

**UNIVERSITY OF MARYLAND**  
 **University College**  
STATE UNIVERSITY • GLOBAL CAMPUS

**2018–2019 CATALOG**  
**UMUC EUROPE UNDERGRADUATE**



**The University Made For You**

**EUROPE.UMUC.EDU**



# UMUC IN MARYLAND AND AROUND THE WORLD

At University of Maryland University College (UMUC), a high-quality education is always within reach. UMUC is dedicated to offering on-site and online courses and resources to adult students in Maryland and around the world. Under contract to the U.S. Department of Defense, UMUC is one of the largest providers of education to the U.S. military worldwide and serves 50,000 active-duty military servicemembers, reservists, veterans, and their families. With more than 140 worldwide classroom and service locations in more than 20 countries and territories and over 90 undergraduate and graduate degree, certificate, and specialization curricula offered on-site and online, UMUC makes it possible to earn a widely respected degree from just about anywhere.

UMUC's commitment to students around the globe extends far beyond providing access to excellent degree programs. An online academic and administrative services portal, MyUMUC, makes it simple for you to register for courses, pay tuition, and obtain course materials when it's convenient for you. You can also access academic and career advising, financial aid counseling, library services, and much more online via the university's website or by phone or e-mail. All over the world, UMUC gives you what you need to succeed.

## CONTACT UMUC 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

### **E-mail**

[studentservices-europe@umuc.edu](mailto:studentservices-europe@umuc.edu)

### **Web**

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

### **Facebook**

[www.facebook.com/umuceurope](http://www.facebook.com/umuceurope)

**UNIVERSITY OF  
MARYLAND**  
University College

EUROPE

*This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2018. Students should keep the catalog available for easy reference throughout their degree program.*

# Welcome to UMUC Europe

Welcome to University of Maryland University College and the Europe campus. Our mission – to offer quality academic programs to students whose responsibilities may include work, family, and military service – is always at the heart of our decisions. UMUC is proud to serve our students, and your success is our priority.

In 2019, UMUC Europe will celebrate its 70th anniversary of serving warriors and their families overseas. Since our founding in 1947, UMUC has been dedicated to the education of military servicemembers, veterans, and their families. As the first American university to educate U.S. military overseas, serving the military is embedded in the university's DNA, and we proudly carry on this heritage as one of the top military-trusted and veteran-friendly schools in the country. We are honored to serve the members of military communities throughout the United States, Europe, Asia, Africa, and the Middle East.

Having served in the military, we have seen the challenges servicemembers and their families face and the sacrifices they make. We have also recognized their ambition to improve themselves and their lives. At UMUC, we answer this need by offering career-relevant academics to help you become more valuable in your current role and in the job market. Our programs and courses are designed to give you the best possible academic training, preparation, and credentials for a successful career in your field. You can achieve your dreams and your true potential – one class, one semester, one accomplished moment at a time.

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



Major General Lloyd (Milo) Miles  
U.S. Army, Ret.  
Chief Operating Officer and  
Senior Vice President,  
Global Military Operations



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



## Accreditation

University of Maryland University College 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.

UMUC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMUC is certified to operate by the State Council of Higher Education for Virginia. UMUC at Quantico, Corporate Center, 525 Corporate Drive #101, Stafford, VA 22554.



See the policy statement and additional policies in the index.



# WELCOME TO UMUC

## MADE FOR YOU

From its founding in 1947, University of Maryland University College was designed to meet the educational needs of adult students like you—students who must balance study with the demands of work and family life.

Today, UMUC has grown to be the largest public university in the nation, serving students throughout the state, the country, and the world. Yet its focus on providing open access to high-quality educational programs and services—eliminating the barriers that can keep you from achieving your educational goals—remains unchanged.







## MILITARY PARTNERSHIPS

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

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

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

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

## KEY ALLIANCES

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

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

## STUDENTS FIRST

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

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

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

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

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

## EXCELLENCE

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

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

The success of UMUC's efforts is evident. Over the years, UMUC has garnered awards from such notable organizations as the University Professional and Continuing Education Association, the Online Learning Consortium, and the Maryland Distance Learning Association.

## INNOVATION

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

## PREPARING CITIZENS FOR THE FUTURE

UMUC strives to prepare you to be effective professionals and citizens in your organizations, communities, and families. We value the contributions of both a broad-based education and specific disciplines to the undergraduate experience, so we incorporate cross-curricular context and analytical approaches in all programs to complement practice.

Instruction and curricula at UMUC are based on the belief that certain abilities are the hallmarks of successful learning. UMUC expects you to demonstrate knowledge and skills not only in your chosen major, but also in critical analysis, reasoning, and problem solving; diverse cultures and historical periods; the use of technology; key concepts and principles of the natural, social, and behavioral sciences; information literacy; effective writing and communication; mathematical and quantitative reasoning; and the application of frameworks for ethical decision making. These are the hallmarks of a UMUC undergraduate education, and they are instilled through a broad foundation in general education and integrated into a strong and focused major area of study. Your mastery of these abilities is planned and assessed throughout your program of study.

All the majors and minors have been reviewed and revised in consultation with faculty, employers, professional and educational organizations, and other experts in the field. These academic programs prepare you for the modern workplace and also help those of you who are currently employed put your current knowledge into a broader context.



## SERVING ADULT STUDENTS

UMUC welcomes and helps all students achieve their educational goals but has a special focus on the needs of working adult students. Eighty-one percent of UMUC undergraduates work full-time, and more than half of these are working parents. Currently, the median age for undergraduate students is 30 years old.

In recognition of the diverse educational goals and aspirations of its students, the university uses a variety of strategies to make sure you have access to courses and to make completing your degree easier. Knowing that adult students bring experience as well as a willingness to learn, UMUC acknowledges the value of that experience by incorporating the assessment of nontraditional learning in the evaluation of students.

Since adult students may have gained college-level learning from multiple sources, UMUC offers a number of innovative credit options that recognize the learning achieved through work and life experience and accelerate progress toward the degree. These options include Workplace Learning, which offers credit for new learning in the workplace, and Prior Learning, which offers credit for college-level learning acquired through previous work or life experience. UMUC also accepts credit from community college coursework and a variety of other sources, including military service credit and credit by examination.

UMUC understands the demands of balancing work, family, and study and responds by offering undergraduate classes at convenient locations and times, including evenings and weekends. Courses are also provided in innovative formats, including accelerated sessions, online delivery, and hybrid courses that combine on-site and online delivery. The rapid growth in undergraduate enrollments at UMUC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.



## EDUCATIONAL RELATIONSHIPS

UMUC is dedicated to collaboration and cooperation with other educational institutions, both public and private, throughout the nation and the world. The university has established alliance agreements with over 80 community colleges across the United States, including all 16 Maryland community colleges.

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

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

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

## UMUC EUROPE CELEBRATES 70 YEARS

UMUC 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, UMUC 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. We are honored to celebrate 70 years of providing quality education to extraordinary students.

# CONTENTS

<b>II WELCOME TO UMUC</b>	<b>18 WAYS OF EARNING CREDIT</b>	<b>38 CERTIFICATES, DIPLOMAS, AND GRADUATION</b>
<b>VIII PROGRAM CHOICES</b>	Classroom and Online Study	
<b>1 ADMISSION</b>	Resident Credit	<b>40 RIGHTS AND RESPONSIBILITIES OF THE STUDENT</b>
Eligibility	Learning Gained through Experience	Academic Integrity
Orientation and Getting Started	Transferring Credit from Outside Sources	Appealing a Grade
Admission Requirements	Educational Experiences in the Armed Services	Attendance and Participation
<b>5 ENROLLMENT</b>	Credit by Examination	Code of Civility
Official Registration	<b>27 ACADEMIC ADVISEMENT</b>	Code of Student Conduct
Registration Process	<b>30 GRADES AND RECORDS</b>	Course Evaluations
Waiting List	Scholastic and Administrative Standards	Examinations
Course Load	Academic Progress	Intellectual Property
Enrollment Verification	Scholastic Recognition	Relocating Within UMUC
Loan Deferment Form Certification	Transcript Services	Student Grievance Procedures
Dropping or Withdrawing from Classes	Change of Address or Name	Technology Use
<b>8 FEES</b>		Transfer of Credits from UMUC
List of Fees		Summary
Refunds		
Military or Employer Provided Tuition Assistance (TA)		
Indebtedness to the University		
<b>11 FINANCIAL AID</b>		
Forms of Financial Aid		
General Eligibility Requirements		
Applying for Financial Aid		
Financial Aid Programs		
<b>15 VETERANS EDUCATION BENEFITS</b>		
Veterans Benefits Programs		
Applying for VA Benefits		
Student Responsibilities		







**44 SERVICES AND RESOURCES**

- Availability of Services
- Admission Assistance
- Academic Advising
- Accessibility Services
- Alumni Association
- Career Services
- Computer Labs and Services
- The UMUC Library
- MyUMUC
- Student Advisory Council
- Tutoring and Student Organizations
- Writing Resources and Tutoring

**48 CERTIFICATES**

- Common Certificate Requirements
- Descriptions of Certificates

**51 ASSOCIATE DEGREE**

- Common Associate of Arts Degree Requirements
- Curriculum Requirements
- General Education Requirements
- General Curriculum
- Specialized Curricula

**63 BACHELOR'S DEGREES**

- Expectations
- Requirements
- General Education Requirements
- Bachelor of Arts (BA) and Bachelor of Science (BS)
- List of Programs
- Second Bachelor's Degree
- Descriptions of Bachelor's Degree Programs

**108 ACADEMIC MINORS**

**116 PARTNERSHIP PROGRAM**

**120 INFORMATION ON COURSES**

**122 COURSE DESCRIPTIONS**

**169 DIRECTORY**

- UMUC Europe
- UMUC Asia
- UMUC Stateside
- University System of Maryland

**176 FACULTY**

**183 POLICIES**

**186 INDEX**

**190 MyUMUC TERMINOLOGY**

**INSIDE COVER ACADEMIC CALENDAR**

# PROGRAM CHOICES

DISCIPLINE	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		✓		



# PROGRAM CHOICES

DISCIPLINE	MAJOR	MINOR	ASSOCIATE	CERTIFICATE
General studies			✓	
History	✓	✓		
Homeland security	✓	✓		
Humanities	✓			
Human resource management	✓	✓		
Information systems management	✓	✓		
Investigative forensics	✓			
Management studies	✓		✓ ⊕	✓
Marketing	✓	✓		
Mathematics			✓ ⊕	
Philosophy		✓		
Political science	✓	✓		
Psychology	✓	✓	✓ ⊕	
Social science	✓			
Social work *	✓			
Sociology		✓		
Terrorism and critical infrastructure		✓		
Women's studies		✓	✓ ⊕	✓

⊕ AA in General Studies with specialized curriculum

\* Program offered by our partner institution, Salisbury University, and administered by UMUC Europe





# ADMISSION



## 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 courses through University of Maryland University College 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 staff at the UMUC Europe Headquarters.

