tying accurate assessment to intervention plans. Specific assessment techniques, including qualitative and quantitative instruments, are explored. Emphasis on advanced interview skill techniques.

SOWK 653 Substance Abuse Assessment and Intervention (3)

Prerequisite: Specialization status or permission of the department. Provides a comprehensive introduction to the recognition, assessment, and intervention with persons who abuse substances. Attention is directed to the interactive effects of substance abuse on abusers, on other persons in the abusers' lives, and on society. Other topics explored in the course will include: models of chemical dependency, the dually-diagnosed client; and the comparison and contrast of selected models of intervention.

SOWK 654 Psychopathology (3)

Prerequisite: Specialization status or permission of the department. Provides extensive knowledge of the major forms of mental illness and their treatment. Develops competence in multi-axial assessment by mastering the accepted diagnostic code, DSM-5. Provides skills in development of appropriate and contemporary treatment plans. Explores the factors associated with mental illness such as age, race, ethnicity, and gender.

SOWK 655 Evaluation of Social Work Practice (3)

Prerequisite: SOWK 650 or permission of the department. The study of practice-outcome research and program evaluation in social work. Students learn skills in grant writing and use of appropriate recording and measurement instruments for practice with individuals, groups, families, and organizations.

SOWK 660 Advanced Practice with Families (3)

Prerequisite: SOWK 650 or permission of the department. This course builds upon theoretical perspectives and practice skills from both foundation-level and advanced-level curriculum. Course content focuses upon applied family interventions in social work practice and helps students compare, evaluate, and present practice skills from the major models of family therapy.

SOWK 663 Supervision and Administration (3)

Prerequisite: Specialization status or permission of the department. An introduction for advanced-level students to supervision and administration in the human services. Students are introduced to the historical development of supervision in social work and will learn to apply knowledge of three primary supervisory functions: administration, education, and support of supervisees. Additionally, students will focus on organizational theory, as it provides a foundation to models of social work/welfare administration within social welfare delivery systems.

SOWK 665 Field Instruction III (4)

Prerequisites: Specialization status, SOWK 650. A seminar will be conducted concurrently. The first of a two-term sequence of supervised advanced field practicum experience in the delivery of social services, where students are required to participate in an agency-based field practicum for three days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 665 and SOWK 685) requires a student to fulfill a minimum of 672 hours of field instruction accumulated across two full terms (semesters).

SOWK 677 Child Welfare (3)

This course is designed to prepare advanced-level students to be child welfare practitioners able to move beyond the protective focus to practice applications of prevention and change. The curriculum includes knowledge about human services for children, the values and philosophy of family preservation, trends in social welfare policy impacting children and their families, and the effects of gender, race, and ethnicity on social work practice with children.

SOWK 680 Advanced Practice with Groups (3)

Prerequisite: SOWK 650 or permission of the department. This course builds upon theoretical perspectives from human behavior and the social environment, knowledge and skills from foundation-level practice courses, and theory and skills from the advanced theory and practice course. The course familiarizes the practitioner with the concept of the group as therapeutic communities with curative factors.

SOWK 685 Field Instruction IV (4)

Prerequisite: SOWK 665. A seminar will be conducted concurrently. The second of a two-term sequence of supervised advanced field practicum experience in the delivery of social services where students are required to continue to work three days a week in the same social welfare agency the student entered in SOWK 665 under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 665 and SOWK 685) requires a student to fulfill a minimum of 672 hours of field instruction accumulated across two full terms (semesters).

Software Engineering

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Special Topics

UCSP 605 Effective Graduate Writing (0)

(Recommended preparation for students who want to improve their writing skills.) An introduction to the writing skills needed for effective academic writing. Skills addressed include accurate grammar and punctuation; summarizing and synthesizing texts; developing well-organized, well-supported informative essays; integrating sources into writing and formatting academic papers using APA guidelines; and revising writing to produce clear, concise documents.

UCSP 615 Orientation to Graduate Studies at UMGC (0)

(Required within the first 6 credits of graduate study for all new graduate students, except those in programs requiring CBR 600, DCL 600M, DCL 600T, or PRO 600.) An overview of the skills needed for academic and professional success. Focus is on enhancing communication and critical thinking skills. Assignments provide familiarity with tools such as social media and library and information resources. APA style and resources are also addressed.

UCSP 620 Introduction to Accounting and Financial Management (0)

(Recommended as preparation for MGMT 640 or ACCT 610 for students with little or no background in accounting and finance.) A basic study of accounting and financial management concepts and their application in analyzing financial statements and estimating the value of long-lived capital projects and investments. The financial statements of actual companies are analyzed using financial ratios. Future and present value of financial and real assets/investments are calculated based on the time value of money. Emphasis is on gaining an appreciation for how financial management and accounting information can be used to support financial analysis, valuation, and decision making in various contexts

UCSP 630 Introduction to Research Methods (0)

(Recommended as preparation for MGMT 650 or HIMS 650 for students who lack a background in statistics.) A presentation of basic research techniques and methodologies used in organizational research and evaluation studies to make business decisions. Focus is on applying basic research techniques to assess the performance of individuals, work groups, and organizations. Topics 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. Discussion emphasizes basic approaches and beginning skills necessary to evaluate research materials and their use in decision making.

UCSP 635 Essentials of Computer Programming (0)

(Recommended preparation for bioinformatics, database technology, and software engineering students with little or no programming experience). An applied approach to creating computer programs. Discussion covers all aspects of basic programming, including variables, arrays, conditions, and input/output.

UCSP 636 Structure of Computer Programming (0)

(Recommended preparation for bioinformatics, database technology, and software engineering students with some programming experience, typically with older languages such as PRG and COBOL.) Prerequisite: UCSP 635. An applied approach to creating computer programs. Discussion covers aspects of programming related to the structure of the program, including loops, procedures/functions, and leveraging other software libraries/packages.

Systems Engineering

Students may find detailed course descriptions on the UMGC Stateside website at umgc.edu.

Global Directory

UMGC Europe

Kaiserslautern Headquarters

Tony K. Cho

Vice President and Director, UMGCEurope

Patricia A. Coopersmith

Associate Vice President and Deputy Director, UMGCEurope

Andrew D. Boone

*Associate Vice President and Associate Dean,
Academic Affairs*

Susanna L. Driver

Assistant Vice President, Operations

Janice A. Keller

*Assistant Vice President, Academic Operations
and Student Services*

Timothy Quezada

Assistant Vice President, Faculty Affairs

Iris S. Close

Director, Marketing and Communications

Monika E. Denburg

Director, Institutional Research and Contract Compliance

Rhonda Diaz-Hollimon

Director, Human Resources

Gregory P. Emerson

Director, Administrative Operations

Sabri Erturk

Comptroller

Patricia A. Jameson

*Director, Overseas Diversity and Equity Programs
and EEO / Title IX Investigator*

Renée I. G. Noon

Director, Enrollment Operations

Pamela A. Benbiga

*Associate Director, Academic Operations and
Student Services*

Kelen Derecho

Associate Director, Human Resources Operations

Timothy J. Holliefield

Associate Director, Technical Support

Luis E. Morales

Associate Director, Human Resources Systems

Elisabeth L. Rice

Associate Director, Academic Affairs

Web

europe.umgc.edu

Military Address

UMGC Europe
Unit 29216
APO AE 09004

Civilian Address

UMGC Europe
Hertels brunnenring 10
67657 Kaiserslautern, Germany

Telephone

Civilian: +49-(0)631-534-800

Email

studentservices-europe@umgc.edu

Facebook

facebook.com/UMGCEurope

Virtual Office

umgc-edu.zoom.us/j/840013102

Germany I Region

Jacqueline A. Brunson-Kuhn

*Regional Director: Baumholder, Kaiserslautern, Landstuhl,
Miesau, Ramstein, and Sembach*

Ashlee Voyce

Assistant Director

Michele A. Bigos

Senior Academic Advisor, Ramstein and region

Teran Jones

Advanced Academic Advisor, Ramstein and region

Matthew Mackey

Academic Advisor, Ramstein and region

Genesis Neely

Senior Academic Advisor, Sembach and region

Monica L. Philipp

Master Academic Advisor, Kaiserslautern and region

Military Address

Ramstein Education Center
Attn: UMGCEurope
86 FSS/FSDE
Unit 3221
APO AE 09094-3221

Civilian Address

Ramstein Education Center
Attn: UMGCEurope
Building 2120
66877 Ramstein-Flugplatz, Germany

Telephone

DSN: 314-480-5611
Civilian: +49-(0)6371-47-5611

Facebook

KMC Area
facebook.com/UMGCRamsteinKMC

Germany II Region

Helmuth E. Radig

Regional Director: Ansbach, Grafenwoehr, Garmisch, Hohenfels, Illesheim, Stuttgart, Vilseck, and Wiesbaden

Tyler Vereide

Assistant Director

Melissa Martinez

Academic Advisor, Stuttgart and region

Julie Novakowski

Advanced Academic Advisor, Wiesbaden and region

Peter Pederson

Senior Academic Advisor, Grafenwoehr and region

Lin Sao

Academic Advisor, Vilseck and region

Military Address

Rose Barracks Education Center

Attn: UMGC Europe

Unit 28038

APO AE 09112

Civilian Address

Rose Barracks Education Center

Attn: UMGC Europe

Building 223, Room 2.11

92249 Vilseck, Germany

Telephone

DSN: 314-476-2474

Civilian: +49-(0)631-534-80334

Facebook

Bavaria

facebook.com/UMGCBavaria

Wiesbaden

facebook.com/UMGCWiesbaden

Stuttgart

facebook.com/UMGCStuttgart

Germany III, Belgium, the Netherlands, and United Kingdom Region

Michael F. Lackie

Regional Director: Alconbury, Brunssum, Brussels, Buechel, Croughton, Geilenkirchen, Kleine Brogel, Lakenheath, Mildenhall, SHAPE, Spangdahlem, and Volkel

Jessica Jackson

Assistant Director

Nicole Chavarria Bennett

Advanced Academic Advisor, Lakenheath and region

Krystina M. Burzdak

Academic Advisor, Northern Germany, Belgium, and the Netherlands

Andrea Gentile

Academic Advisor, Mildenhall and region

Kate Randolph

Advanced Academic Advisor, Northern Germany, Belgium, and the Netherlands

Military Address

UMGC Europe

52 FSS/FSDE

Unit 3670

APO AE 09126

Civilian Address

UMGC Europe

Spangdahlem Education Center

Building 129, Room 208

54529 Spangdahlem-Flugplatz

Germany

Telephone

DSN: 314-452-7556

Civilian: +49-(0)9662-83-2462

Facebook

Spangdahlem & Benelux

facebook.com/UMGCSpangdahlemBenelux

United Kingdom

facebook.com/UMGCUnitedKingdom

Mediterranean Region: Italy, Portugal, Spain, Turkey, and Greece

Mitzia P. Williams

Regional Director: Adana, Aviano, Gaeta, Ghedi, Izmir, Lajes, Lisbon, Livorno, Moron, Naples, Rota, Sigonella, Souda Bay, and Vicenza