## Orientation and Getting Started

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

Contact information for the UMUC location nearest you is available at [www.europe.umuc.edu/locations](http://www.europe.umuc.edu/locations).

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

## Admission

### General Admission Requirements

UMUC's admission requirements reflect our mission as Maryland's open university. To be considered for 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 equivalencies:

- ✦ 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
- ✦ Graduation from a non-U.S. high school

High school students who meet certain criteria as described on p. 3 may also be considered for admission and concurrent enrollment.

In addition, you must be at least 13 years old, meet UMUC's English proficiency requirement, and be in good standing at any institutions that you attended in the last two years, as noted in UMUC Policy 210.00 Undergraduate Admission. Standardized test scores are not required.

An applicant's eligibility for admission may be limited by foreign citizenship or international residency, in accordance with federal law. For such applicants, additional admission procedures may apply.

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

UMUC Policy 210.00 Undergraduate Admission is available online at [www.umuc.edu/policies](http://www.umuc.edu/policies).



## Student Status

Upon being admitted to UMUC, 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 UMUC Policy 215.00 Student Academic Load and Enrollment Status (available online at [www.umuc.edu/policies](http://www.umuc.edu/policies)). Course load is discussed on p. 6.

### Provisional

You will be assigned provisional status if you meet the general admission requirements but are in one of the following categories:

- ✦ 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:** UMUC Europe extends consortium status to Community College of the Air Force (CCAF) students and to students with a Servicemembers Opportunity Colleges Student Agreement from a SOC college or university.

If you are a visiting consortium student, you must apply online to UMUC as a consortium student and submit an Application Fee Waiver Request at your local UMUC 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.

### GoArmyEd students:

**Army SOC students must follow the instructions in the GoArmyEd portal.**

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

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 UMUC. Instead, you must submit a letter or form authorizing your enrollment at UMUC for the semester in which you wish to attend. Transferability of academic work completed at UMUC is determined by your home institution.

## Special Situations

### Applicants Expelled or Suspended from Another Institution

#### FOR ACADEMIC DISHONESTY

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

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

#### FOR DISCIPLINARY MISCONDUCT

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.

If you were suspended from a USM institution under USM's Event-Related Misconduct Policy, you will not be admitted to UMUC during the term of your suspension. If you were expelled under that policy, you will not be admitted to UMUC 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.

### 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, you may be admitted as a provisional student if you provide prior written permission from the appropriate officials at your high school and a high school transcript reflecting superior scholarship and college readiness, as determined by UMUC in its review of this documentation.

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 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 degree-seeking status.



## Applicants Educated in Another Language

If you were not educated in a country (listed at [www.europe.umuc.edu/admissions](http://www.europe.umuc.edu/admissions)) where the primary language for instruction is English, you must demonstrate college-level proficiency in written English before enrolling at UMUC by providing documentation verifying passing scores (as determined by UMUC) on one of the following:

- ✦ The written version or the Internet version of the TOEFL (Test of English as a Foreign Language)
- ✦ The International English Language Testing System (IELTS), including the academic writing and reading modules
- ✦ The EIKEN Test in practical English proficiency
- ✦ Documentation verifying that you earned at least 24 credits from a college or university in the United States or an English-speaking country

You must arrange to have official score reports or transcripts sent directly from the testing agency or academic institution to UMUC. UMUC will determine whether scores more than two years old may be used to meet English proficiency.

### All documentation should be sent by U.S. mail to

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

### Or by UPS or FedEx to

Attn: Undergraduate Transcripts  
University of Maryland University College  
1616 McCormick Drive, Office 2386  
Largo, MD 20774

## Procedures for Admission

To apply for admission, you must complete an undergraduate admission application and pay the nonrefundable fee. If you are a former UMUC student, and have not attended UMUC for at least two years, you must submit a new application before you will be allowed to register. However, you need not pay another application fee.

Applications for admission must be submitted online at [www.europe.umuc.edu/apply](http://www.europe.umuc.edu/apply). Military ID card validation at your nearest UMUC Europe location is required after completing the online application.

### GoArmyEd students:

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

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

## Verification of Eligibility for Admission

Once you are admitted to UMUC, you will be assigned an admit term (the academic term in which you are officially admitted, e.g., fall 2018), which will be reflected in MyUMUC, the university's online gateway to information and services. You have until the end of the term following your admit term to submit documentation to verify your eligibility for admission to UMUC. 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 for admission purposes.

If you have earned fewer than 30 semester hours of transferable college-level credit, you must submit official documentation verifying that you have earned a U.S. high school degree (or its equivalent). You can submit documentation in one of the following ways:

- ✦ If you graduated from a state-approved or regionally accredited high school, submit an official transcript from that school.
- ✦ 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 UMUC-approved international credit evaluation agency. For a list of UMUC-approved international credit evaluation agencies, see [www.umuc.edu/internationalcredit](http://www.umuc.edu/internationalcredit).

UMUC evaluates and may award college-level credit from numerous sources (described on p. 22). If you have earned any credit from those sources, you must submit official documentation verifying completion of that credit by the end of the term following your admit term. If you submit documentation of your earned credit, but fewer than 30 credits are transferable, you will need to submit proof of high school completion. Information on the process for having your possible transfer credit evaluated is on p. 29.

## Relocating from UMUC Europe

Relocating to Asia or Stateside with UMUC is simple. It is important for you to notify UMUC when you relocate to a new duty station so residency and tuition may be accurately determined. If you attended classes with UMUC within the last two years, you must complete a relocation form through MyUMUC ([my.umuc.edu](http://my.umuc.edu)) or by visiting your local UMUC office. There is no fee for relocations.

# ENROLLMENT



UMUC Europe conducts five standard sessions of eight-week duration each academic year, as well as various sessions to accommodate military exercises or deployments. The academic year begins in late August and ends the following mid-August. Session dates for the current academic year are listed on the inside back cover of this catalog. Undergraduate on-site and online classes are generally eight weeks long. On-site classes are usually held on or near military installations and registration is held at education centers, or online at MyUMUC ([my.umuc.edu](http://my.umuc.edu)).

You can find further information about schedules, session dates, and registration on the UMUC Europe website or at MyUMUC.

## Official Registration

Registration begins each session as soon as the course schedule becomes available on the web and continues until the deadline listed. Registration opens two months prior to the class start date for students who must register through the GoArmyEd portal. Check the current undergraduate schedule of classes ([www.europe.umuc.edu/schedule](http://www.europe.umuc.edu/schedule)) and the online academic calendar ([www.europe.umuc.edu/calendars](http://www.europe.umuc.edu/calendars)) for registration information.

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

## Registration Process

All students (except for GoArmyEd students) must

- ❖ Complete an application online at [www.europe.umuc.edu/apply](http://www.europe.umuc.edu/apply) and pay the nonrefundable \$50 application fee when applying for the first time
- ❖ Register online through MyUMUC or visit your local UMUC 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 [www.europe.umuc.edu/tadeadlines](http://www.europe.umuc.edu/tadeadlines))
- ❖ Pay all tuition and fees in full prior to the first class meeting

### GoArmyEd students:

GoArmyEd students must register through the GoArmyEd portal before the class start date (at least 7 days prior to start date is highly recommended). The procedure is summarized here:

- ❖ Access the online GoArmyEd portal at [www.goarmyed.com](http://www.goarmyed.com)
- ❖ Complete the *Common Application* in the portal
- ❖ Register for UMUC courses in the portal by selecting campus "Univ of MD Univ Coll-Europe" then entering the GoArmyEd class number listed on the online class schedule
- ❖ Follow instructions in the portal to receive TA
- ❖ Pay all fees in full prior to the first class meeting

**Note:** The UMUC nonrefundable \$50 application fee is not covered by Army TA. This fee must be paid in MyUMUC.

### Waiting List

If your 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.

#### Waiting List Policies

Regardless of how you register, the following policies apply:

- ❖ You may put your name on the waiting list for only six on-site or hybrid courses or sections.
- ❖ You may not attend a class for which you are on the waiting list.
- ❖ 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 e-mail. 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

For official data, full-time enrollment is defined as 12 or more credits per term (fall, spring, summer) and half-time as 6–11 credits per term.

Decisions on the number of courses you can successfully complete in any one session are normally left to your discretion. It should be noted, however, that the majority of UMUC 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 UMUC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMUC are required.

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

UMUC's complete policy 215.00 Student Academic Load and Enrollment status may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies).

### Enrollment Verification

UMUC participates in the National Student Clearinghouse which, in turn, supplies verification of enrollment to lending agencies. UMUC 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. UMUC also reports degree information, including graduation date, for students who have completed an academic program.

You may request enrollment verification through MyUMUC free of charge. All enrollment verifications requested via MyUMUC are processed in real time and available online for printing on the same day.

Letters certifying official enrollment are also available upon request from the Student Services Office at UMUC 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 UMUC, you need to request a transcript of your academic record to verify past enrollment.



## Loan Deferment Form Certification

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

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at [www.umuc.edu/finaidforms](http://www.umuc.edu/finaidforms)) and mail it to UMUC, 3501 University Boulevard East, Adelphi, MD 20783, Attn: Registrar Student Services.

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

## 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 MyUMUC 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 (withdrawing from a class), you must access the MyUMUC portal and follow the steps for withdrawing from a class before the end of the withdrawal period.

### GoArmyEd students:

**GoArmyEd students must withdraw through the GoArmyEd portal.**

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 UMUC 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.

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 are found at [www.europe.umuc.edu/withdrawal](http://www.europe.umuc.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.

If you are using military assistance benefits, you should contact your military education counselor or education services officer before you drop or withdraw from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

### Priority Enrollment for Veterans

If you have a past due balance, your record will have a hold that prevents you from enrolling in additional UMUC 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 for the classes with the past due balance, 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.

# FEES



Fees charged to you as a UMUC student are listed below. All fees are payable in full, in U.S. dollars, at the times specified. Payment may be made by credit card (American Express, Discover, MasterCard, or Visa) or e-check directly through MyUMUC; cash payments may not be made. Additionally, check or money order payments may be mailed directly to the UMUC Europe Business Office. You should make checks and money orders payable to University of Maryland University College.

## List of Fees

### Application for Admission

\$50

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

#### GoArmyEd students:

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

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 UMUC.

### Tuition

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

As a member of the U.S. Armed Forces, you may be entitled to tuition assistance (TA) from the U.S. government. Students other than GoArmyEd and active-duty Air Force students must bring a copy of the TA form to your local UMUC office or send it directly to [tpmilitary@umuc.edu](mailto:tpmilitary@umuc.edu).

You may also qualify for Veterans Affairs (VA) education benefits and other forms of financial assistance. Information on financial assistance (loans and grants) and VA benefits is presented later in this catalog.

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

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

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

To discuss payment plans for previous terms, you must contact the UMUC Stateside Collections Office at [collections@umuc.edu](mailto:collections@umuc.edu).

### Dishonored Checks \$30

For each check returned unpaid by the payer's bank (whether because of insufficient funds, stopped payment, postdating, or drawing against uncollected items), UMUC assesses a service charge of \$30 (separate from any service charges levied by the financial institution).

Stopping payment on a check for tuition does not disenroll you from classes nor relieve you of responsibility for paying tuition and fees. If your checks for tuition or fees remain dishonored, you may be barred from classes.

### Official Transcript \$10

The fee for ordering each academic transcript issued by UMUC 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.

### 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 as any 3-credit course. Additionally, you may be charged a hotel accommodation fee depending on the specific course. 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.

### Fees and Activity from Other UMUC Campuses

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

### Textbook Fees

Most UMUC undergraduate courses will use e-resources and open-source materials available to you at no cost.

Select courses may require you to purchase textbooks through your campus' webText online store or the UMUC virtual bookstore found on the website. As with tuition charges, textbook charges are the responsibility of the student. More information about textbooks is found at [www.europe.umuc.edu/materials](http://www.europe.umuc.edu/materials).



## Refunds

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. The admission application fee is not refundable.

If you withdraw during the withdrawal period, you will be refunded a portion of the tuition, as determined by the date of withdrawal. Information about withdrawal refunds is found at [www.europe.umuc.edu/refunds](http://www.europe.umuc.edu/refunds).

All refunds are computed from the date the 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 contract, the refund is returned to the employer. If the tuition assistance was a partial payment, it is returned to the employer, and excess payment is refunded to you.

All withdrawals will be initiated through MyUMUC. You may visit your local UMUC 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.

### **GoArmyEd students:**

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

## Military or Employer Provided Tuition Assistance (TA)

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

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

### **GoArmyEd students:**

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

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

## Indebtedness to the University

If you incur debts to UMUC, you must clear them to be permitted to register. Requests for services (including transcripts and diplomas) are 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 State of Maryland Central Collection Unit.

If you fail to pay charges incurred with UMUC, UMUC has the authority to deem your account delinquent and transfer it to the State of Maryland Central Collection Unit. UMUC has also received authorization from the Board of Regents to charge students' delinquent accounts a 17 percent collection fee and/or all attorney or court costs incurred by the university. Once a past-due balance with UMUC has been transferred to the State Central Collection Unit, your information is reported to a credit bureau. Review the webpage at [www.umuc.edu/studentaccounts](http://www.umuc.edu/studentaccounts) for more information.

You can contact SCCU at +1-800-705-3493 or +1-410-767-1220, or [www.paybill.com/payccu/](http://www.paybill.com/payccu/).

# FINANCIAL AID



## Financial Aid

### Forms of Financial Aid

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

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

### General Eligibility Requirements

- To be eligible for UMUC financial assistance, you must
- ❖ Be admitted to UMUC as a degree-seeking or eligible certificate-seeking student.
  - ❖ Be a U.S. citizen or an eligible noncitizen.
  - ❖ Be enrolled half-time (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.)
  - ❖ Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.
  - ❖ Have a high school or GED diploma.
  - ❖ Possess a valid Social Security number.
  - ❖ Register with Selective Service, if required to do so.
  - ❖ Not be in default on any federal student loans, have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs.
  - ❖ Not be ineligible based on a drug conviction.

## Applying for Financial Aid

You must complete the online *2018-2019 Free Application for Federal Student Aid (FAFSA)* form and submit it electronically at [www.fafsa.gov](http://www.fafsa.gov).

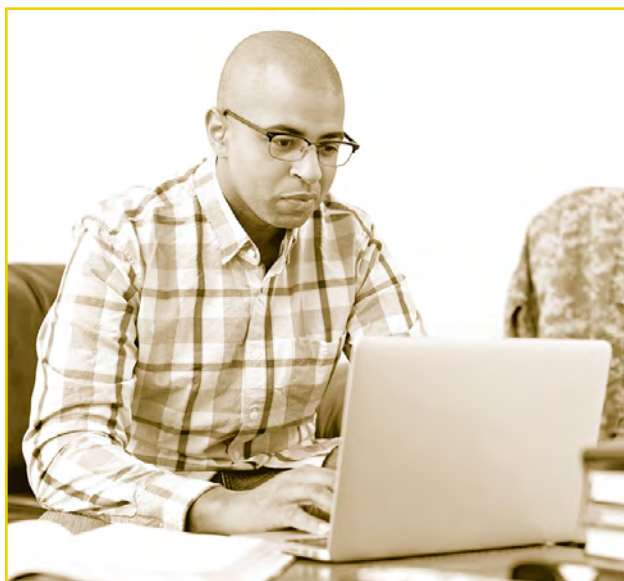
It may take several weeks to process an application for any type of financial aid, so you should take note of the priority processing deadlines and other important dates listed in the following section.

If you enroll in higher education for the first time on or after 1 July 2012, in order to be eligible for federal student aid, you must have either a high school diploma or a recognized equivalent (such as a General Educational Development certificate (GED) or a homeschool education). You no longer have the option of becoming eligible for federal student aid by passing an approved test or completing at least 6 credit hours or 225 clock hours of postsecondary education.

Financial aid is awarded by academic year, and you must reapply each year. You may apply until 30 June 2019 for the 2018-2019 academic year. Financial aid may be used concurrently with scholarships, military tuition assistance, and military spouse tuition assistance. 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 UMUC 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 UMUC 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
Full Academic Year or Fall Semester Only	1 June
Spring Semester Only	1 November
Summer Semester	1 April

### Financial Aid Programs

Most aid programs are available to both full- and part-time students. Amounts and eligibility for financial aid vary from year to year. Following is a brief description of programs available for the upcoming award year.

#### Grants and Scholarships

Gift assistance, for which no repayment is required, is offered by the federal government, UMUC, and private donors. The UMUC Financial Aid Office administers several programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), and UMUC scholarships and grants.



The **Federal Pell Grant** is a grant program for high-need, first-time undergraduates. If you are eligible, you may receive up to \$5,815 per semester. Awards vary by need level and enrollment status.

The **Federal Supplemental Educational Opportunity Grant (SEOG)** offers need-based awards for high-need, first-time undergraduates. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education. Typical awards range from \$300 to \$700 per semester.

The **UMUC President's Grant** offers grants to students who demonstrate financial need. Typical awards range from \$100 to \$500 per semester, based on need.

**UMUC scholarship programs**, which include the UMUC President's Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. Requirements vary according to the individual scholarship program. If you meet eligibility standards, you are provided an application for a UMUC scholarship automatically.

Typical awards for most programs range from \$200 to \$1,500 per semester. You are not eligible if you are an employee of UMUC or a dependent of an employee or if you receive remission of fees from another institution. Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential that you submit your scholarship application as early as possible. Visit [www.europe.umuc.edu/scholarships](http://www.europe.umuc.edu/scholarships) for more information.

You are also encouraged to apply for **private scholarships** offered by corporations, associations, foundations, and other organizations that offer awards on a competitive basis to students who meet specific criteria. Scholarship links and search tools are available online at [www.europe.umuc.edu/scholarships](http://www.europe.umuc.edu/scholarships).

### Loans

There are many different loan options available. If you take loans to pay for college expenses, you must repay the principal and interest in accordance with the terms of the promissory note.

The **William D. Ford Federal Direct Loan** program offers low-interest federal loans. Loan amounts vary based on your grade level and dependency status. Repayment begins six months after you leave school or your attendance drops below half-time. For annual award amounts and general repayment terms, visit [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid) and click on types of financial aid available.

The **Federal Direct PLUS Loan** program enables parents without adverse credit histories to borrow for a dependent student enrolled at least half-time. Parents are eligible to borrow up to the cost of education less other financial aid received by the student. Repayment begins approximately 60 days after disbursement; however there is an option to defer payments while the student meets certain enrollment criteria.

**Private student loan** programs are also an option you might pursue. If your financial aid awards do not meet your financial need, you may be able to borrow up to your cost of attendance through private student loan programs offered by various banks and other lenders. These education loans are not federal loans; you borrow directly from and make payments to the lender. If you are interested in a private student loan, contact the bank of your choice or visit UMUC's webpage on private student loans at [www.umuc.edu/financialaid](http://www.umuc.edu/financialaid).

### Loan Deferment Form Certification

For details on loan deferment form certification, you should refer to the Enrollment section of this catalog, p. 7.

### Non-UMUC Enrollment

Financial aid awards are determined based on enrollment with UMUC. 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 UMUC Europe, UMUC Asia, and UMUC Stateside may be used in calculating financial aid eligibility with UMUC.

### Disbursement of Funds

The UMUC Financial Aid Office disburses (applies) funds to your account based on federal and UMUC 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 UMUC 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 UMUC. To receive funds in a more timely manner, you may also choose the direct deposit option by enrolling through MyUMUC.

## UMUC Financial Aid Standards for Satisfactory Academic Progress

When receiving financial aid, you must make satisfactory academic progress. You must maintain a cumulative grade point average (GPA) that meets the academic standards as set forth in this catalog and must maintain a cumulative completion rate of at least 67 percent of the credits attempted. If you fail to meet the minimum requirements, you are not eligible to receive financial aid unless a satisfactory academic progress appeal is submitted and approved by the Financial Aid Office. You may review the complete Satisfactory Academic Progress policy for financial aid students, including details of the appeal process, at [www.umuc.edu/undergradsap](http://www.umuc.edu/undergradsap).

## Federal Return of Funds Policy

Federal (Title IV) financial aid is awarded under the assumption that you will attend and participate in classes for the entire period for which the aid has been awarded. If you receive Title IV funds and do not attend or participate for the entire period for which you have been awarded 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 on or before the 60% point of your enrollment period:

- ✦ Course cancellation
- ✦ Disenrollment
- ✦ Assignment of a grade of FN
- ✦ Dropping a course
- ✦ Withdrawing from a course

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 UMUC. 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 awards.

Visit [www.umuc.edu/enrollmentchanges](http://www.umuc.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 UMUC 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 <https://aiportal.acc.af.mil/mycaa>.

### 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 [www.aerhq.org](http://www.aerhq.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 [www.afas.org](http://www.afas.org).

## For Further Information

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

Contact information for the UMUC Europe Headquarters Office may be found in the directory.

# VETERANS EDUCATION BENEFITS



University of Maryland University College acts as a certifying agent for the Department of Veterans Affairs (DVA) 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 [www.vets.gov](http://www.vets.gov). You are encouraged to complete all forms online at [www.vets.gov/education/apply](http://www.vets.gov/education/apply).

## Veterans Benefits Programs

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

- ✦ The Montgomery GI Bill®–Active Duty Educational Assistance Program (MGIB, Chapter 30)
- ✦ Vocational Rehabilitation (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 UMUC website at [www.umuc.edu/vabenefits](http://www.umuc.edu/vabenefits) or on the Department of Veterans Affairs website at [www.gibill.va.gov](http://www.gibill.va.gov).