Christa Graham

Assistant Director

Katja Alexis

Academic Advisor, Rota and region

Andrea Burduselu

Academic Advisor, Vicenza and region

Ricky J. Lucas

Master Academic Advisor, Aviano and region

Military Address

UMGC Europe

PSC 817, Box 79

FPO AE 09622-0001

Civilian Address

UMGC Europe

Viale Fulco Ruffo di Calabria

Base U.S. Navy

Napoli 80144, Italy

Telephone

DSN: 314-626-6675

Civilian: +39-081-568-6675

Facebook

Adana & Izmir

facebook.com/UMGCAdanaIzmir

Aviano & Ghedi

facebook.com/UMGCAvianoGhedi

Lisbon & Lajes

facebook.com/UMGCLisbon

Naples

facebook.com/UMGCNaples

Rota

facebook.com/UMGCRota

Sigonella

facebook.com/UMGCSigonella

Souda Bay

facebook.com/UMGCSoudaBay

Vicenza

facebook.com/UMGCVicenza

Middle East and North Africa Region (Downrange)

Michael M. Gillespie

*Regional Director: Bahrain, Djibouti, Egypt, Kuwait,
Qatar, UAE, and other CENTCOM*

Elizabeth Blindauer

Assistant Director

Bonnie Bayless

Academic Advisor, Kuwait and region

Michelle Knoll

Academic Advisor, Bahrain and region

Military Address

PSC 851, Box 570

FPO AE 09834-2800

Civilian Address

UMGC Europe

Navy College Office Bahrain

NSA Bahrain, Bldg. 100

Manama, Bahrain

Telephone

DSN: 318-439-9094

Civilian: +973-785-9094

Facebook

Middle East and North Africa

facebook.com/UMGCMidEastAfrica

UMGC Europe Locations

At these locations there may be one or more education centers sponsoring UMGCEurope classes or services.

For up-to-date information on education center location details and business hours, please visit europe.umgc.edu/locations.

Bahrain

Manama

Belgium

Brussels

Kleine Brogel

SHAPE

Djibouti

Camp Lemonnier

Egypt

Sinai South Camp

Germany

Ansbach

Baumholder

Buechel

Garmisch

Geilenkirchen

Grafenwoehr

Hohenfels

Illesheim

Kaiserslautern

Landstuhl

Ramstein

Sembach

Spangdahlem

Stuttgart

Vilseck

Wiesbaden

Greece

Souda Bay

Italy

Aviano

Gaeta

Ghedi

Livorno

Naples

Sigonella

Vicenza

Kuwait

Ali Al Salem Air Base

Camp Arifjan

Camp Buehring

Netherlands

Brunssum

Volkel

Other CENTCOM

332 AEW

Portugal

Lajes

Lisbon

Qatar

Al Udeid

Spain

Moron

Rota

Turkey

Adana (Incirlik)

Izmir

United Arab Emirates

Al Dhafra

United Kingdom

Alconbury

Croughton

Lakenheath

Mildenhall

UMGC Asia

Yokota Headquarters

James B. Cronin

Vice President and Director, UMGC Asia

Amanda C. Maguire

Associate Vice President and Deputy Director, UMGC Asia

Joshua A. Fickes

Assistant Vice President, Operations

Military Address

UMGC Asia

Unit 5060, Box 0100

APO AP 96328-0100

Civilian Address

UMGC Asia

Building 445, Yokota Air Base

Fussa, Fussa-shi

Tokyo (197-0001) Japan

Telephone

DSN: 315-225-3680

Civilian: +81-(0)42-552-2510, ext. 5-3680

Fax

DSN: 315-225-8485

Civilian: +81-(0)42-551-8305

Email

registrar-asia@umgc.edu

Web

asia.umgc.edu

Facebook

facebook.com/UMGCGuam

facebook.com/UMGCJapan

facebook.com/UMGCKorea

facebook.com/UMGCOKinawa

UMGC Asia Locations

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

For up-to-date information on education center location details and business hours, please visit asia.umgc.edu/locations.

Australia

Alice Springs

British Indian Ocean Territory

Diego Garcia

Guam

Joint Region Marianas

Andersen AFB*

Naval Base Guam

Mainland Japan

Atsugi

Camp Fuji

Camp Zama

Iwakuni

Misawa

Sasebo

Yokosuka

Yokota*

Okinawa

Camp Courtney

Camp Foster

Camp Hansen

Camp Kinser

Camp Schwab

Futenma

Kadena*

Torii Station

Singapore

Singapore

South Korea

Camp Carroll

Camp Casey

Camp Henry

Camp Humphreys*

Kunsan

Osan

* Administrative center

UMGC Stateside

President's Cabinet

Gregory Fowler

President

Tony K. Cho

Vice President and Director, UMGC Europe

Brian Christie

Vice President, Enrollment Management

James B. Cronin

Vice President and Director, UMGC Asia

Heather Date

Vice President, Communications and Engagement

Christopher M. Davis

Vice President, Academic Quality

Nicholas Eremita

Chief of Staff and Senior Vice President, Strategy

Jennifer Frank

Deputy Chief Academic Officer

Michael Freedman

Senior Vice President and Journalist in Residence

Sharon Fross

Vice President and Dean, School of Arts and Sciences

JulieAnn Garcia

Vice President and Chief Human Resources Officer

Chinitra Graham

Vice President, Information Security

Martina Hansen

Senior Vice President and Chief Student Affairs Officer

Douglas Harrison

*Vice President and Dean, School of Cybersecurity
and Information Technology*

Blair H. Hayes

Ombudsman, Vice President, and Chief Diversity Officer

Lisa M. Henkel

Vice President, Student Affairs Operations

Jamie Jaynes

Vice President, Admissions

Athena Kennedy

Vice President, Digital Teaching and Learning

Eugene D. Lockett Jr.

Vice President and Chief Financial Officer

Kristophyre McCall

Chief Transformation Officer

Lloyd (Milo) Miles

Senior Vice President, Global Military Operations

Chris Motz

Vice President, Academic Outreach and Corporate Alliances

Blakeley Pomietto

Senior Vice President and Chief Academic Officer

Frank J. Principe Jr.

*Senior Vice President, Government Affairs and
Strategic Partnerships*

Sherri Sampson

Vice President and General Counsel

Anna Seferian

Acting Vice President and Dean, School of Business

Joseph Sergi

Senior Vice President and Chief Operating Officer

Cathy Sweet

Vice President, Institutional Advancement

Kelly A. Wilmeth

Vice President, Stateside Military Operations

UMGC Stateside Address

University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783-8085

Telephone

+1-800-888-8682

Fax

+1-301-985-7977

Email

studentsfirst@umgc.edu

Web

umgc.edu

University System of Maryland

Board of Regents

Linda R. Gooden, *Chair*

Gary L. Attman, *Treasurer*

William T. (Bill) Wood, *Assistant Treasurer*

Michelle A. Gourdine, MD, *Secretary*

Robert D. Rauch, *Assistant Secretary*

Joseph Bartenfelder, *Ex Officio*

Hugh Breslin

Ellen R. Fish

Gary Gill

Geoff J. Gonella

Robert Hur

D'Ana Johnson

Isiah (Ike) Leggett

Robert R. Neall

Douglas J.J. Peters

Louis Pope

Signe Pringle, *Ex Officio*

Andy Smarick

Robert L. Wallace

Ada Beams, *Student Regent*

Ayotola Oludayo, *Student Regent*

Officers

Jay A. Perman, MD, *Chancellor*

Joann Boughman, *Senior Vice Chancellor for Academic
and Student Affairs*

Peter Goodwin, *Vice Chancellor for Environmental Sustainability*

Ellen Herbst, *Vice Chancellor for Administration and Finance*

Patrick N. Hogan, *Vice Chancellor for Government Relations*

Tim McDonough, *Vice Chancellor for Communications and
Marketing*

Leonard Raley, *Vice Chancellor for Advancement /
Chief Executive Officer of the USM Foundation*

J. Thomas Sadowski, *Vice Chancellor for Economic
Development*

Web

usmd.edu

UMGC Europe Faculty

ABBATE, CRISTIANO

Adjunct Instructor
Government
Laurea, University of Trieste

AFIFI, ALAA A.

Adjunct Instructor
Arabic, English
BA, PhD, Alexandria University

AIELLO, ROSA

Adjunct Professor
Chemistry, Biology
Dottore in Medicina, University of Catania

AILSTOCK, CHARLES A.

Adjunct Professor
Business and Management, Government
and Politics
BA, JD, Howard University
LLM, Georgetown University

ALSALAH, LUM

Adjunct Instructor
Writing
BA, Applied Science Private University
of Amman
MA, Wichita State University

ALVARADO, JOHN REY

Adjunct Instructor
Information Systems Management
BS, MS, American Sentinel University

ANDREWS, TINA M.

Adjunct Assistant Professor
Business Management, Human Resources
BS, University of Maryland Global Campus
MBA, University of Phoenix

APICHELLA, MARIA L.

Adjunct Associate Professor
English
BA, MA, PhD, Aberystwyth University

ARAYA, STEFANIE R.

Adjunct Assistant Professor
Social Work
BSW, University of Utah
MSW, University of Washington Tacoma

ARBONA, LOURDES

Adjunct Assistant Professor
Social Work
BS, University of Maryland Global Campus
MSW, Salisbury University

BARBATO, JOHN L.

Collegiate Associate Professor
Business and Management
BA, MBA, University of Colorado

BATES, SHAKIMA

Adjunct Assistant Professor
Mathematics
BS, Shaw University
MAT, The American University

BAUER, CARINA

Adjunct Instructor
German
BA, MA, Johannes Gutenberg
University Mainz

BAYLESS, BONNIE

Adjunct Instructor
Experiential Learning
BS, Northland International University
MEd, Bob Jones University

BEASLEY, MICHAEL A.

Adjunct Assistant Professor
Business and Management
BS, Virginia Polytechnic Institute and
State University
MS, Bowie State University

BECK, JOHANNES

Adjunct Assistant Professor
Biology, Spanish
Diplom, PhD, University of Hohenheim

BENBIGA, PAMELA A.

Adjunct Instructor
Experiential Learning
BS, MS, MBA, University of Maryland
Global Campus

BENNING, KELLY S.

Adjunct Assistant Professor
German
BA, MA, University of Northern Iowa
MEd, EdD, University of Maryland,
College Park

BERARDESCA, MAUREEN C.

Adjunct Associate Professor
English, Writing
BA, BEd, University of Melbourne
MA, Orientale University Institute Naples

BLAKE, GEORGIA L.

Adjunct Assistant Professor
Cybersecurity
BS, MS, University of Maryland Global
Campus

BLATTMAN, MICHAEL

Collegiate Associate Professor
Accounting, Economics
BA, City University of New York,
Queens College
MBA, St. John's University

BOONE, ANDREW D.

Collegiate Associate Professor
Business and Management, Economics
BS, University of Arizona
MS, PhD, University of Houston

BORETOS, NICHOLAS E.