## Applying for VA Benefits

If you are eligible for educational benefits from the U.S. Department of Veterans Affairs, you should review the online information and application procedures at [www.europe.umuc.edu/vabenefits](http://www.europe.umuc.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 U.S. Department of Veterans Affairs at [vets.gov/education/apply](http://vets.gov/education/apply). If you have already used VA benefits at another university, you must update your current education benefits online at [vets.gov/education/apply](http://vets.gov/education/apply).

You must also complete a UMUC request for certification form each session you wish to receive benefits. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork, 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 [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).



## Requesting Certification of Enrollment

When requesting VA benefits, you **must** submit your request for certification each period of enrollment through MyUMUC ([my.umuc.edu](http://my.umuc.edu)).

### ✦ Applying for VA Benefits

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

MyUMUC > Financials > Veteran Certification

### ✦ Adjusting VA Benefits

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

MyUMUC > Financials > Veteran Certification

### ✦ Viewing the Certification Status

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

MyUMUC > Financials > Veteran Certification

The status may be: a) **pending**, the UMUC VA Office has not yet received your request; b) **received**, the UMUC VA Office is reviewing your request; c) **submitted**, your certification was submitted to the DVA Regional Office on the date indicated; or d) **denied**, the course has been denied and will not be submitted for certification.

## CERTIFICATION PROCESS

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

The UMUC VA Office confirms that the requested course(s) are part of your degree program and submits your certification of enrollment to the DVA Regional Office. You may view the status of the processing of your certification through MyUMUC 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:** UMUC Europe students are not eligible for the VA Advanced Payment program or the Yellow Ribbon program.

## VA Students from Other Institutions

If you are not pursuing a UMUC degree but wish to receive VA benefits for UMUC 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 UMUC VA Office by e-mail to [pslva@umuc.edu](mailto:pslva@umuc.edu). You must also complete the certification process through MyUMUC.

## Amounts and Methods of Payment

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

## Evaluation of Prior Training

When you file a claim for educational benefits, the U.S. Department of Veterans Affairs requires your previous training to be evaluated so that you receive correct transfer credit. (Information about types of training that qualify begins on p. 24; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) 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.

## Student Responsibilities

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

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

- ✦ You are expected to make satisfactory progress toward a degree or certificate; you must comply with the academic standards of UMUC.
- ✦ You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- ✦ Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- ✦ Payment of benefits will be disallowed for any course in which a 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 MATH 009, MATH 012, and MATH 037, which earn institutional credit only and may not be applied to degree requirements, taken in an online format.
- ✦ Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31 Vocational Rehabilitation or Chapter 33 Post-9/11 benefits.
- ✦ You are responsible for 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 U.S. Department of Veterans Affairs and you are enrolled at least half-time. Payments are allowed when you demonstrate deficiency in courses that are required for your degree program.

## Veterans Resources

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

## Points of Contact

You may refer to the directory for contact information for the UMUC 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 [www.europe.umuc.edu/vabenefits](http://www.europe.umuc.edu/vabenefits).

# WAYS OF EARNING CREDIT



UMUC excels in combining access with academic quality. It opens doors to learning by bringing education to you wherever you may be. Because UMUC understands the importance of lifelong learning, it has established academic policies that encourage the appropriate use of transfer credit from other institutions, 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, we incorporate the assessment of nontraditional learning (i.e., learning gained outside the classroom) into the evaluation of student competencies and academic credit.

## Earning Credit at UMUC

### Classroom and Online Study

UMUC uses the latest technology to extend degree opportunities to you. Most of UMUC's degree and certificate programs allow blended formats to suit your schedules and preferences. UMUC 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 whether it is delivered in a stateside classroom, overseas, or online.

As a UMUC 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 UMUC's online courses. Additionally, you may be able to enroll in field study courses held at significant cultural locations 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.



## Classroom-Based Study

UMUC courses are offered in classrooms on U.S. military bases throughout Europe through longstanding partnerships with overseas military commands.

Some UMUC locations offer hybrid and web-enhanced on-site courses to various locations in a live stream format via video-teleconference platforms. These live stream courses equate to being on-site, and abide by the UMUC 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 UMUC Europe representative for more information.

## Online Study

UMUC'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. UMUC's award-winning online courses and programs offer a technology-enriched experience conducted by the same excellent faculty that teaches its on-site offerings.

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 reviewed 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 [www.umuc.edu/techreq](http://www.umuc.edu/techreq).

## Resident Credit

Study in the overseas divisions establishes resident credit with University of Maryland University College. Since both faculty members and courses overseas meet academic standards set by the university, courses offered overseas carry resident credit identical to that earned in the stateside programs of UMUC. Thus you may earn a UMUC 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, UMUC offers an extensive array of courses through its acclaimed online program, all of which carry UMUC resident credit.

## Learning Gained Through Experience

Learning acquired outside the college classroom may be assessed for credit toward a degree at UMUC. You can make use of life experience for possible college credit through Prior Learning (Portfolio Assessment or course challenge), foreign language examinations, Workplace Learning, and a variety of recognized external assessments. Academic advisors can help you determine the best routes to use in fulfilling any academic plan.

### Prior Learning

The Prior Learning program teaches you to identify, articulate, and gain academic credit for the college-level learning you have acquired through work and life experience. You may earn credit for college-level learning acquired outside the classroom through two avenues: course-challenge examinations and Portfolio Assessment. No more than half the credits required for an undergraduate major, minor, or certificate program may be earned through Prior Learning (Portfolio Assessment and course-challenge examinations) and credit by examination. Any excess credits awarded are applied where appropriate in your program of study.

### Course Challenge

UMUC credit can be earned for any undergraduate course for which UMUC can prepare and administer a suitable examination or assessment. 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.

If you are a degree- or certificate-seeking student at UMUC, have received an academic advisement report, and have a cumulative grade point average of at least 2.0 in UMUC coursework, you may be eligible for course challenge. Carefully review the rules, procedures, and limitations described at [www.umuc.edu/coursechallenge](http://www.umuc.edu/coursechallenge) before applying online.

Course challenge is not intended as a substitute for independent study. Course challenge assessments may not be taken more than twice and also may not be taken for courses for which you have previously enrolled. 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, described as a capstone course, or a Workplace Learning course.

Credit earned by course-challenge assessment earns 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.

However, this credit may not be applied to the requirement for graded coursework in your major. You may not receive credit for 100- and 200-level courses in your native language.

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

### Foreign Language Examinations

Foreign language examinations are for students completing degree requirements, not those seeking to determine their level of foreign language mastery.

To be eligible for a foreign language examination, you must have an academic advisement report (AAR). If you attended elementary or secondary school where English was not the language of instruction, you can establish credit in that language only for certain courses. As a native speaker of a foreign language, you may not earn credit for lower-level or conversation courses.

To determine the courses in which you may be examined, you will be required to submit a Foreign Language Experience Questionnaire Form along with translated transcripts or school documents from those schools you listed on the form. UMUC reserves the right to determine your native language and the level of exam to be taken.

The examination fee is the current cost of tuition for each credit hour you are seeking to establish and can be paid through MyUMUC at the time of your registration for the exam. You must also complete the Application to Establish Credit by Examination in a Foreign Language.

You can also contact an academic advisor for more information and to obtain the required forms.



### 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 credit for it. To be eligible for Portfolio Assessment, you must

- ✦ Have applied or been admitted to UMUC as an undergraduate student. (Portfolio Assessment is not available at the graduate level.)
- ✦ Have a recent copy of your academic advisement report, updated in the last six months by an academic advisor.

Enrollment in EXCL 301 Learning Analysis and Planning is required. In this 3-credit course, you prepare a portfolio describing and documenting the college-level learning you have gained from past experiences. Because EXCL 301 is a demanding and complex course, you should not register for more than one other course during the session in which you are enrolled in EXCL 301 (assuming that you are attending part-time).

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 for more information.

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.

Experiential-learning credits may be awarded at both the upper and lower levels. Credits earned are considered UMUC resident credit. However, they 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 receive credit for 100- and 200-level courses in your native language; you may not receive credit for learning for which credit has been awarded by other means.

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 will incur additional fees, which are applicable to all students, including those receiving financial aid.

You should carefully review the requirements, rules, and procedures for Portfolio Assessment. More information may be obtained by contacting your academic advisor or at [www.umuc.edu/priorlearning](http://www.umuc.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 UMUC.
- ✦ 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 UMUC.
- ✦ Have a GPA of 2.0 or better at UMUC
- ✦ Be working in a position that offers an opportunity to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. (Position may be paid or unpaid, part- or full-time.)

To participate in Workplace Learning, you must first apply to the program by the deadline published at [www.umuc.edu/wkpl](http://www.umuc.edu/wkpl). 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 must then approve the learning proposal to ensure that it constitutes upper-level college learning. As soon as 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 UMUC 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 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 UMUC academic advisor to determine how Workplace Learning credits may help you fulfill degree requirements.

Review the information, policies, and procedures detailed online at [www.umuc.edu/wkpl](http://www.umuc.edu/wkpl) or call the Workplace Learning program office at +1-800-888-UMUC, ext. 2-2890, for assistance.



## Transferring Credit from Outside Sources

UMUC accepts up to 90 credits from all sources combined toward the bachelor's degree (45 credits for the associate degree). Sources include

- ✦ Approved two- and four-year colleges and universities
- ✦ Other higher education institutions with whom UMUC has a memorandum of understanding for acceptance of credit and/or a joint program
- ✦ Non-U.S. institutions based on UMUC review of an appropriate credit evaluation

UMUC may also award credit for

- ✦ Professional (not technical) noncollegiate coursework
- ✦ Military occupational specialties and experience
- ✦ Vocational and technical coursework
- ✦ Professional or technical coursework based on statewide agreements and alliances
- ✦ Standard examinations

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

Each type of credit 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)

## Transfer Credit

UMUC will not award credit for courses that repeat work you did elsewhere. If you have earned credit at another college or university, you are responsible for determining whether courses you plan to take at UMUC 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.

Credit toward a UMUC degree may be assigned for work completed through the kinds of institutions described in the following sections. UMUC does not accept credits for remedial, precollege, or sectarian religious courses in transfer. If you plan to transfer credit from other institutions to UMUC, you should request a Fast Plan for a review of your previous credit to determine how those credits may apply to a degree from UMUC. No transfer credit is accepted without official transcripts.

You are encouraged to consult a UMUC 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 UMUC course duplicates previous study, you should consult your academic advisor before registering.

UMUC Policy 210.18 Undergraduate Transfer Credit Evaluation and Appeal Process is available at [www.umuc.edu/policies](http://www.umuc.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 curriculum and do not duplicate other courses for which credit has been awarded. Transfer credit for another institution's course-challenge examinations and prior learning program may be accepted if it is listed on your transcript with a passing grade.

Approved institutions include those accredited by the following regional associations:

- ✦ Middle States Commission on Higher Education
- ✦ Northwest Commission of Colleges and Universities
- ✦ North Central Association of Colleges and Schools, The Higher Learning Commission
- ✦ New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- ✦ New England Association of Schools and Colleges Commission on Technical and Career Institutions
- ✦ Southern Association of Colleges and Schools, Commission on Colleges
- ✦ Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities
- ✦ Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges

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

## Credit from Junior Colleges and Community Colleges

A total of 70 credits from approved two-year institutions (junior colleges or community colleges) may be applied toward a bachelor's degree at UMUC. 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 UMUC. If you have already completed 70 credits, you may not apply further credit from a junior college or a community college to a bachelor's degree from UMUC.

If you initially enrolled in any of the public community colleges in Maryland, you will be admitted to UMUC in conformance with the policy developed and approved by the Maryland Higher Education Commission. Additional information is presented in the section on transfer policies at [www.umuc.edu/policies](http://www.umuc.edu/policies). If you participated in one of the community college alliances with UMUC, you should consult with your academic advisors at both institutions if you plan to enroll in courses at both institutions concurrently.

## Credit from Institutions Outside the United States

Study at institutions outside the United States must be evaluated by an approved international credit evaluation agency. Details are available online at [www.europe.umuc.edu/internationalcredit](http://www.europe.umuc.edu/internationalcredit).

## Technical and Professional Credit

### Vocational and Technical Credit

Vocational and technical college-level credit from approved organizations, when applicable, may be accepted as elective credit only.

### Noncollegiate Courses

UMUC may accept for credit noncollegiate courses applicable to your curriculum that have been evaluated by either American Council on Education (if the courses are listed in the *National Guide to Educational Credit for Training Programs*) or the University of the State of New York National College Credit Recommendation Service (formerly PONSI).

## Educational Experiences in the Armed Services

### Service Schools

UMUC 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*. Such credit is granted only if it is applicable to your chosen curriculum; it must meet other UMUC requirements for transfer credit and is subject to the same limitations as those placed on nonmilitary credit. UMUC generally accepts recommendations of ACE for lower-level and upper-level credit.

### Community College of the Air Force (CCAF)

UMUC 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 curriculum at UMUC, must meet other UMUC requirements for transfer credit, and are subject to the same limitations as those placed on nonmilitary credit.

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



## Servicemembers Opportunity College

UMUC is a member of the Servicemembers Opportunity Colleges (SOC) Degree Network System. Servicemembers Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to servicemembers who have trouble completing college degrees because of frequent moves.

SOC functions in cooperation with the Department of Defense (DoD), and active and reserve components of the military services to expand and improve voluntary postsecondary education opportunities for servicemembers worldwide. SOC is funded by the DoD through a contract with the American Association of State Colleges and Universities (AASCU). The contract is managed for DoD by the Defense Activity for Non-Traditional Education Support (DANTES).

The SOC Degree Network System consists of degree-granting colleges and universities that have pledged to help servicemembers and their adult family members complete college degrees by adopting policies that have been outlined in the Voluntary Education Partnership Memorandum of Understanding. Many courses offered by SOC Degree Network System institutions have two-way guaranteed transferability, making it easier for servicemembers to complete associate and bachelor's degrees no matter where they move during their military careers.

SOC operates the two- and four-year Degree Network System for all the branches of the military service except the Air Force. Information and the SOC Degree Network System-2 and -4 Handbooks are available at the SOC website at [www.soc.aascu.org](http://www.soc.aascu.org).





## 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>, or for GoArmyEd students through the GoArmyEd portal at [www.goarmy.com](http://www.goarmy.com).

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 by Examination

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

Examinations may include the Advanced Placement examinations administered by the College Board, Cambridge International Examinations, the College-Level Examination Program (CLEP), DSST examinations, Excelsior College Examinations, and the International Baccalaureate exam, as well as approved industry certification examinations (listed online at [www.europe.umuc.edu/creditbyexam](http://www.europe.umuc.edu/creditbyexam)).

UMUC 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

You may not receive credit for 100- and 200-level courses in your native language. If you have questions about credit by examination, you are encouraged to consult a UMUC academic advisor. More information is found at [www.europe.umuc.edu/creditbyexam](http://www.europe.umuc.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 <https://apscore.collegeboard.org/scores/score-reporting>.

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 UMUC from the College Board.

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

Credit earned by advanced placement may be used to fulfill majors, minors, or electives.

## INSTITUTIONAL EXAM CODES FOR UMUC

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

### Cambridge International Examinations

UMUC accepts credit for advanced-level exams taken through Cambridge International Exams when scores meet UMUC standards. Official transcripts, with scores, must be sent directly to UMUC 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 UMUC standards. UMUC 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 [www.europe.umuc.edu/ntc](http://www.europe.umuc.edu/ntc).

### DSST Examinations

Credit may be awarded for successfully completing certain DSST Tests (formerly known as DANES Subject Standardized Tests). Academic advisors have information on which tests are acceptable or find more information at [www.europe.umuc.edu/ntc](http://www.europe.umuc.edu/ntc).

### 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 UMUC 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 [www.europe.umuc.edu/certifications](http://www.europe.umuc.edu/certifications) or by contacting your academic advisor.

### International Baccalaureate Examinations

UMUC 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 UMUC from the examining body and scores must meet UMUC standards. Academic advisors can furnish details.

## APPLICATION OF CREDIT BY EXAMINATION

CLEP General Examination	Credit	ACE Recommended Score	Duplication of UMUC Courses	GER Application
<b>English</b>				
College Composition	3-6	50	None	Communications *
<b>Social Sciences and History</b>				
Social Science	3	50	None	Social Sciences
History	3	50	None	Humanities
<b>Natural Science</b>	6	50	NSCI 100 BIOL 101	Science
<b>Mathematics</b>	6	50	MATH 106	Mathematics
<b>Humanities</b>	3	50		
Fine Arts			ARTH 100	Arts and Humanities

\* No more than 3 credit hours of writing may be earned through credit by examination.

# ACADEMIC ADVISEMENT



## Academic Advisement

Emphasizing a personal approach to education, UMUC 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 e-mail.

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 UMUC. To make an appointment, access your advisor's contact information through MyUMUC, contact your local UMUC representative, or visit [www.europe.umuc.edu/advising](http://www.europe.umuc.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 is an estimate of the academic credit UMUC 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 [www.europe.umuc.edu/fastplan](http://www.europe.umuc.edu/fastplan).

This review is not binding for you or UMUC 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 UMUC 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) during your first session at UMUC. If you have not completed at least 30 credits of transferable college coursework, you must also submit high school transcripts (or equivalent).

### An official evaluation/academic advisement report

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

In your academic advisement report, courses are applied to the most appropriate requirement remaining to be filled. 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 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."

### To help you, UMUC 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 UMUC staff 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 [www.europe.edu/fastplan](http://www.europe.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 UMUC.
- ✦ If your official evaluation is complete
  - Review your degree requirements in MyUMUC ([my.umuc.edu](http://my.umuc.edu)).



## Documents Required for an Official Evaluation

To obtain your official evaluation/academic advising report (AAR), you need to submit official transcripts from all colleges and universities you previously attended, including other institutions of the University System of Maryland, whether or not transfer credit is requested or granted. Once all documentation is received, you will be notified by e-mail that your AAR has been completed and can be viewed in MyUMUC ([my.umuc.edu](http://my.umuc.edu)).

### GoArmyEd Students:

By completing the *Common Application* in the GoArmyEd portal, UMUC is notified that an official evaluation/student agreement is requested for a GoArmyEd student.

#### Documents required for an 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 UMUC.

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 UMUC, all records of previous educational experiences must be sent directly from each issuing institution (or other source, in the case of military documents) to the appropriate address, depending on carrier.

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 UMUC. Additional information can be found at [www.europe.umuc.edu/submittranscripts](http://www.europe.umuc.edu/submittranscripts).

To ensure you receive all applicable transfer credit, list all institutions on the online application or, for GoArmyEd students, on your *Common Application*.

## IMPORTANT INFORMATION FOR SERVICEMEMBERS

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

Students who are pursuing an associate degree with the Community College of the Air Force (CCAF) or who have SOCAD, SOCMAR, SOCNAV, or SOCCOAST agreements already have degree plans and are exempt from this requirement.

## 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

- ✦ Be admitted and be seeking an undergraduate degree at UMUC.
- ✦ Mail your official international school documents or other official educational documents to the international credit evaluation services selected by UMUC. Information and forms are available at [www.europe.umuc.edu/internationalcredit](http://www.europe.umuc.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 you previously attended sent to UMUC (see addresses listed below).
- ✦ Submit documentation to verify English proficiency, if required.

## Record Submission by Mail

### Via U.S. Postal Service

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

### Via UPS, FedEx, or other Parcel Service

Attn: Transcripts  
University of Maryland University College  
1616 McCormick Drive, Room 2386  
Largo, MD 20774

# GRADES AND RECORDS



## Scholastic and Administrative Standards

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

### Institutional Credit

A course that may not apply toward graduation may be assigned credit value for purposes of course load per session and tuition. This institutional credit is included in your grade point average (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 120 units of graduation credit required for your bachelor's degree or the 60 units required for your associate degree.

### Grading Methods

There are four grading methods at UMUC. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/D/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each are given in the paragraphs that follow.

#### Standard

Unless you choose either the pass/fail or audit option at the time of registration, you will be given a letter grade according to the standard method. Under the standard grading method, you are given a grade of A, B, C, D, F, or FN on the basis of your performance in meeting the requirements of each course. All grades received under the standard method are included in calculating the grade point average.

## Pass/Fail

If you are a degree-seeking student, have earned 30 credits (including at least 15 credits at UMUC), 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. You must elect pass/fail grading at the time you register. This status may not be changed after the first week of 8-week classes.

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.

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 remains unchanged.

Although a grade of P earns credit toward graduation, it is not included in calculating a grade point average. A failing grade carries no credit, and the failing grade is included in the computation of grade point averages.

## Satisfactory/D/Fail

This grading method is available only on a limited basis, 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 failing grade (F) earns no credit, 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 must indicate this intention when you register. You may request a change from credit to audit status anytime before the end of the first week of 8-week 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.

Grade/Mark	Interpretation	Quality Points
A	Outstanding <i>Performance excels far above established standards for university-level performance</i>	4
B	Superior <i>Performance above established standards</i>	3
C	Good <i>Performance meets established standards</i>	2
D	Substandard <i>Performance is below established standards</i>	1
F	Failure <i>Performance does not meet minimum requirements</i>	0
FN	Failure for nonattendance	0
G	Grade under review	0
P	Passing (D or higher)	0
S	Satisfactory (C or higher)	0
U	Unsatisfactory	0
AU	Audit	0
I	Incomplete	0
W	Withdrawal	0

## Grades and Marks

### Failure: The Grade of F

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

### Failure for Nonattendance: The Grade of FN

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 GPA and may affect your academic standing.

### **Passing: The Grade of P**

The grade of P is posted 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 grade point averages.

### **Satisfactory: The Grade of S**

The grade of S is equivalent to a grade of C or higher. This grade is used to denote satisfactory progress in an experiential setting or practicum, such as EXCL 301. Although the grade of S confers credit and appears on the permanent record, courses graded S are not used in determining grade point averages.