Adjunct Instructor
Computer Studies
BS, MA, University of Lowell

BRIDGERS, GERALD D.

Adjunct Assistant Professor
Information Systems Management
BBA, North Carolina Central University
MA, Webster University

BROOKS, LATOYA

Adjunct Instructor
Social Work
BS, University of Arkansas Pine Bluff
MS, Trident University
MSW, University of Texas at Arlington

BROWNING, LUKE W.

Adjunct Assistant Professor
Biology
BSc, MSc, University of East Anglia
PhD, University of Cambridge

BUCHANAN, CHRISTOPHER D.

Adjunct Instructor
Business Management
BA, Columbia College
MA, Webster University

BUISSERETH, DENISE E.

Adjunct Assistant Professor
Writing, Experiential Learning
BA, University of Delaware
MEd, EdD, American College of Education

BURKARDT, AMANDA R.

Adjunct Assistant Professor
Biology, Business Management,
Information Systems
BS, MS, Oklahoma State University
MBA, MS, University of Oklahoma

BURNS, ALISON M.

Adjunct Instructor
Experiential Learning
BFA, Louisiana State University
MEd, University of Maryland Global Campus

BUSCH, ANGELIKA

Adjunct Associate Professor
Mathematics
Diplom, Technical University of Mannheim

BUTT, NAVEED

Adjunct Assistant Professor
Accounting, Finance
BSc, Bradley University
MBA, Northern Kentucky University

BYRNE, RICHARD
Collegiate Professor
 Government and Politics, History
 BA, Loras College
 MA, Creighton University
 PhD, University of Iowa

CABIYA, KEARSTIN
Adjunct Instructor
 Business Management, Human Resources,
 Experiential Learning
 BA, MA, University of Maryland Global
 Campus

CALABRESI, LEONELLO
Adjunct Associate Professor
 Computer Studies
 Laurea, University of Salerno

CAMBRA, BRIAN K.
Adjunct Instructor
 Behavioral Science, Psychology
 BS, San Diego State University
 MS, Amberton University
 MA, Linköping University
 EdD, Liberty University

CAMPBELL, IAN
Adjunct Instructor
 Information Systems
 BA, Tarleton State University
 MA, Webster University
 MS, University of Maryland Global Campus

CARFORA, VALENTINA
Adjunct Instructor
 Behavioral Science, Psychology
 BA, University of Naples
 MA, Catholic University of the
 Sacred Heart, Milan
 PhD, University of Naples

CARTER, STEVEN D.
Adjunct Assistant Professor
 Business Management
 BA, American Military University
 MA, Trident University
 DBA, Capella University

CASHIO, VICTORIA K.
Adjunct Assistant Professor
 Social Work
 BA, City University of New York, Hunter
 College
 MSW, Fayetteville State University

CHAMBERS, IAN D.
Adjunct Professor
 History
 BA, MA, University of Warwick
 PhD, University of California, Riverside

CHANEY, RICK L.
Collegiate Professor
 Economics, Statistics
 BA, Brigham Young University
 MS, PhD, University of Illinois at
 Urbana – Champaign

CHAVARRIA BENNETT, NICOLE
Adjunct Instructor
 Experiential Learning
 BS, University of West Florida
 MBA, University of Maryland Global Campus

CHOMIAK, ANNA
Collegiate Professor
 Business and Management, Psychology
 BA, Butler University
 MS, PhD, Oklahoma State University

COLATRELLA, STEVEN J.
Adjunct Professor
 Sociology, Government
 BA, Bard College
 MA, The New School
 PhD, Binghamton University

COMBS, JOANNE M.
Adjunct Assistant Professor
 History, Italian
 BA, University of Maryland Global Campus
 MA, Excelsior College

COOPERSMITH, JOSHUA P.
Adjunct Assistant Professor
 Mathematics
 BS, Old Dominion University
 MBA, Augusta University

COURT, LINDSEY
Adjunct Associate Professor
 Mathematics
 BSc, University of Essex
 MS, Boston University

CRANBURY, SARAH E. C.
Adjunct Instructor
 Social Work
 BA, University of New Hampshire
 MSW, California State University, San
 Bernardino

CZOLADA, VANESSA R.
Adjunct Assistant Professor
 Mathematics, Statistics
 BA, MA, University of North Alabama

DALLE, MARK A.
Adjunct Assistant Professor
 Cybersecurity, Information Technology
 BA, Wayland Baptist University
 MA, Webster University

DANDU-BIBIRE, TATIANA
Adjunct Associate Professor
 Mathematics
 BA, MA, PhD, Alexandru Ioan Cuza
 University of Iasi

DAVIS, ANDREA
Collegiate Professor
 Biology
 BS, David Lipscomb University
 MS, Abilene Christian University
 EdD, University of North Florida

DAVIS, CODY
Adjunct Instructor
 Computer Information Technology,
 Information Systems Management
 BS, MS, University of Maryland Global
 Campus

DAVIS, EDWARD M.
Collegiate Assistant Professor
 Biology, Mathematics, Statistics
 BS, United States Air Force Academy
 MS, Abilene Christian University

DEETER, FRED R.
Adjunct Associate Professor
 Information Technology
 BA, Wichita State University
 MS, Boston University

DE LOS ANGELES, INGRID
Adjunct Assistant Professor
 Business Management, German
 BA, University of Maryland Global Campus
 MEd, PhD, University of Oklahoma

DEL BAÑO ROLLIN, EMMA
Adjunct Assistant Professor
 Behavioral Science, Psychology
 BA, Asbury University
 MA, Colorado Christian University
 MA, Universitat Autònoma de Barcelona

DETROLIO, PETER
Adjunct Assistant Professor
 Government, History
 BA, MA, Catholic University of America
 MEd, Valencia International University
 JD, University of Dayton

DEVINE, CHARITY E.
Adjunct Instructor
 Experiential Learning
 BS, MA, Wayland Baptist University

DEVINE, DANIEL
Adjunct Assistant Professor
 Computer Science, Information Systems
 BS, University of Arizona
 MBA, Wayland Baptist University

DIENST, STEFAN
Adjunct Assistant Professor
 German
 MA, Johannes Gutenberg University Mainz
 PhD, La Trobe University

DI ROCCO, DIANA
Adjunct Assistant Professor
 Italian, Government and Politics
 Diplom, Liceo Linguistico
 Laurea, Oriental Institute, Naples

DISTEFANO, DENISE M.
Collegiate Professor
 Business and Management,
 Criminal Justice
 BA, JD, American University

DOERFLINGER, MICHAEL P.

Adjunct Assistant Professor
Cybersecurity, Information Technology
BS, MS, George Mason University

DONMEZ, CEMALETTIN

Adjunct Associate Professor
Mathematics
BS, MS, Middle East Technical University
PhD, Purdue University

DONOVAN, MELISSA M.

Collegiate Professor
Mathematics, Statistics
BA, BS, University of Maine
MS, University of Southern Maine
EdD, University of Massachusetts

DORNY, MARK R.

Collegiate Associate Professor
English
BA, MA, University of Utah

DROUET, JOEL

Adjunct Assistant Professor
French, Government, Spanish
BA, University of Louisiana at Monroe
MA, University of Oklahoma

DUNCANSON, OLGA

Adjunct Associate Professor
Psychology
MEd, Northwestern State University
MS, PhD, Capella University
MS, Troy University

DYMOND, JOHN

Adjunct Assistant Professor
Business Management, Career Planning
BS, MBA, University of Maryland Global
Campus

EAST, BRIAN

Collegiate Associate Professor
English
BA, MA, Georgia State University
PhD, Auburn University

ELLIS, GULCIN

Adjunct Assistant Professor
Business Management, Human Resources,
Experiential Learning
BA, Cukurova University
MBA, University of Phoenix

FARACI, ROSARIO

Adjunct Professor
Business and Management, Economics,
Human Resource Management
Laurea, PhD, University of Catania

FAY, MITCHELL

Collegiate Associate Professor
Art History, English, Humanities, Speech,
Theatre, Writing
BA, University of Wisconsin – Eau Claire
MAT, University of Wisconsin – River Falls
MPS, Cornell University

FERRARA, SERENA

Adjunct Assistant Professor
Italian
MA, University of Pisa

FERRAZZI, JADER

Adjunct Instructor
Italian
BA, MA, Ca' Foscari University of Venice

FIGUEROA, SARAI R. E.

Adjunct Instructor
Experiential Learning
BS, MS, University of Phoenix

FINNEY, ALEXANDRA C.

Adjunct Assistant Professor
Biology, Nutrition
BS, University of California, Davis
PhD, Louisiana State University, Shreveport

FLEISCHER, PRISCILLA R.

Adjunct Assistant Professor
Behavioral Sciences, Social Work
BA, Marquette University
MSW, University of Illinois at Chicago Circle
PhD, The Sanville Institute

FLOYD, DWAYNE E.

Adjunct Assistant Professor
Mathematics, Statistics
BS, MS, University of Central Florida

FORTUNO, FELICIDAD B.

Adjunct Professor
Information Technology, Finance
BS, MBA, University of Nueva Caseres
DBA, Aquinas University of Legazpi

FRITZ, ALEXANDER

Adjunct Instructor
Computer Studies, Information Technology
BSc, MSc, Karlsruhe Institute of Technology

GALLO, FRANCESCO

Adjunct Professor
Biology
BS, St. John's University
Dottore in Medicina, University of Padua

GARCIA LOPEZ, HELENA S.

Adjunct Instructor
Psychology
BS, MS, University of Malaga
MA, Portland State University
MS, Universidad a Distancia de Madrid

GERNS, JOHN E.

Adjunct Associate Professor
Criminal Justice
BA, Moravian College
MFS, The George Washington University

GLOVER, JEREMY J.

Adjunct Professor
Business and Management,
Criminal Justice
LLM, LLB, University of Warwick
LLM, University of Toronto

GOORTS, ROELAND

Adjunct Assistant Professor
History
BA, MA, Katholieke Universiteit Leuven
PhD, University of Reading

GOTTI, MARIAPAOLA

Adjunct Instructor
Computer Science, Information Systems
Management, Mathematics
Laurea, Laurea Magistrale, Università
Cattolica Del Sacro Cuore

GOULD, ROBERT W.

Collegiate Professor
Business Administration
BA, Oberlin College
MBA, University of California, Berkeley
DM, University of Maryland Global Campus

GRAHAM, CHRISTA

Adjunct Assistant Professor
Business Management,
Experiential Learning
BA, Missouri Baptist University
MBA, University of Maryland Global Campus

GRANADO, BRIAN J.

Adjunct Assistant Professor
Cybersecurity, Information Technology
BA, University of Nebraska, Omaha
MA, MS, Webster University
MS, Touro University International

GRANT, JOANNA

Collegiate Professor
Communication, English, Speech
BA, Berry College
MPhil, Oxford University
MA, PhD, University of Rochester

GREGORY, DAVID REALES

Adjunct Assistant Professor
Art History, Film Studies, Theatre
BS, University of Baltimore
MA, Goucher College
MFA, Towson University
PhD, University of Maryland, College Park

GREIG, JAMES W.