### **Unsatisfactory: The Grade of U**

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 grade point average.

### **Substandard Performance: The Grade of D**

The grade of D is the minimum passing grade and denotes borderline understanding of the subject. 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.

### **Grade under Review: The Mark of G**

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.

### **Incomplete: The Mark of I**

The mark of I (Incomplete) is an exceptional mark given only when your work in a course has been satisfactory but for reasons beyond your control, you have been unable to complete all the requirements of a course. The following criteria must be met:

- ❖ You must have completed at least 60 percent of the work in the course with a grade of C or better.
- ❖ You must request the incomplete before the end of the course.

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

- ❖ You must ask the faculty member for an incomplete. (Faculty members cannot award an incomplete on their own initiative.)
- ❖ The faculty member decides whether to grant the request.
- ❖ The faculty member sets a date (no more than 120 days after the class end date) for completion of the remaining requirements of the course.
- ❖ Together you and the faculty member agree on the remaining requirements of the course and the deadline for submitting the work.
- ❖ You are responsible for completing and submitting the work prior to the set deadline.
- ❖ After the work is completed, the faculty member submits a grade change to replace the mark of I on your record with a grade.

If the mark of I is not made up by the agreed-upon deadline (which is not to exceed the maximum time allowed after submission of the original grade), the I is changed to an F.

You should refer to UMUC policy 170.71 Policy on Grade of Incomplete at [www.umuc.edu/policies](http://www.umuc.edu/policies) for details.

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

The mark of I cannot be removed by means of credit by examination, and it cannot be replaced by a mark of W (definition follows). If you elect to repeat an incomplete course, you must register again for the course, pay the full tuition and applicable fees, and repeat the course. For purposes of academic retention, the course grade is counted as an F. The mark of I is not used in determining grade point averages.

### **Withdrawal: The Mark of W**

The mark of W is assigned when you 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 withdraw from the course through MyUMUC before the deadline for withdrawal.

The withdrawal process is described on p. 7.

### **GoArmyEd students:**

**GoArmyEd students must follow the withdrawal procedures presented in the GoArmyEd portal.**



## Changes in Grade

Faculty members may change a grade previously assigned no later than four months after the original grade was assigned.

## Repeated Courses

### Grading Repeated Courses

If you repeat a course, only the higher grade earned is included in the calculation of your grade point average.

For purposes of academic retention, all approved attempts are counted, and all 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 a passing grade was conferred previously.

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

### Limits on Repeating Courses

You may not register for the same course more than three times without prior approval. If you need to register more than three times for the same course, contact your academic advisor first for approval. Your advisor can also explain how repeating the course affects your GPA, transcript notations, and progress toward degree completion.

## Calculation of Grade Point Average (GPA)

Your grade point average is calculated using the quality points assigned to each grade or mark (see list below). 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, D, F, or FN was received.

Grade	Quality Points
A	4
B	3
C	2
D	1
F/FN	0

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

## Academic Progress

Your cumulative grade point average is computed at the end of every term (fall, spring, or summer), based on all your graded coursework at UMUC. The Office of the Registrar then takes action, required by UMUC policy, according to your level of progress as described below.

There are four levels of academic progress: satisfactory, warning, probation, and dismissal. If you are in warning, probation, or dismissal status, you are notified of your status approximately three weeks after the end of the term. Warning or probation status notifications are sent via e-mail to your e-mail address of record. Dismissal status notifications are sent via e-mail to your e-mail address of record and by letter to your permanent address of record. No notification is sent if you are making satisfactory progress.

If you have questions about your academic progress, e-mail the Office of the Registrar at [registrar-europe@umuc.edu](mailto:registrar-europe@umuc.edu).

## Levels of Progress

The complete UMUC policy 158.00 Undergraduate Academic Levels of Progress is available online at [www.umuc.edu/policies](http://www.umuc.edu/policies).

### 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.

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

### Probation

If you are on academic warning and your GPA for the term is less than 2.0, you will be put on probation. If you were admitted in provisional status because your GPA at a previous institution was below 2.0 (within two years of admission to UMUC) and your GPA for the term is less than 2.0, you will be put 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 status.

While on academic probation, you are limited to a maximum enrollment of 7 credits per standard term with a maximum of 4 credits per session 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.

As long as you maintain an average of at least 2.0 during a particular term, you will not be dismissed at the end of that period, regardless of your cumulative GPA. Once dismissed, you must apply for reinstatement if you wish to continue your studies with UMUC. You are ineligible to register again for UMUC courses unless your application for reinstatement is approved.

## Reinstatement After Dismissal

If you are seeking reinstatement, you are required to

- ❖ Wait at least one term (fall, spring, summer) after the dismissal term before petitioning for reinstatement.
- ❖ Have all your official transcripts from previously attended colleges and universities sent to UMUC, 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 skills and made changes in your academic strategies that are more likely to result in academic success. You may also submit documentation that provides evidence to support your request for reinstatement.

You may make an appointment with your academic advisor to start the reinstatement process by contacting your local UMUC representative or at [www.europe.umuc.edu/advising](http://www.europe.umuc.edu/advising).

After your record, the advisor's recommendation, and your petition have been reviewed, you will receive a written response. Further information is provided in UMUC policy 158.00 Academic Levels of Progress, available online at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## Scholastic Recognition

### 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 UMUC.

All courses taken during the term are used in computing the average, 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 e-mail of your achievement by the Office of the Dean, the Undergraduate School.

### Academic Honors

Academic honors for excellence in scholarship are determined by your cumulative GPA at UMUC 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 UMUC 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 UMUC credits and the requisite GPA. Honors are not calculated or awarded for your associate degree.



## Honor Societies

UMUC students with superior academic records have the opportunity to join several national honor societies. If you believe you are eligible for any of the following societies, you may obtain more information and application forms at [www.europe.umuc.edu/honors](http://www.europe.umuc.edu/honors).

### Alpha Sigma Lambda

As a UMUC student, you are eligible for membership in *Alpha Sigma Lambda*, the national honor society that recognizes the scholarship and leadership of adult undergraduate students in higher education. To qualify for membership, you must be pursuing a first associate or bachelor's degree; have completed at least 24 credits at UMUC in courses graded A, B, C, D, or F; and maintained a GPA of 3.7 or higher in all UMUC courses.

At least 15 credits, from UMUC 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 170 chapters throughout the United States and thousands of inductees who have been honored for their outstanding academic achievements.

Membership is by invitation only. To be eligible for membership, you must demonstrate "superior academic performance," as evidenced by an overall grade point average of at least 3.25, as well as a grade point average of at least 3.5 in your paralegal/legal studies classes.

### Lambda Pi Eta

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

### 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 UMUC 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. You are invited to join the honor society in the spring session.

### Phi Alpha Theta

As a UMUC 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 UMUC history courses and have an overall UMUC GPA of 3.4.

### Phi Kappa Phi

The honor society of *Phi Kappa Phi* promotes the pursuit of excellence in all fields of higher education and recognizes outstanding achievement by students, faculty, and others through election to membership and through various awards for distinguished achievement. To qualify for membership in *Phi Kappa Phi*, you must have completed at least 90 credits toward the bachelor's degree, at least 45 of which must have been for UMUC courses carrying letter grades of A, B, C, D, or F. Your GPA in UMUC courses must be in the top 10 percent of the previous UMUC graduating class.

### Phi Theta Kappa

*Phi Theta Kappa* is a national honor society for associate degree students. UMUC 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 UMUC 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 UMUC. Membership is offered to qualified 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 UMUC) and have a GPA of 3.6 or higher, you may be invited to join.

## **SALUTE**

SALUTE (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.

If you have completed at least 12 credits as an undergraduate student at UMUC and have a cumulative GPA of 3.0 or higher, you are invited to apply. In addition, you must qualify as a military/veteran student under locally derived and maintained definitions. In other words, you must have served or currently be serving in the military, National Guard, or reserves; if no longer serving, you must have been honorably discharged from service. You must also have served as a mentor in the One2One mentoring program for at least one term or be an active Mil-Vet Checkpoint communicator (posting feedback on articles or to the social wall at least twice a month) and maintain the highest ethical standards.

## **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 UMUC, 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 UMUC 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 UMUC 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 in English coursework at UMUC.

## **Upsilon Phi Delta**

*Upsilon Phi Delta* is a national academic honor society founded by the Association of University Programs in Health Administration for students in health care management and policy and designed to recognize, reward, and encourage academic excellence in the study of health care administration. To be eligible for undergraduate student membership, 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.

## **Upsilon Pi Epsilon**

The Kappa Chapter of *Upsilon Pi Epsilon*, the international honor society for the computing and information disciplines, is open to graduate and undergraduate students. To qualify for membership 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 UMUC 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. Students are inducted into the honor society twice a year.



## Transcript Services

Official academic records are maintained by the Office of the Registrar at UMUC. Official transcripts show all graded coursework taken through UMUC. 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, UMUC releases transcripts only upon receiving an online transcript request from you and payment of the appropriate fee. Online requests are accessed through MyUMUC and authenticated through your personal login credentials. An electronic release form is provided during the request process and serves as your official signature.

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



## 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 UMUC by updating your personal information through MyUMUC. If you are leaving Europe, you must also submit a relocation form through MyUMUC.

Your request for a name change on official records of UMUC 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 decree
- ✦ Court-approved petition for name change
- ✦ Valid alien registration card

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

The Demographic Information Update Form may also be used to update/change your name, telephone number, permanent address, e-mail address, date of birth, social security number, and/or emergency contact information. The form is found at [www.europe.umuc.edu/services/forms](http://www.europe.umuc.edu/services/forms) or through MyUMUC.

# CERTIFICATES, DIPLOMAS, AND GRADUATION



UMUC awards certificates and degrees three times each academic year: in fall, spring, and summer. Commencement ceremonies each spring recognize AA, BA, and BS candidates who have earned their degrees in any of the three degree periods. If you are graduating in May or graduated in August or December of the previous year, you are invited to participate in the commencement ceremony.

## Certificate/Graduation 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 MyUMUC) with Graduation Services, and have paid the appropriate fee (currently \$50).

This may be done at the time you register for your final term or by the following deadlines:

<b>Graduation Term</b>	<b>Application Deadline</b>	<b>Graduation Date</b>
Fall	1 October	30 December
Spring	15 February	30 May
Summer	15 June	30 August

The same deadlines apply if you are completing a certificate program. If your application is received after the deadline, it will be evaluated for the next graduation term. The application form must be completed via MyUMUC at [my.umuc.edu](http://my.umuc.edu).

## Clearance Process for Graduation

Once you have applied for graduation, Graduation Services reviews 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. Documentation should reach UMUC no later than the expected graduation date and should be sent to

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

## Noncompletion of Degree/Certificate Requirements

If you do not complete the degree requirements in time for the graduation date for which you have applied, then your application will be moved to the next graduation period and you will not be required to pay the application fee again. You will be informed of remaining requirements.