Adjunct Associate Professor
Philosophy, Psychology
BA, Cornell University
MA, Ball State University
MA, University of Colorado Boulder
PhD, Capella University

GREIG, MARGARYTA

Adjunct Instructor
Mathematics
BS, MS, Donetsk State University

GUTA, HALA A.

Adjunct Associate Professor
Arabic, Speech
BA, Al Nailain University
MA, MEd, PhD, Ohio University

GUTHRIDGE, GEORGE

Collegiate Professor
Writing
BA, Portland State University
MFA, University of Montana
MA, University of Iowa
PhD, University of Alaska, Fairbanks

HALL, FREDERICK

Adjunct Associate Professor
Speech
BS, MS, Utah State University
PhD, University of Tennessee, Knoxville

HALLEMAN, TRAVIS W.

Adjunct Assistant Professor
Mathematics, Statistics
BS, MS, University of Wyoming

HARCROW, ANNE-MARIE W.

Adjunct Assistant Professor
Psychology
BA, MA, Texas State University
MA, Fayetteville State University

HAVELOCK, GLENN

Adjunct Associate Professor
Geology
BSc, University of Derby
MSc, University of Reading
PhD, University of Exeter

HAVLIN, TETIANA

Adjunct Assistant Professor
Sociology
BA, MA, Odessa I.I. Mechnicov National University
PhD, V. N. Karazin Kharkiv National University

HAYS, KRAIG L.

Adjunct Associate Professor
Sociology, Criminal Justice, Behavioral and Social Science
BA, PhD, University of Colorado Boulder

HEFNER, JOSHUA C.

Adjunct Instructor
Business Management, Experiential Learning
BS, MBA, University of Maryland Global Campus

HEINZ, ASHLEIGH L.

Adjunct Instructor
Biology
BS, MOP, North Carolina State University

HEISLER, EVA L.

Collegiate Professor
English, Art History
BA, Kirkland and Hamilton Colleges
MA, Syracuse University
PhD, Ohio State University

HELLER, LASHONDA

Adjunct Instructor
Experiential Learning
BS, University of Maryland Global Campus
MA, Embry-Riddle Aeronautical University

HEMMINGS, VIKTORIA

Adjunct Assistant Professor
Biology, Nutrition
BS, Esterházy Károly Tanáképző Főiskola
MS, Magyar Testnevelésu Egyetem
MS, University of Nevada, Las Vegas

HENDERSON, GERALDINE

Collegiate Professor
English
BM, Oral Roberts University
MA, MM, PhD, University of Nebraska, Lincoln

HENDRIX, STEFANIE

Adjunct Assistant Professor
Accounting, Finance
BA, MAcy, The University of North Carolina at Chapel Hill

HOLLINS, JAMAAL

Adjunct Associate Professor
Accounting, Business Management, Information Systems Management
BS, Wayland Baptist University
MBA, University of Phoenix
PhD, Sullivan University

HU, YEN-TING

Adjunct Assistant Professor
Business Administration
BA, National Chengchi University
MSc, City University London
PhD, University of London

HULL, ALLEN M. A.

Adjunct Associate Professor
Government, History
BA, MA, University of Durham
PhD, Royal Holloway University of London

HUYLEBROUCK, DIRK

Adjunct Professor
Mathematics, Statistics
BS, MA, PhD, Rijksuniversiteit Ghent

IQBAL, IMRANA

Collegiate Professor
Writing
BA, Western Washington University
MA, University of Texas at Dallas
MA, MS, JD, PhD, Duquesne University
LLM, University of London

JACKSON, JESSICA

Adjunct Assistant Professor
Experiential Learning
BS, MA, Texas A&M, Commerce
MA, Prairie View A&M University

JAMESON, PATRICIA A.

Adjunct Associate Professor
Counseling, Psychology
BS, University of Maryland Global Campus
MA, University of Maryland, College Park

JARREAU, BERT J.

Collegiate Professor
Business Administration
BS, University of Louisiana at Lafayette
MBA, DM, University of Maryland Global Campus

JESSEN, MARIANNE

Adjunct Assistant Professor
German
MA, PhD, Bielefeld University

JOHNSON, JENNIFER A.

Adjunct Assistant Professor
Social Work
BA, Arizona State University
MSW, University of Southern California
MPP, Oregon State University

JOYCE, ROBERT J.

Adjunct Assistant Professor
Biology, Chemistry
BA, MA, MS, University of Colorado Colorado Springs

JUDGE, JEFFREY W.

Adjunct Professor
Speech, Writing
BA, Asbury University
MA, Colorado Christian University
PhD, Walden University

KAUFMAN, KEVIN

Adjunct Assistant Professor
Business Administration
BA, University of Maryland Global Campus
MS, Bowie State University
DBA, Walden University

KLAM, MICHAEL

Adjunct Assistant Professor
German
MSc, Saarland University

KOCH, KATHLEEN

Collegiate Professor
English
BS, MAT, University of New Hampshire
Keene State College
MA, PhD, Drew University

KOENIG, GRETCHEN

Collegiate Professor
English, Writing
BA, Liberty University
MA, Longwood University

KREAGER, DON

Adjunct Assistant Professor
Social Work
BS, Washington State University
MSW, San Diego State University

KRUITHOF, ERICA

Adjunct Assistant Professor
Business Administration
BS, West Chester University
MBA, Texas A&M University-Commerce

KUNICKI, MIKOLAJ S.
Adjunct Associate Professor
History
MA, University of Warsaw
MA, Central European University
MA, School of Slavonic and East
European Studies
PhD, Stanford University

KUZNETZOFF, JORGE A.
Adjunct Instructor
Art
BA, Temple University
MA, University of Baltimore

KWIATKOWSKI, BRUCE
Collegiate Professor
German, History
BS, MA, PhD, University of Toledo

LADELFA, ANGELA M.
Adjunct Assistant Professor
Art History
BS, MA, PhD, Pontifical Gregorian University

LADELFA, JOSEPH
Collegiate Associate Professor
Computer Studies, Mathematics
BS, St. John Fisher College
MBA, University of Maryland Global Campus
MS, Bowie State University

LADELFA, PRISCILLA N.
Adjunct Instructor
Experiential Learning
BA, Kore University
MBA, University of Maryland Global Campus

LAGASSEY, GARY C.
Adjunct Instructor
Business Management, Government
BA, MBA, University of Maryland Global
Campus
MA, University of Northern Colorado
MA, University of Oklahoma

LANTIN, VANESSA
Adjunct Assistant Professor
Business Administration
BS, Wake Forest University
JD, University of Memphis

LAPP, JAMES L.
Collegiate Associate Professor
Mathematics, Statistics
BA, MS, Humboldt State University

LAUSTEN, THOMAS F.
Adjunct Assistant Professor
Business Management
BBA, MBA, Henley Management College

LAURENCE, MARIE-MAUDE
Adjunct Instructor
Mathematics, Statistics
BA, Université du Québec à Montréal
MBA, St. Martin's University

LEITCH, GORDON A.
Collegiate Professor
Economics
BA, Hillsdale College
MA, PhD, Tulane University

LEWIS, DARRYL M.
Adjunct Assistant Professor
Business Management, Criminal Justice,
German
BA, University of South Florida
JD, Regent University School of Law
LLM, University of Saarland

LEWIS, JASON
Adjunct Instructor
Information Systems, Information
Technology
BS, MS, University of Maryland Global
Campus

LOYD, KRISTEN R.
Adjunct Assistant Professor
Communication, English, Writing
BA, University of California, Davis
MA, University of Southern California
MA, Ohio University

LUCAS, RICKY J.
Adjunct Instructor
Business Management
BS, MBA, University of Maryland Global
Campus

MAGEE, MALCOLM D.
Collegiate Professor
History
BA, PhD, Michigan State University

MAHDY, TAMMER H.
Adjunct Assistant Professor
Writing, Speech, Experiential Learning
BS, United States Air Force Academy
MA, University of East Anglia

MAKSIMYADIS, NIKO
Adjunct Assistant Professor
Anthropology, Management Studies
AB, University of California, Berkeley
MA, MBA, University of Chicago

MANCINI, ROSAMARIA
Adjunct Assistant Professor
Speech, Writing
BA, Hunter College
MA, New York University

MANCUSO, PIERGABRIELE
Adjunct Assistant Professor
History, Music
BA, MA, Ca' Foscari University
PhD, University College London

MANLEY, CRAIG A.
Adjunct Associate Professor
English
BA, University of Maryland Global Campus
MA, California State University,
Dominguez Hills

MARQUEZ, GARY A.
Adjunct Assistant Professor
Business Management, Government,
Experiential Learning
BA, University of Maryland Global Campus
MPA, University of Oklahoma
MBA, University of Maryland Global Campus

MARTIN, JONI P.
Adjunct Assistant Professor
Social Work
BSW, Troy University
MSW, University of Alabama

MARTIN, ROBERT J.
Adjunct Instructor
History
BA, MA, MEd, Providence College

MARTIN, THERESA G.
Collegiate Associate Professor
Biology
BS, MS, University of Nebraska
DM, University of Maryland Global Campus

MAZZEI, SERENA
Adjunct Instructor
Business Management, Economics
BS, MSc, University of Naples Federico II
MSc, King's College London

MCBRIDE, MARIE
Adjunct Assistant Professor
Social Work
BS, Florida State University
MSW, Catholic University of America

MCCARRICK, MARY
Collegiate Professor
English, Writing
BA, Central Michigan University
MA, Western Michigan University
PhD, Union Institute and University

MCGOWAN, VIVIAN C.
Adjunct Instructor
Experiential Learning
BA, University of North Georgia
MEd, Georgia Southern University

MCNAIR, ANTHONY
Adjunct Assistant Professor
Biology
BS, The Citadel
MS, MS, University of Michigan

MCNEELY, JUDITH
Collegiate Professor
English
BA, Louisiana Tech University
MA, McNeese State University
PhD, Indiana University of Pennsylvania

MEDINA, CECIL
Adjunct Assistant Professor
Business Management, Finance, Marketing
MBA, Wayland Baptist University

MEDLEY, VERONICA J.

Adjunct Instructor
Behavioral Science, Psychology,
Experiential Learning
BA, University of North Carolina, Chapel Hill
MA, North Carolina Central University

MENESES, GEORGE H.

Adjunct Associate Professor
English, Portuguese
BA, California State College, Stanislaus
MA, University of California, Davis

MILANO, ENZO

Adjunct Associate Professor
Italian
Laurea, Oriental Institute, Naples

MILANO, ROSANNA

Adjunct Instructor
Italian
Laurea, Oriental Institute, Naples

MINCHHOFF, JANA

Adjunct Instructor
German
BS, Elizabethtown College
MIM, University of Maryland Global Campus
MA, Mississippi State University

MINTON, CRISTINA

Adjunct Assistant Professor
Mathematics, Statistics, Spanish
BS, Campbell University
MS, University of Wisconsin–Stout
MS, University of West Florida

MOKADEM, ANIS

Adjunct Instructor
Finance, Economics, Statistics
MSc, Cass Business School

MONROSE, MELVIN

Adjunct Instructor
Accounting, Finance
BS, Grambling State University
MS, Texas A&M, Central Texas
MBA, Liberty University

MOORE, JENNY L.

Adjunct Assistant Professor
Communications, Speech, Writing
BA, MA, Northeastern State University
PhD, Old Dominion University

MORRIS, MORGAN D.

Adjunct Instructor
Social Work
BS, Troy University
MSW, University of Kansas

MOSLEH, KHAN R.

Adjunct Assistant Professor
Business Management, Mathematics
BS, MS, Walden University

MOUMANI, EMIL

Adjunct Assistant Professor
Business Management, Experiential Learning
BS, University of South Florida
MBA, New England College of Business
and Finance
DBA, University of Maryland Global Campus

MUELLER, IRIS

Adjunct Associate Professor
Art History, English, German, History
MA, Ruprecht Karls University, Heidelberg
MA, MPhil, PhD, Yale University

MULVEY, MICHAEL

Collegiate Associate Professor
History
BA, University of Vermont
MA, PhD, University of North Carolina

MYLONA, ELENI

Adjunct Assistant Professor
Biology
BA, Democritus University of Thrace
MS, PhD, University of Toledo

NEIMAN, ELIZABETH

Adjunct Assistant Professor
Music
BA, BA, Swarthmore College
MM, Washington University, St. Louis

NEUERBURG, ANGELIKA

Adjunct Assistant Professor
German
BA, MA, University of Trier

NIXON CHARLINE

Collegiate Professor
Computer Information Systems,
Cybersecurity
BS, MBA, PhD, DM, Father Saturnino Urios
University
MS, Virginia College Online

NOLAN, JOHN S.

Adjunct Professor
History
BA, Centre College
MA, PhD, Tulane University

NORCROSS, BRIAN

Collegiate Associate Professor
Speech Communication
BA, California State University, Long Beach
MA, University of Wyoming
PhD, Southern Illinois University, Carbondale

NOVAKOWSKI, JULIE

Adjunct Instructor
Experiential Learning
BS, Bentley University
MS, Southern New Hampshire University

NYARKO, PETER ROMEO

Adjunct Associate Professor
Mathematics, Statistics
MSc, Technical University of Eindhoven
MSc, Technical University of Kaiserslautern
BSc, PhD, Kwame Nkrumah University of
Science and Technology

OBA, DOUGLAS

Collegiate Professor
Biology
BS, Brigham Young University, Provo
PhD, University of Florida, Gainesville

OBEIDAT, MOHAMMAD

Collegiate Assistant Professor
Mathematics
BM, Jordan University
MBA, University of Phoenix
MS, MS, University of Central Florida

ÖNDER, AYŞIN

Adjunct Assistant Professor
Turkish, Experiential Learning
BA, Ankara University
MA, Dokuz Eylül University

ORUÇ ERTÜRK, NESRİN

Adjunct Assistant Professor
Writing, Speech
BA, Anadolu University
MA, Bilkent University
PhD, Anadolu University

OTIS, MINDY L.

Collegiate Professor
Psychology
BS, Tufts University
MA, PhD, University of Kentucky

PALACIOS, BARBARA

Adjunct Instructor
Experiential Learning
BA, University of California, Los Angeles
MS, National University

PALADINI-STONE, ELLEN

Adjunct Assistant Professor
Social Work
BA, Purdue University
MSW, Indiana University

PANNICO, MARIANNA

Adjunct Assistant Professor
Mathematics
Laurea, PhD, University of Naples

PASQUET, PATRICK

Adjunct Instructor
Government
BA, MA, University of Vienna

PATAGOULOS, EVA

Collegiate Associate Professor
Psychology
BA, The American College of Greece
PsyD, Carlos Albizu University

PAUNOVIC, ALEKSANDRA
Adjunct Assistant Professor
German
BA, Fayetteville State University
MBA, American Military University

PERKINS, LEASA L.
Adjunct Associate Professor
Computer Studies
BA, MSIT, University of Maryland Global Campus

PETTIT, THOMAS
Collegiate Associate Professor
Biology
BS, Arizona State University
PhD, Baylor University

PFLUKE, LILLIAN
Adjunct Associate Professor
Mathematics
BS, United States Military Academy
MS, The George Washington University

PICKLES, KIMBERLY
Adjunct Assistant Professor
Business Management, Experiential Learning
BS, East Carolina University
MEd, Old Dominion University
MBA, University of Maryland Global Campus
EdD, The College of William and Mary

PLANELLES, JUAN
Adjunct Instructor
Spanish
BA, University of Seville

POLK, YOLANDA E.
Adjunct Assistant Professor
Cybersecurity, Information Technology
BS, MS, University of Maryland Global Campus

POPE, STEPHEN
Adjunct Assistant Professor
Business Management, Economics,
Human Resources
BA, University of Warwick
MBA, Henley Management College

POSADAS, EMILY M.
Adjunct Instructor
Biology, Nutrition
BS, Trident University International
MPH, Florida International University
MS, University of Texas of the Permian Basin

POTHUPITIYA, VASANTHA NEPALI
Collegiate Professor
Chemistry, Astronomy, Geology
BSc, University of Sri Jayewardenepura
MSc, Victoria University
PhD, Bowling Green State University

PRAMOD, HENA
Adjunct Assistant Professor
Biology
BS, Bharathidasan University
MS, Bharathiar University

PRATHAP, ANURADHA
Adjunct Assistant Professor
Psychology
MA, Gujarat University
PhD, The Maharaja Sayajirao University

PRICE, AMANDA
Adjunct Instructor
Business Management, Human Resources
BS, MS, Indiana Wesleyan University

PUGA, KARIN
Adjunct Instructor
German
BA, MA, Justus Liebig University Giessen

PULIDO, M. PILAR
Collegiate Associate Professor
Information Technology, Computer Studies
BA, MSIT, University of Maryland Global Campus

QUEZADA, TIMOTHY
Collegiate Professor
Education
BS, Colorado State University
MPA, Central Michigan University
MAT, University of Pittsburgh
EdD, University of Texas, El Paso

RANGOONWALA, MICHAEL
Adjunct Instructor
Speech, Experiential Learning
BA, Bethel University, Saint Paul
MA, California State University, Sacramento

RANKENBURG, MAXIMILIAN
Adjunct Assistant Professor
English, Writing, Art History
BA, Oberlin College
MA, San Francisco State University
PhD, University of Wisconsin, Madison

RAPHAEL-HERNANDEZ, HEIKE J.
Adjunct Professor
English
Diplom, Dr.phil., University of Heidelberg
MA, University of Louisville

REBESANI, CLAUDIA
Adjunct Assistant Professor
Italian
BA, University of Verona
MS, University of Oxford

REBL, SALLY M.
Adjunct Instructor
Art, Art History, Experiential Learning
BA, MFA, SUNY University at Buffalo

REDMOND, CHERINE
Adjunct Assistant Professor
Social Work
BA, SUNY at Binghamton
MSW, University of Pennsylvania

REESE, MATTHEW
Adjunct Assistant Professor
Art, Music, Experiential Learning
BA, BS, Pennsylvania State University
MA, George Mason University
DMA, Johns Hopkins University

REEVES, JANE
Adjunct Professor
Social Work
BA, Lancaster University
MPhil, University of Kent
PhD, The Open University

REGESTER, MARIA A.
Adjunct Assistant Professor
Business Management, Human Resources,
Marketing
BS, Campbell University
MA, University of Phoenix
MEd, University of West Florida
PhD, Walden University

RESENDE, MARIA A.
Adjunct Instructor
Marketing
BA, Lewis-Clark State College
MA, Kent State University
MA, Cleveland State University

RIBEIRO, CATARINA A. T.
Adjunct Associate Professor
Mathematics, Statistics
BSc, MSc, University of Porto

RIVERA, WILSON
Adjunct Instructor
Computer Information, Information
Systems
BS, University of Maryland, College Park
MS, University of Maryland Global Campus

ROARK, GLENN
Adjunct Assistant Professor
English, Writing
BA, MA, University of North Carolina,
Chapel Hill

RODRIGUEZ, RORY A.
Adjunct Instructor
Psychology
BA, Pacific Coast Baptist Bible College
MSc, Columbus State University
MMin, Bethany Theological Seminary
MDiv, Golden Gate Baptist Theological
Seminary
DMin, Bethany Theological Seminary
PsyD, California Southern University

ROLPH, JILL
Collegiate Associate Professor
Biology, Writing
MS, Antioch University New England

ROMAIN, ASHLEY M.
Collegiate Associate Professor
English, Communication
BA, MA, University of Kent at Canterbury

ROOT JR., CHARLES A.
Collegiate Associate Professor
 Speech, Theatre
 BS, MS, Texas A&M University

ROSE, JOHN A.
Adjunct Assistant Professor
 Biology
 BS, Southeastern Massachusetts University
 MEd, Plymouth State University

ROSSATO, LORENZO
Adjunct Assistant Professor
 Mathematics, Statistics
 Laurea, MS, University of Padova
 MS, Stockholm University
 MPhil, University of Venice

ROY, SAMANTHA N.
Adjunct Assistant Professor
 Business Management, Experiential Learning
 BS, MBA, National American University

RUGGERI, ALESSIA A. S.
Adjunct Associate Professor
 Spanish
 BA, MA, University of Catania
 PhD, Roma Tre University

RUIZ-CAÑAVATE, ANTONIO
Adjunct Professor
 Biology, Chemistry
 MS, PhD, Naval Postgraduate School

RUSSO, ROBERTO
Adjunct Professor
 Mathematics, Chemistry
 Laurea, University of Naples

SAGARA, YUTAKA
Collegiate Professor
 Biology, Chemistry
 BS, University of Maryland, Baltimore
 MS, PhD, University of Maryland School of Medicine, Baltimore

SAN JUAN, NICOLE
Adjunct Instructor
 Behavioral Science, Government, Philosophy
 BS, University of Maryland Global Campus
 MA, Free University of Berlin

SANTINY, CARLOS A.
Adjunct Associate Professor
 Business Administration, Cybersecurity, Information Technology
 BBA, Loyola University
 MBA, DePaul University
 MS, University of Maryland Global Campus

SCHAITBERGER, TIMOTHY
Adjunct Instructor
 Criminal Justice, Government
 BS, MA, Seton Hall University
 MSt, Cambridge University

SCHARPF, CARL A.
Collegiate Associate Professor
 Computer Studies, Mathematics
 BA, University of Florida
 MS, University of Southern California
 MSIT, University of Maryland Global Campus

SCHRAM, ALBERT E.G.
Adjunct Professor
 History
 MA, Utrecht University
 PhD, European University Institute, Florence

SCOTT-DREW, SUZANNA R.
Adjunct Associate Professor
 Biology
 BSc, University of Leicester
 PhD, University of Cambridge