## Issuance of Diplomas, Official Transcripts, and Letters of Completion

All AA, BA, and BS 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.

Degrees and certificates are posted on transcripts only three times each academic year. Transcripts are not updated to show program completion, nor are diplomas and certificates mailed out, 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 e-mail to [graduationserv@umuc.edu](mailto:graduationserv@umuc.edu). You should be sure to include your name, Student/EmplID, mailing address, and how you would like to receive your LOC (e-mail, mail, or fax). If your letter needs to be sent to a third party, please include that information in your e-mail. After the graduation date has passed, you must request an official transcript for degree completion verification.

### IMPORTANT INFORMATION FOR DEGREE CANDIDATES

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

## Degree Verification

UMUC has authorized the National Student Clearinghouse to provide degree verification. Employers and background screening firms must contact the clearinghouse directly for this information, for which a fee is charged. Information on this service may be found at [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Degrees will not be verified until all financial obligations to the university have been fulfilled.

## Conference Courses

Conference courses are exceptional and can only be conducted if you are a UMUC degree candidate who is within 9 credits of completing your bachelor's degree requirements. All of the following criteria must be met:

- ❖ You have submitted a *Graduation Application* for the next graduation date (i.e., fall, spring, summer).
- ❖ You have a valid reason for needing to complete the degree by that time (e.g., relocation, job offer).
- ❖ The specific course essential for graduation is not available to you at any location within commuting distance, online, or through any other approved source prior to the proposed graduation date.

If the criteria are met, permission from the director, Student Services must be requested in writing. Note: Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require extensive interaction with a faculty member, either in the classroom or online, and are not offered as conference courses.

# RIGHTS AND RESPONSIBILITIES OF THE STUDENT



## 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 ([www.academicintegrity.org](http://www.academicintegrity.org)), UMUC 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." UMUC believes that all members of the university community share the responsibility for academic integrity.

As a UMUC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity. You are responsible for understanding and avoiding academic dishonesty and plagiarism, whether it be intentional or unintentional. Attempts to engage in academic misconduct or to assist others in doing so are prohibited. Resources to help you uphold the highest standards of academic integrity are available at [www.umuc.edu/academicintegrity](http://www.umuc.edu/academicintegrity). UMUC's complete policy on Academic Dishonesty and Plagiarism is available at [www.umuc.edu/academic-integrity](http://www.umuc.edu/academic-integrity).

### Appealing a Grade

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

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

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



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

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

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

## Attendance and Participation

You are responsible for attending all 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), you should expect to spend 42 to 45 hours of 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, for an eight-week course, you should estimate six hours a week in classroom activities and twice that amount of time outside of class in study, assigned reading, and preparation of assignments. 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 online and hybrid courses, and you should expect to log in to your online or hybrid courses several times a week.

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

## Code of Civility

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

### Respect

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

### Kindness

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

### Truth

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

### Responsibility

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

### Cooperation

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

### Privacy

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

### Nondiscrimination

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

## Code of Student Conduct

You are subject to the UMUC Policy 151.00 Code of Student Conduct. Violations of the code are considered to be violations of UMUC policy and are grounds for discipline by UMUC. The UMUC Code of Student Conduct may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## Course Evaluations

UMUC uses your feedback to make decisions about future courses. Your responses are kept confidential. For online, on-site, and hybrid classes, the notice usually appears in the online classroom when three-quarters of the class has been completed.

## Examinations

You are responsible for obtaining information about quizzes and examination schedules and policies.

Make-up examinations and tests may be given to students who for valid reasons are unable to take exams at the scheduled time. Faculty are not required to offer make-up examinations because of your absence unless you can present evidence that it was caused by unavoidable circumstances or occurred on a religious holiday.

In such cases, an examination may be rescheduled for the mutual convenience of you and the faculty member and must cover only the material for which you were originally responsible. Such a rescheduling must not cause a conflict with your other classes. If you must be absent from a course excessively, you should confer with the faculty member.

UMUC Policy 51.00 Religious Observances may be found at [www.umuc.edu/policies](http://www.umuc.edu/policies).

## 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. UMUC's policy on intellectual property is available online at [www.umuc.edu/intellectual-property](http://www.umuc.edu/intellectual-property).

## Relocating Within UMUC

If you wish to transfer from one UMUC campus to another (UMUC Asia, UMUC Europe, or UMUC Stateside), you need only to complete the relocation request form in MyUMUC ([my.umuc.edu](http://my.umuc.edu)). Your records will then be automatically available for the selected UMUC campus.

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

## Student Grievance Procedures

To file a formal complaint concerning the actions of members of the UMUC faculty or administrative staff, you must follow procedures detailed in UMUC Policy 130.70 Student Grievance Procedures, which is available at [www.umuc.edu/policies](http://www.umuc.edu/policies). If you wish to seek redress for the acts or omissions of a faculty or staff member, you must first request a conference with that person and attempt to resolve the complaint informally within 14 days of the alleged act or omission.

## Technology Use

### Internet Access

UMUC 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 UMUC student, 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 e-mail address. If you do not have Internet access through a home computer, you may use one at a UMUC 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.

The most current technical requirements are available online at [www.umuc.edu/techreq](http://www.umuc.edu/techreq).

## Transfer of Credits from UMUC

To have credits earned through UMUC 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. Only that institution can answer specific questions about its own residency and degree requirements or about the applicability of UMUC courses to its curricula.

# RIGHTS AND RESPONSIBILITIES

## Summary of Student Responsibilities

MEET ADMISSION REQUIREMENTS	Submission Deadlines
<ul style="list-style-type: none"> <li>Complete online application through MyUMUC (or through GoArmyEd portal for Army students)</li> </ul>	Prior to registration deadline for your classes
<ul style="list-style-type: none"> <li>Validate eligibility—visit nearest UMUC office to have military ID verified</li> </ul>	As soon as possible after submitting application—no later than first day of classes
<ul style="list-style-type: none"> <li>Pay non-refundable application fee</li> </ul>	During the session you apply (consortium students must submit an Application Fee Waiver Request at the time you apply to have the fee waived)
<ul style="list-style-type: none"> <li>Submit high school transcripts or proof of high school equivalency</li> </ul>	During the first term after you apply, have transcripts sent directly to UMUC Stateside (also submit official college transcripts, if transferring 30 or more credits)
<ul style="list-style-type: none"> <li>Foreign-educated students — submit proof of English proficiency</li> </ul>	Prior to first enrollment
<ul style="list-style-type: none"> <li>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</li> </ul>	By the end of the first term of study
VISIT AN ACADEMIC ADVISOR	When to Visit (see p. 28 for additional information)
<ul style="list-style-type: none"> <li>Tentative Evaluation (Fast Plan)</li> </ul>	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
<ul style="list-style-type: none"> <li>Official Evaluation</li> </ul>	During your first session, request official transcripts from all previous institutions attended and your military documents to be sent directly to UMUC Stateside for review
<ul style="list-style-type: none"> <li>Contact or visit your academic advisor</li> </ul>	At least once a year; preferably once each term
REGISTER FOR COURSES	Last Date to Register
<ul style="list-style-type: none"> <li>On-site courses</li> </ul>	Start date of the course (various start dates)
<ul style="list-style-type: none"> <li>Hybrid courses</li> </ul>	The day before the start date of the session (usually a Sunday)
<ul style="list-style-type: none"> <li>Online courses</li> </ul>	Five days prior to the start date (usually a Wednesday)
CHANGE YOUR GRADING METHOD	Deadline to Choose Pass/Fail, Audit, or Standard
<ul style="list-style-type: none"> <li>8-week course</li> </ul>	During first week of your course
<ul style="list-style-type: none"> <li>Longer than 8-week course</li> </ul>	During first two weeks of your course
WITHDRAW FROM COURSES	Last Date to Withdraw
<ul style="list-style-type: none"> <li>On-site courses</li> </ul>	Day before the course end date
<ul style="list-style-type: none"> <li>Hybrid courses</li> </ul>	Friday before the final week of the course (9 days before the end date)
<ul style="list-style-type: none"> <li>Online courses</li> </ul>	Before 65 percent of the total days of the course
APPLY FOR GRADUATION	Application Deadline
<ul style="list-style-type: none"> <li>Fall (30 December)</li> </ul>	1 October
<ul style="list-style-type: none"> <li>Spring (30 May)</li> </ul>	15 February
<ul style="list-style-type: none"> <li>Summer (30 August)</li> </ul>	15 June

# SERVICES AND RESOURCES



## Services and Resources

### Availability of Services

UMUC provides numerous services and resources to help you complete your educational program from anywhere in the world—through systems and resources available online, by e-mail and telephone communication, and in person at your local education center, as well as throughout the Maryland area and many military sites worldwide (listed at [www.umuc.edu/locate](http://www.umuc.edu/locate)). 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 UMUC Library, and the Office of the Registrar.

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 the UMUC office nearest you is available at [www.europe.umuc.edu/locations](http://www.europe.umuc.edu/locations).

### Admission Assistance

Program coordinators can help you if you are inquiring about becoming a UMUC student or are admitted but have not started your classes. 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 UMUC Europe program coordinator at [www.europe.umuc.edu/locations](http://www.europe.umuc.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, e-mail, and in person at times and places that are convenient to you. You may schedule an appointment with your advisor by using the contact information found at [www.europe.umuc.edu/advising](http://www.europe.umuc.edu/advising).



## Accessibility Services

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

You should make your request for accommodations as early as possible to allow sufficient time for requests and documentation to be reviewed and proper arrangements made. Such requests must be made every session for each course in which you wish accommodation.

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

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

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

For more information, visit [www.europe.umuc.edu/accessibility](http://www.europe.umuc.edu/accessibility) or contact Accessibility Services by phone at +1-800-888-UMUC (8682), ext. 2-2287 or by e-mail at [accessibilityservices@umuc.edu](mailto:accessibilityservices@umuc.edu).

## Alumni Association

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

Membership in the Alumni Association is free for all UMUC graduates. The association invites graduates to stay connected through volunteer service, social events, career networking, and 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 UMUC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMUC currently has more than 210,000 graduates in 47 states and 24 countries. UMUC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

For more information on the Alumni Association and how to activate your free membership, visit [www.umucconnect.org](http://www.umucconnect.org). You can also follow the Alumni Association on Facebook, LinkedIn, and Twitter.

## Career Services

Career Services provides resources and services to inform, prepare, and connect UMUC students and alumni worldwide with their career and job search needs. To access Career Services, you should activate your account on CareerQuest, UMUC's online career portal, at [www.careerquest.umuc.edu](http://www.careerquest.umuc.edu) using your UMUC login credentials.

## Tools and Resources

Career Services offers a variety of online 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 templates, online mock interviews, video job-search tips, mentor matching, occupational information, employer and graduate school directories, job hunting guides, and career resource literature.