SCUDERI, MARIA JOSÈ
Adjunct Assistant Professor
 Biology, Chemistry, Nutrition
 Laurea, University of Catania
 PhD, University of Missouri, St. Louis

SEMINARA, ELIANA T.
Adjunct Assistant Professor
 Italian
 Laurea, University of Catania

SEMINARA, LELLA
Adjunct Associate Professor
 Italian
 Laurea, University of Catania

SEMINARA, VITO A.
Adjunct Instructor
 Government
 Laurea, MA, University of Catania

SEPE, JOSEPH
Adjunct Professor
 Biology
 BS, Elmira College
 MD, University of Naples

SHRIER, PATRICK J.
Adjunct Instructor
 Government, History, Experiential Learning
 BS, MA, American Military University
 BS, University of Massachusetts, Lowell
 MA, University of Oklahoma

SLAYTON, ELEBIA M.
Adjunct Instructor
 Psychology
 MS, Walden University
 MRC, Wright State University

SMART, TIFFANY M.
Adjunct Assistant Professor
 Accounting, Business Management, Experiential Learning
 BS, MBA, University of Phoenix

SMITH, SHERRI T.
Adjunct Instructor
 Psychology
 BS, Kansas State University
 MS, University of Phoenix
 MS, Capella University

SMITH, SUZIE M.
Adjunct Instructor
 Business Management, Experiential Learning, Marketing, Writing
 BA, Purdue University
 MIM, University of Maryland Global Campus

SO, KATHY C.
Collegiate Associate Professor
 Business Management, Criminal Justice, Government
 BA, Agnes Scott College
 MIS, Ewha Womans University
 JD, Georgia State University

SOYER DONMEZ, FERDA
Adjunct Associate Professor
 Biology, Nutrition
 BS, Hacettepe University
 MS, PhD, Clemson University

SPRUILL, ANDREAS T.
Adjunct Assistant Professor
 Information Technology, Cybersecurity
 BS, University of Maryland Global Campus
 MBA, University of California Irvine

STABLER, MARYANNE
Adjunct Instructor
 English, Experiential Learning, Writing
 BA, University of North Carolina, Wilmington
 MA, Morehead State University

STEPHENSON, PATRICK A.
Adjunct Assistant Professor
 Economics, Government, History
 BA, Yale University
 MA, University of Chicago
 MA, Johns Hopkins University

STOCK, JESSICA S.
Collegiate Associate Professor
 English, Writing
 BA, State University of New York, Geneseo
 MA, University of Delaware
 PhD, Stony Brook University

STRAM, STEPHAN
Collegiate Associate Professor
 Business and Management, Computer Studies
 BS, University of Maryland Global Campus
 MBA, Cameron University
 MSITM, Touro University International

SULKOSKY, ROBIN
Adjunct Instructor
 Experiential Learning, Writing
 BA, MA, Auburn University

TAPIA, LOURDES G.
Adjunct Assistant Professor
Mathematics
BS, Hawaii Pacific University
MS, Rutgers University
MS, University of Maryland Global Campus

TATUM, JOLYN I.
Adjunct Assistant Professor
Psychology
BS, University of Arizona
PhD, University of North Texas

TAYLOR, TANYA DIMITROVA
Adjunct Assistant Professor
Information Technology, Mathematics
Dipl EE, MSc, University of Rousse
MS, University of Maryland Global Campus

TAYLOR-CRAFT, ANDREA L.
Adjunct Assistant Professor
Psychology
BA, Wichita State University
MS, Emporia State University

TEAGUE, PAUL S.
Adjunct Instructor
Government, History
BA, Eastern Michigan University
MA, American Military University

TENNEY, WILLIAM S.
Collegiate Associate Professor
Mathematics, Statistics
AB, Kenyon College
MS, University of North Carolina

THOMPSON, LASHAWN
Collegiate Associate Professor
Psychology
BS, MA, PhD, University of Southern
Mississippi

TOMA, JESSICA L.
Adjunct Assistant Professor
English, Writing
BA, The University of Memphis
MA, Northern Arizona University

TORQUEMADA, GONZALO
Adjunct Assistant Professor
Behavioral Science, Criminal Justice,
Sociology
BA, Saint Louis University
MA, Onate International Institute for the
Sociology of Law
PhD, University of Malaga

TROFFA, RENATO
Adjunct Assistant Professor
Psychology
Laurea, University of Cagliari
PhD, Sapienza University of Rome

VARELA, STEVE A.
Collegiate Professor
Business Administration
BA, MS, DePaul University
MBA, Arizona State University
PhD, International School of Management

VENDRUSCOLO, PIETRO
Adjunct Instructor
Italian
BA, MA, University of Padua

VEREIDE, TYLER
Adjunct Instructor
Computer Studies
BS, MS, University of Maryland Global
Campus

VIJAYAN, RAJALEKSHMY K.
Adjunct Associate Professor
Mathematics, Statistics
BSc, MSc, BEd, University of Calicut

VISALOCO, ANTONIO
Adjunct Associate Professor
History
Laurea, University of Catania

VON LAUFENBERG, GEORG
Adjunct Associate Professor
History, German
Staatl. Prüfung, Rheinisch-Westfaelische
Technische Hochschule, Aachen

VOYCE, ASHLEE
Adjunct Assistant Professor
Biology
BS, DPT, West Virginia University

WADLE, CATHERINE A.
Adjunct Assistant Professor
English, Writing
BA, SUNY University at Oswego
MA, Mercy College

WALKER, RENALDO C.
Collegiate Assistant Professor
Human Resource Management
BS, MS, Trident University International

WARREN, MARTIN K.
Adjunct Associate Professor
Computer Studies
BSc, MSc, Cranfield Institute of Technology

WENZEL, ILEANA
Adjunct Assistant Professor
Biology
BS, Catholic University of Puerto Rico
MA, PhD, Ohio State University

WERTH, MARK E.
Adjunct Assistant Professor
Government, German
BA, University of California, Davis
MA, University of Southern California

WESTHALL, CAITLIN
Adjunct Instructor
English, Writing
BA, MEd, University of Maryland
College Park

WHITE, BRADLEY P.
Adjunct Assistant Professor
Information Systems Management
BS, Saint Leo University
MS, Aspen University

WILEY, STEFANIA G.
Adjunct Associate Professor
Italian
Laurea, University of Urbino

WINKELMAN, NAOMI
Adjunct Instructor
History
BA, MA, University of North Carolina

WINTER, JOHN-MARTIN
Adjunct Instructor
Government, History
AB, Brown University
MA, New School for Social Research

WISE, MARIA L.
Collegiate Professor
Biology
BA, University of Iowa
BS, Florida State University
MA, University of Iowa
PhD, Duke University

WOODFIN, FABIANA
Adjunct Assistant Professor
Communication, Writing, Art History
BA, MA, Boise State University
PhD, University of California, Berkeley

ZAJKOWSKI, BOBBIE
Adjunct Assistant Professor
Music, Experiential Learning
BM, Wichita State University
MM, University of Cincinnati
DMA, Ohio State University

ZHENG-FISCHHOEFER, QINGYI
Adjunct Associate Professor
Biology
Diplom, PhD, University of Hamburg

Policies

The information contained in this catalog reflects the policies of both UMGC and the University System of Maryland (USM). The complete list and text of UMGC's policies can be found at umgc.edu/policies. USM policies can be found at usmd.edu/regents/bylaws.

Annual Security Report and Consumer Disclosures

In accordance with U.S. Department of Education regulations, University of Maryland Global Campus distributes an Annual Safety and Security Report to all current students, staff, and faculty. It is also available to prospective students, staff, and faculty, upon request.

The annual report provides important information about rights and responsibilities on the following topics:

- ✦ Campus safety and security policies and services
- ✦ Sexual misconduct policy
- ✦ Emergency procedures
- ✦ Notification of rights under FERPA for postsecondary institutions
- ✦ Peer-to-peer file sharing
- ✦ Drug prevention program
- ✦ Clery Act crime statistics by location for the previous three calendar years

You can read the Annual Safety and Security Report at umgc.edu/inform. If you have questions or wish to receive a copy of the current annual report, contact the UMGC director of security at +1-301-985-7471.

To help you stay informed, additional consumer disclosures can be found at umgc.edu/disclosures.



Disclosure of Student Records

UMGC complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information that may be released without your prior written consent); and file formal complaints alleging a violation of FERPA with the Department of Education Family Policy Compliance Office. In addition, FERPA provides that most of your student information may not be released to third parties without your prior consent.

UMGC's Policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to UMGC Academic Operations at studentrecords@umgc.edu. For another person to act on your behalf, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at umgc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm.

Nondiscrimination

UMGC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with federal, state, and local laws and regulations, UMGc does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam-Era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, UMGc prohibits discrimination on the basis of sex in its programs and activities. UMGc will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

All inquiries regarding UMGc's Nondiscrimination Statement or compliance with applicable statutes and regulations regarding equal opportunity should be directed to the fair practices and equal opportunity officer, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7940 or email fairpractices@umgc.edu).

For UMGc Policy 040.30 Affirmative Action and Equal Opportunity, see umgc.edu/policies/adminpolicies/admin04030.cfm.

Inquiries regarding Title IX/sexual misconduct may be directed to the Title IX coordinator, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7021 or email titleixcoordinator@umgc.edu) or a member of UMGc's Title IX Compliance Team.

See umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm.

For UMGc Policy 041.00 Sexual Misconduct, see umgc.edu/policies/adminpolicies/admin04100.cfm.

For external inquiries regarding the notice of nondiscrimination, including Title IX information, contact the Office for Civil Rights, U.S. Department of Education, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, or call +1-800-421-3481.

Contact the Overseas Title IX Investigator

titleixinvestigator-overseas@umgc.edu

Contact the Overseas Equal Opportunity Officer

eeo-overseas@umgc.edu

Peer-to-Peer File Sharing

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

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

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

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

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

More information is available on the U.S. Copyright Office website at copyright.gov.

UMGC Procedures for Handling Unauthorized Distribution

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

Sherri Sampson
General Counsel
Office of Legal Affairs
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783
+1-301-985-7080
legal-affairs@umgc.edu

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

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

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

Religious Observance

So that academic programs and services of UMGc shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on UMGc Policy 051.00 Religious Observances may be found at umgc.edu/policies/academicpolicies/aa05100.cfm.

Sexual Misconduct

UMGC is committed to creating and maintaining an environment in which all persons who participate in university programs and activities, perform work, and provide services can learn and work together in an atmosphere free from sexual misconduct, a form of sex-based discrimination.

UMGC provides training, education, prevention programs, and policies and procedures that promote prompt reporting; prohibit retaliation; and promote timely, fair, and impartial investigation and resolution of sexual misconduct cases.

Inquiries concerning the application of Title IX may be referred to the UMGc's Title IX coordinator or the U.S. Department of Education, Office for Civil Rights. If you have any questions regarding sexual misconduct or need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at 301-887-7295 (voice and text) or via email at titleixcoordinator@umgc.edu. For details on UMGc's sexual misconduct policy, see UMGc Policy 041.00 Sexual Misconduct at umgc.edu/policies/adminpolicies/admin04100.cfm and umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm.

Smoking

In accordance with USM policy, UMGc seeks to promote a healthy, smoke-free environment for the UMGc community. More information on policy 640.00 UMGc Policy on Smoking may be found at umgc.edu/policies/adminpolicies/admin64000.cfm.

Student Classification for Admission and Tuition

For information on student classification and residency, see USM policy VIII-2.70 at usmd.edu/regents/bylaws/SectionVIII. Also see UMGc policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at umgc.edu/policies/fiscalpolicies/fisc21020.cfm.

Student Drug and Alcohol Awareness

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

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

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMGc academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see the drug prevention program section of the most current UMGc Annual Safety and Security Report (umgc.edu/inform) for additional information.

Transfer of General Education Requirements

UMGC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMGc as general education credits. UMGc's general education requirements may be found on pp. 74-75 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMGc's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06, Chapters 1–10. For other students, courses are evaluated on a case-by-case basis. UMGc has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and online at artsys.usmd.edu. Consult an academic advisor for details.

Appendices

CPA Requirements

UMGC's programs in accounting may help prepare you to sit for the Uniform Certified Public Accountant Exam and/or obtain initial licensure as a Certified Public Accountant (CPA) in Maryland. To sit for the CPA Exam in Maryland, a candidate is required to have successfully completed 120 credits toward an accounting degree. Many other states, however, require candidates to successfully complete 150 credits prior to sitting for the CPA Exam.

To obtain initial licensure as a CPA in Maryland and most other states, a candidate is required to have successfully completed 150 credits. UMGc graduate accounting programs help prepare you to become licensed as a CPA in Maryland.

If you intend to request transfer credits from a nonregionally accredited institution, a third-party provider or facility, or an institution located outside the United States, or you intend to request transfer of ACE-evaluated credit, be aware that doing so may impact your ability to become licensed as a CPA. For information regarding licensure in other states and transfer credit, visit umgc.edu/professional-licensure.

Retention of Student Records

UMGC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, graduation, and degree(s) while the student is enrolled and permanently after graduation.

Index

A

Academic

- Advisement, 43, 48,
- Advisement Report, 15
- Credit, 17
- Honors, 37
- Integrity, 38
- Load, 4
- Major, 72
- Minor, 116
- Probation, 34
- Programs, 51-53, Inside Back Cover
- Progress, 25, 33
- Records, 46
- Standing, 4, 34, 130
- Success, 217
- Warning and Dismissal, 33, 34

Accessibility Services, 43

Accounting, 56, 61, 62, 72, 76, 77

Accreditation, i

Address Change, 39

Admission, 4, 125

Assistance, 43

Procedures, 7

Requirements, 4, 5

Advanced Placement Credit, 17

Advising, Academic, 43, 48

African American Studies, 166

Alumni Association, 44

American Council on Education (ACE), 13

Annual Security Report, 243

Anthropology, 166

Appealing a Grade, 38

Application

Admission, 7

Fee, 20

Financial Aid, 23

Graduation, 44, 45

Arabic, 56, 167

Arbitrary and Capricious Grading, 38

Army Credentialing Assistance (CA), v, 22, 154

Army Emergency Relief Program (AER), 26

Army, Navy, and Marine Training, 13

ArmyIgnitEd, v, 22

Art, 167

Art History, 72, 116, 168,

Associate Degree, 58, 59, 60

Curriculum Choices, 58

General Curriculum, 60

General Education Requirements (GERs), 74

Requirements, 58, 59

Second Associate Degree, 60

Specialized Curricula, 61

Associate Degree Curricula, 58

Accounting, 62

Business and Management, 63

Computer Studies, 64

Foreign Language Area Studies, 65

General Studies, 61

Management Studies, 67

Mathematics, 68

Psychology, 70

Women's Studies, 71

Astronomy, 168

Attendance, 39

Audit, 31

Availability of Services, 43

B

Bachelor of Arts and Bachelor of Science, 72

Bachelor's Degrees, 72

Additional Programs, 51-53

Europe Programs, 72,

Back Inside Cover

Expectations, 1

General Education Requirements (GERs), 74

Major, Minor, and Elective Requirements, 75

Overall Bachelor's Degree Requirements, 73

Requirements, 73

Second Bachelor's Degree, 75

Behavioral and Social Sciences, 68

Biology, 169

Board of Regents, 233

Business Administration, 218

Major, 78

Master of, (MBA), 130

Business and Management, 172

C

Calculation of Grade Point Average, 32

Calendar, Academic, 9

Capstone Courses, 15

Career Services, 44

Certificate/Graduation Application

Deadlines, 44

Fees, 20

Certificates, 54, 153

Accounting Foundations, 56

Computer Studies, 56

Cloud Computing and Networking, 154

Cyber Operations, 134

Cybersecurity Management and Policy, 136

Cybersecurity Technology, 138

Database Systems Technology, 142, 143

Digital Forensics and Cyber Investigation, 140, 156

Foreign Language Area Studies, 56

Foundations of Information Technology, 156

Graduate, 153

Homeland Security Management, 157

Informatics, 157

Information Assurance, 157

Management, 57

Project Management, 158

Software Engineering, 158

Systems Engineering, 158

Undergraduate, 54

Women's Studies, 57

Certificates, Diplomas, and Graduation, 45

Certification Process for Veterans Benefits, 28

Change of

Address or Name, 39

Grade, 32

Program, 50

Chemistry, 175

Classroom and Online Study, 1, 2, 11

Cloud Computing and Networking Certificate Program, 154

Cloud Computing Architecture Master of Science, 132

Code of Civility, 40

Code of Student Conduct, 40

College-Level Examination Program (CLEP), 17

Commencement, 44

Communication Studies, 80, 117, 176

Community College of the Air Force (CCAF), v, 13

Community Scholarships, 26

Computer and Information Science, 177

Computer Information Technology, 178

Computer Labs and Services, 44

Computer Networks and Cybersecurity, 82

Computer Science, 84, 117, 179

Computer Studies, 56, 64, 179

Confidentiality of Academic Records, 46

Consortium Student Status, 5

Course Challenge, 15

Course Descriptions, 164, 217

Course Evaluations, 16

Course Formats, 1

Course Load, 9

Course Materials Fees, 20

Credentialing Assistance (CA), v, 22, 154

Credit, 9

- Academic, 11
- Advanced Placement, 17
- Community College of the Air Force (CCAF), 13
- Course Challenge Examinations, 15
- Experiential Learning, 188
- Gained Through Experience, 188
- Industry Certification Examinations, 18
- Institutional, 33
- Joint Services Transcript (JST), 13
- Military Experience, 13
- Prior Learning, 15
- Portfolio Assessment, 15
- Resident, 11
- Sources of, 12
- Transfer from Other Institutions, 11, 12, 194
- Ways of Earning, 11
- Workplace Learning, 16
- Credit by Examination, 17
 - Advanced Placement, 17
 - College-Level Examination Program (CLEP), 17
 - DSST Examinations, 17
 - Excelsior College Examinations, 18
 - International Baccalaureate Examinations, 18
- Criminal Justice, 19, 86, 117, 150, 181
- Criminal Justice Management, 218
 - MS in Management Specialization, 152
- Criminology, 181
- Cross-Enrollment, 8
- Cyber Operations
 - Certificate Program, 155
 - Master of Science, 134
- Cybersecurity, 76, 82, 112, 145, 219
- Cybersecurity Management and Policy
 - Certificate Program, 155
 - Major, 88
 - Master of Science, 136
- Cybersecurity Technology
 - Certificate Program, 155
 - Master of Science, 38, 139

D

- Database Systems Technology
 - Certificate Program, 156
 - MSIT Specialization, 142
- Deadlines
 - Application for Graduation, 44
 - Application for Financial Aid, 25
 - Payment, 20
 - Withdrawal, 10
- Dean's List, 37
- Debt, 26

- Degrees, 51-53, Inside Back Cover
 - Associate, 58
 - Bachelor's, 72
 - Master's, 129
- Degree Verification, 47
- Department of Veterans Affairs, 27
- Digital Forensics and Cyber Investigation
 - Certificate Program, 156
 - Master of Science, 140
- Digital Media and Web Technology, 90, 118
- Diplomas and Graduation, 45
- Directory, 229
- Disbursement of Funds, 25
- Dishonored Checks, 18
- Dismissal, 33
 - Academic Progress, 130
 - Reinstatement After, 8
- Diversity Awareness, 118
- Dropping or Withdrawing from Classes, 10
- Drug and Alcohol Awareness, 246
- DSST Examinations, 17
- Dual Major, 72
- Dutch, 189

E

- Earning Credit (see Credit), 11
- Economics, 119, 185
- Education Center Locations (Europe), 231
- Educational Experiences in the Armed Services, 13
- Effective Writing Center, 47
- Eligibility, 4
- Emergency Management, 185, 220
- English, 92, 119, 185
- English Proficiency, 4
- Enrollment, 9
 - Cross-Enrollment, 8
 - Levels for Financial Aid, 9
 - Verification, 47
- Evaluation, Official, 48
- Evaluation, Tentative, 48
- Exam Codes, 17
- Examinations, 17
- Excelsior College Examinations, 18
- Experiential Learning, 188
- External Sources of College Credit, 12

F

- Faculty, 234
- FAFSA (Free Application for Federal Student Aid), 25
- Failure: The Grade of F, 31
- Failure for Nonattendance: The Grade of FN, 31
- Family Educational Rights and Privacy Act (FERPA), 243
- Fast Plan, 48
- Federal Direct PLUS Loans, 24

- Federal Pell Grants, 25
- Federal Return of Funds Policy, 26
- Federal Supplemental Educational Opportunity Grant (SEOG), 23
- Fees, 20
- Fees and Activity from Other UMGC Campuses, 20
- Field Study, 20, 159
- File Sharing, 244
- Finance, 188
- Financial Aid, 23
 - Academic Progress, 25
 - Applying for, 25
 - Deadlines, 25
 - Disbursement of Funds, 25
 - Eligibility, 23
 - Federal Return of Funds Policy, 26
 - Grants, 23
 - Loans, 24
 - Non-UMGC Enrollment, 25
 - Satisfactory Academic Progress, 25
 - Scholarships, 23
- Foreign-Educated Students, 6, 42
- Foreign Language Area Studies, 56, 65
- Foreign Languages, 189
- Forensics, 119
- Foundations of Information Technology Certificate, 156
- French, 189

G

- General Curriculum, 60
- General Studies
 - Associate of Arts Curriculum, 60
 - Major, 94
- General Education Requirements
 - Associate Degree, 59
 - Bachelor's Degree, 74
- Geography, 190
- Geology, 190
- German, 56, 65, 190
- GI Bill®, 27
- GMAT, 5
- Government and Politics, 191
- Grades, 31
 - Appeal Process, 38
 - Change of, 32
 - Grade Point Average, 32
 - Under Review: The Mark of G, 31
- Grading Methods, 30
- Grading Repeated Courses, 33
- Graduate Certificates, 153
- Graduation
 - Application Deadlines, 44, 45
 - Clearance and Services, 44
 - Diplomas, 45
 - Fee, 20
- Grants, 23
- Grievance Procedures, Student, 41

H

Headquarters Office (UMGC Europe), 229
High School Students, 4, 6
History, 96, 193
Homeland Security, 98, 196
Homeland Security Management, 221
 Certificate Program, 157
 MS in Management Specialization, 143
 MSIT Specialization, 130
Honor Societies, 35
Honors, Academic, 37
Humanities, 100, 196
Human Resource Management, 102, 120, 197

I

Incomplete: The Mark of I, 32
Indebtedness to the University, 21
Informatics
 Certificate Program, 157
 MSIT Specialization, 144
Information Assurance, 221
 Certificate Program, 157
 MSIT Specialization, 145
Information Systems Management, 198
Information Technology, 222
 Certificate Program, 154
 Master of Science, 145, 147
Institutional Credit, 33
Institutional Exam Codes, 17
Intellectual Property, 41
Internet Access, 2
International Students, 6
Introduction to UMGC, i
Italian, 57, 65, 200

J

Joint Services Transcript (JST), 4
Journalism, 201

L

Learning Gained Through Experience, 188
Letter of Completion, 45
Levels of (Academic) Progress, 33
Library Instruction and Research Assistance, 46
Library Resources, 45
Library Skills and Information Literacy, 201
Loan Deferment Form Certification, 24, 47
Loans, Federal, 24
Locations in Europe, 231

M

Majors Available for Bachelor's Degrees, 72, Inside Back Cover
Management, 223
 Certificate (Undergraduate), 52
 Master of Science, 150
Management Studies, 67, 106
Marine, Army, and Navy Training, 13
Marketing, 108, 121, 201
Master of Business Administration (MBA), 131
Master of Science (MS)
 Cloud Computing Architecture, 132
 Cyber Operations, 134
 Cybersecurity Management and Policy, 136
 Cybersecurity Technology, 138
 Digital Forensics and Cyber Investigation, 140
 Information Technology, 142
 Management, 150
Master of Social Work (MSW), 126
Master's Degrees, 129
 Second Master's Degree, 130
Mathematics, 203
Middle States Commission on Higher Education, i
Military Credit, 13
 Army, Navy, and Marine Training, 13
 Community College of the Air Force, 11
 Military Degree Plans, 49
Military History, 69
Military Partnerships, iv, 1
Military Tuition Assistance, 22
Minors Available for Bachelor's Degrees, 72, 116, Inside Back Cover
Monthly Payment Plan, 22
Music, 205
MyCAA, v, 22, 26
MyUMGC, 46

N

Name Change, 39
Natural Science, 205
Navy, Army, and Marine Training, 13
Nondiscrimination, 40, 244
Non-U.S. Degrees, 6, 7
Nutrition, 206

O

Official Evaluation, 48
Official Registration, 9
Official Transcripts, 12, 45
Online Courses, 2
Orientation and Getting Started, 1

P

Partnership Programs, 123
Passing: The Grade of P, 31
Payment Plan, 22
Payments, VA, 21
Peer-to-Peer File Sharing, 244
Pell Grants, 25
Philosophy, 121, 207
PLUS Loan Program, 24
Policies, 40
Political Science, 110, 121
Portfolio Assessment, 15
Portuguese, 207
Preparing for Graduate Study, 10
Prerequisites, 162
Prior Learning, 15, 162
Probation, 33
Professional and Career Exploration, 3, 207
Program Choices, 72
Project Management, 158
 Certificate Program, 158
 MSIT Specialization, 146
Proof of English Proficiency, 6
Provisional Student Status, 5
Psychology, 70, 112, 208

R

Readmission, 8
Refunds, 21
Registration, 9
Regular Student Status, 4
Reinstatement After Dismissal, 33, 34
Religious Observances, 245
Relocating Within UMGC, 41
Repeating a Course, 33
Resident Credit, 11
Retired and Former Army, Navy, Marine Corps, and Coast Guard, 4
Return of Funds Policy (Financial Aid), 26
Returned Check Fee, 20
Review of International Records, 50
Rights and Responsibilities of the Student, 243
Rush Transcripts, 20

S

Salisbury University, 123
Satisfactory: The Grade of S, 32
Satisfactory Academic Progress, 25, 33
Scholarships, 23, 24, 26
Scholastic Recognition, 35
School of Arts and Sciences, 51
School of Business, 52
School of Cybersecurity and Information Technology, 53

Services and Resources, 43, 45, 47, 49
 Sexual Misconduct Awareness, 245
 Social Science, 114
 Social Work, 210
 Bachelor of Arts in, 123
 Master of, 126
 Sociology, 122, 212
 Software Engineering
 Certificate Program, 158
 MSIT Specialization, 148
 Spanish, 57, 66, 213
 Speech Communication, 214
 Statistics, 214
 Student
 Advisory Council, 46
 Conduct, 35
 Grievance Procedures, 41
 Loans, 24
 Organizations, 46
 Records, 243
 Responsibilities, VA, 29
 Status, 4
 Consortium, 5
 Provisional, 5
 Regular, 5
 Substandard Performance:
 The Grade of D, 32
 Summary of Student Responsibilities, 42
 Systems Engineering
 Certificate Program, 158
 MSIT Specialization, 149

T

Technical Requirements, 2
 Technology Use, 2, 40
 Tentative Evaluation, 48
 Terrorism and Critical Infrastructure, 122
 Theatre, 215
 Time Limits, 130, 153
 TOEFL (Test of English as a Foreign Language), 6
 Transcripts, 20
 Fees, 20
 JST, 13
 Official, 49
 Requests, 42
 Rush, 20
 Submitting, 6
 Transfer from UMGC Asia, Europe, or Stateside, 41
 Transfer of Credits
 From Other Institutions, 46
 From UMGC, 41
 General Education
 Graduate, 14
 Limits, 12
 Military Experience, 13
 Noncollegiate Courses, 15
 Requirements, 12
 Vocational and Technical Credit, 12
 Within UMGC, 41
 Tuition and Fees, 20
 Tuition Assistance (TA), 22
 Turkish, 215
 Tutoring, 47

U

UMGC Asia, 178
 UMGC Europe
 Headquarters Office, 229
 Locations, 231
 UMGC Library, 45
 UMGC President's Grant, 23
 UMGC Stateside, 232, 233
 Unit of Credit, 162
 University System of Maryland, i, 233

V

Verification Services, 47
 Vertical Pathways, 18
 Veterans Affairs, Department of, 27
 Veterans Education Benefits, 27
 Applying for VA Benefits, 27, 28
 Certification Process, 28
 Contact Information, 29
 Payments, 28
 Requesting Certification, 28
 Student Responsibilities, 29
 Tutorial Assistance, 26
 VA Students from Other Institutions, 28
 Veterans Resources, 29
 Vocational and Technical Credit, 12

W

Waiting List, 9
 Warning, Academic Progress, 33, 34
 Withdrawal: The Mark of W, 32
 Withdrawing from Classes, 10
 Women's Studies, 57, 71, 122, 215
 Workplace Learning, 16
 Writing, 47, 215
 Writing Resources and Tutoring, 47

POLICY STATEMENT

This publication and its provisions do not constitute, and should not be regarded as, a contract between UMGC and any party or parties.

At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, academic requirements, and tuition and fees applicable to UMGC, its students, or its programs. In addition, changes or additions may be made to the policies, procedures, rules, regulations, and academic requirements set out in this publication. UMGC reserves the right to make these changes and additions to the information in this publication without prior notice.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2021. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. See additional policies on pp. 243-246. Sources for any claims made throughout this catalog may be found on the UMGC website.

CATALOG CREDITS

EDITORS

Andrew D. Boone, Pamela A. Benbiga,
 Iris S. Close, Diana V. Daub,
 Janice A. Keller, David Muñoz,
 Patricia Sanchez, Nicola Wentholt

GRAPHICS/LAYOUT

Diana V. Daub

PHOTOS

Diana V. Daub, Shadia Hossain,
 Michael Kulyk, David Muñoz,
 Evan Willingham, UMGC Archives,
 Shutterstock, [shutterstock.com](https://www.shutterstock.com)

UMGC EUROPE PROGRAMS AT-A-GLANCE

UNDERGRADUATE PROGRAMS

	BACHELOR'S MAJOR	MINOR	ASSOCIATE	CERTIFICATE
Accounting	✓	✓	✓✱	✓
Art history		✓		
Biology		✓		
Business administration	✓	✓		
Business and management			✓✱	
Communication studies	✓	✓		
Computer networks and cybersecurity	✓			
Computer science	✓	✓		
Computer studies			✓✱	✓
Criminal justice	✓	✓		
Cybersecurity		✓		
Cybersecurity management and policy	✓			
Digital media and web technology	✓	✓		
Diversity awareness		✓		
Economics		✓		
English	✓	✓		
Foreign language area studies			✓✱	✓
Forensics		✓		
General studies	✓		✓	
History	✓	✓		
Homeland security	✓	✓		
Humanities	✓			
Human resource management	✓	✓		
Information systems management	✓	✓		
Management studies	✓		✓✱	✓
Marketing	✓	✓		
Mathematics			✓✱	
Military history			✓✱	
Philosophy		✓		
Political science	✓	✓		
Psychology	✓	✓	✓✱	
Social science	✓			
Social work ✱	✓			
Sociology		✓		
Terrorism and critical infrastructure		✓		
Women's studies		✓	✓✱	✓



GRADUATE PROGRAMS

	MASTER'S	SPECIALIZATION	CERTIFICATE
Business administration	✓		
Cloud computing architecture	✓		
Cloud computing and networking			✓
Criminal justice management		✓	
Cyber operations	✓		✓
Cybersecurity management and policy	✓		✓
Cybersecurity technology	✓		✓
Database systems technology		✓	✓
Digital forensics and cyber investigation	✓		✓
Foundations of information technology			✓
Homeland security management		✓	✓
Informatics		✓	✓
Information assurance		✓	✓
Information technology	✓		
Management	✓		
Project management		✓	✓
Software engineering		✓	✓
Systems engineering		✓	✓
Social work ✱	✓		

✱ AA in General Studies with specialized curriculum

✱ Program offered by our partner institution, Salisbury University, and administered by UMGCEurope. Not currently available for students in Africa and the Middle East.



UNIVERSITY
OF MARYLAND
GLOBAL CAMPUS
EUROPE

UMGC EUROPE LOCATIONS



We offer classes and services at 50 sites across Europe and the Middle East in:

- Bahrain
- Belgium
- Djibouti
- Egypt
- Germany
- Greece
- Italy
- Kuwait
- Netherlands
- Portugal
- Qatar
- Spain
- Turkey
- United Arab Emirates
- United Kingdom

See p. 231 for a list of our current locations. For up-to-date contact information and business hours, please visit europe.umgc.edu/locations.