## Job-Search Services

UMUC offers several services designed to fulfill the employment needs of UMUC students and alumni, including employer recruitment sessions and job fairs (held online and on-site); employability skills workshops, such as résumé writing and interview preparation; and job-search tutorials. CareerQuest enables you to search job listings 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 e-mail) and can be scheduled via CareerQuest. Call +1-800-888-UMUC (8682), ext. 2-2720 or visit [www.umuc.edu/careerservices](http://www.umuc.edu/careerservices) for more information.

Career Services also offers webinars and workshops to support the unique needs of UMUC students and alumni.

## Computer Labs and Services

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

If you are considering enrolling in online courses, you should review the technical requirements at [www.umuc.edu/techreq](http://www.umuc.edu/techreq) for the most current detailed information.

Technical support related to your online courses is available 24 hours a day, seven days a week, at [www.umuc.edu/help](http://www.umuc.edu/help) or +1-888-360-UMUC (8682).

## The UMUC Library

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

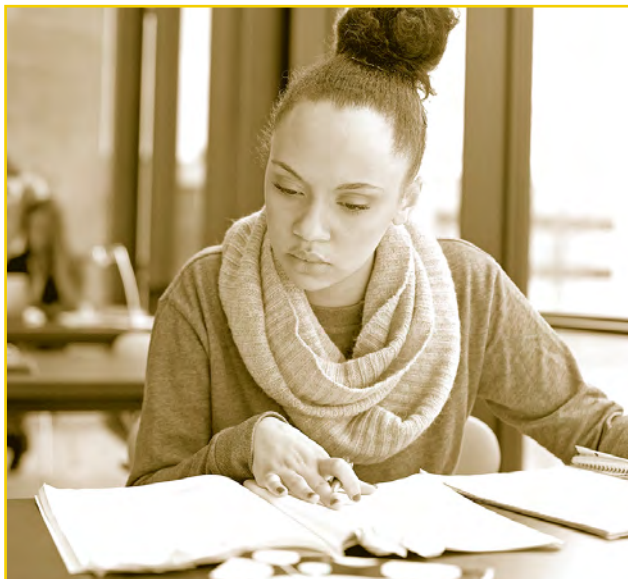
### Library Resources

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

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

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

Faculty resources are available online in the UMUC 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, the UMUC 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 UMUC 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 [www.umuc.edu/library](http://www.umuc.edu/library).

## MyUMUC

Through MyUMUC ([my.umuc.edu](http://my.umuc.edu)), you have access to many of your personal UMUC 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 UMUC 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 UMUC'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. The council does not have the authority to act on behalf of individual students but instead provides recommendations for the improvement of UMUC for the benefit of all.

If you would like to see certain issues addressed or have questions, you should contact your council representative by e-mail at [stac@umuc.edu](mailto:stac@umuc.edu).

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

## Tutoring and Student Organizations

A variety of services are available to you if you are interested in academic support and social engagement beyond the classroom. Online tutors are available in selected classes. You may also choose to work with a peer tutor in various subjects. More information is available at [www.umuc.edu/tutoring](http://www.umuc.edu/tutoring) or from the Student Success Team at [studentsuccess@umuc.edu](mailto:studentsuccess@umuc.edu).

Student organizations also offer you the opportunity to network with other students with similar interests, ask questions of faculty, engage in your field of interest, and discuss related topics in an online forum. Visit [www.umuc.edu/clubs](http://www.umuc.edu/clubs) for a list of active student organizations and instructions on becoming a member.

## Writing Resources and Tutoring

UMUC's online Effective Writing Center is available 24 hours a day. The center's experienced, trained advisors help you develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources.

You can submit assignments for review and schedule live online advising sessions via MyUMUC. In addition to providing writing advice, the Effective Writing Center hosts the "Online Guide to Writing and Research" and various other multimedia resources. You can also join the Effective Writing Center's Google+ community.

The Effective Writing Center may be accessed on the web at [www.umuc.edu/ewc](http://www.umuc.edu/ewc) or through MyUMUC. If you have any questions, e-mail them to [writingcenter@umuc.edu](mailto:writingcenter@umuc.edu).

# CERTIFICATES



UMUC Europe offers programs of study leading to University of Maryland University College 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. Contact your academic advisor for more information.

The individual certificate coursework requirements specified in the following section are applicable to students enrolling on or after 1 August 2018.

## Common Certificate Requirements

- You must be admitted as a UMUC student.
- You must complete a total of 18 credits, including at least 9 credits with UMUC.
- 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.
- 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.

More information about certificates, including gainful employment disclosures, is available online at [www.europe.umuc.edu/certificates](http://www.europe.umuc.edu/certificates).



## Accounting Foundations Certificate

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

### Accounting Core Courses (6 credits)

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

### Accounting-Related Courses (12 credits)

**Choose from the following courses:**

ACCT	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)
FINC	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 UMUC)

### 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.

More information about certificates, including graduation rates, median debt of students who completed the program, and other information is available online at [www.europe.umuc.edu/certificates](http://www.europe.umuc.edu/certificates).

## Foreign Language Area Studies Certificate

(18 credits, at least 9 of which you must complete with UMUC). 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)
- GVPT 407 State Terrorism (3)
- HIST 395 History of Islam and the 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) <i>or German Area Studies course</i>
GERM 212	Intermediate German II (3) <i>or 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 217A/317A Berlin: Its History and Art (3)
- HIST 217J/317J Heidelberg Through the Ages (3)
- HIST 337 Europe's Bloodiest Century (3)

(Contact your academic advisor for additional approved courses)

## Foreign Language Area Studies Certificate Cont.

### Italian

#### Core Courses (12 credits)

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

#### 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 217F History and Culture of Naples (3)
- HIST 217K History of Venice (3)
- HIST 337 Europe's Bloodiest Century (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) <i>or Spanish Area Studies course</i>
SPAN 212	Intermediate Spanish II (3) <i>or Spanish Area Studies course</i>

#### 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)
- HIST 141 Western Civilization (3)
- HIST 142 Western Civilization II (3)
- HIST 337 Europe's Bloodiest Century (3)

(Contact your academic advisor for additional approved courses)

## Certificate in Management

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

#### Management-Related Courses (18 credits)

##### Choose from the following courses:

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 110	Introduction to Business and Management (3)
CMIS 102	Introduction to Problem Solving and Algorithm Design (3)
CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)
ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
GVPT 210	Introduction to Public Administration and Policy (3)
IFSM 201	Concepts and Applications of Information Technology (3)
STAT 200	Introduction to Statistics (3)

(Contact your academic advisor for additional approved courses)

## Women's Studies Certificate

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

#### Women's Studies Core Course (3 credits)

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

More information about certificates, including graduation rates, median debt of students who completed the program, and other information is available online at [www.europe.umuc.edu/certificates](http://www.europe.umuc.edu/certificates).

# ASSOCIATE DEGREE



UMUC Europe offers programs of study leading to a UMUC 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 UMUC 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.

## 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

## Curriculum Choices

The *general curriculum* is described on p. 53 and the *specialized curricula* are described on pp. 53-62.

The *specialized curricula* include

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

## Common Associate of Arts Degree Requirements

1. The Associate of Arts degree (AA) requires the completion of a minimum of 60 credits, of which at least 15 must be taken through UMUC.
2. Of these 60 credits, 35 credits must be earned in courses that fulfill the general education requirements.
3. The remaining 25 credits must satisfy the requirements of the curriculum you select.
4. A grade point average of 2.0 or higher in all courses taken through UMUC is required. You must earn a grade of C or higher in all core or core-related curriculum courses.
5. You may pursue a second AA degree only after the awarding of the first AA (see Second Associate Degree in this catalog).

## Second Associate Degree

If you already received an associate degree from UMUC or 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 UMUC (including at least 9 credits in the core or core-related area, depending on the degree program). The new 15 credits must be uniquely applicable to the second AA curriculum.

Before enrolling in coursework toward a second associate degree, you must request an official evaluation (discussed earlier in this catalog). You may not earn two degrees at the same level (e.g. associate degree level) at the same time using the same credit. Consult an academic advisor for more information on earning a second associate degree.

## 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 UMUC.

## Associate Degree Requirements

### Curriculum Requirements

Credits  
**25**

You may choose a *general curriculum* or a *specialized curriculum* and must take 25 credits of coursework within your chosen curriculum. For the specialized curricula, at least 9 credits in core or core-related coursework for the chosen curriculum must be earned through UMUC.

You must earn a grade of C or higher in all core or core-related curriculum courses and at least half the credits earned within a specialized curriculum must be through graded coursework.

The Associate of Arts degree requires the completion of a minimum of 60 credits, at least 15 of which must be taken with UMUC. Of the 60 credits, 35 must be earned in courses that fulfill the general education requirements listed below. The remaining 25 credits must satisfy the requirements of the curriculum you select.

You should complete one associate degree before applying for another. If you anticipate seeking a bachelor's degree, you should select courses that will advance that goal.

General Education Requirements	Credits
<b>A. Communications</b>	<b>9</b>
<ul style="list-style-type: none"> <li>❖ <b>WRTG 112 (3 credits)</b> Must be completed with a grade of C- or better within first 24 credits. May not be earned through course-challenge examination.</li> <li>❖ <b>Another writing course (3 credits)</b> 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.</li> <li>❖ <b>A course in communication, writing, or speech (3 credits)</b> All 3-credit COMM, SPCH, or WRTG courses (except those numbered 486A and 486B); ENGL 102 and ENGL 281; and JOUR 201 apply.  <b>Note:</b> No more than 3 credits of writing may be earned through credit by examination.</li> </ul>	
<b>B. Mathematics</b>	<b>3</b>
<ul style="list-style-type: none"> <li>❖ MATH 103, MATH 106, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department. Must be completed within the first 24 credits. Placement test required.</li> </ul>	
<b>C. Arts and Humanities</b>	<b>6</b>
<ul style="list-style-type: none"> <li>❖ 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.</li> </ul>	
<b>D. Behavioral and Social Sciences</b>	<b>6</b>
<ul style="list-style-type: none"> <li>❖ 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).</li> </ul>	
<b>E. Biological and Physical Sciences</b>	<b>7</b>
<ul style="list-style-type: none"> <li>❖ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).</li> <li>❖ Any other science course (3 credits).  <b>Note:</b> Courses from the following disciplines may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may apply.</li> </ul>	
<b>F. Research and Computing Literacy</b>	<b>4</b>
<ul style="list-style-type: none"> <li>❖ One course (LIBS 150) in introductory research (1 credit), which must be completed within the first 6 credits.</li> <li>❖ IFSM 201 or CMST 301 (3 credits)</li> </ul>	
<b>Total Associate Degree Requirements</b>	<b>60</b>



## General Curriculum

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

### 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

### Requirements for the General Curriculum

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

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

### General education courses (35 credits)

#### Research Course

LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

#### Writing and Communications Courses

WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*

WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*

#### Math Course

MATH 103 College Mathematics (3)  
*or other 3-credit approved math or statistics course*

#### Arts and Humanities Courses

HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*

HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*

#### Behavioral and Social Science Courses

ECON 201 Principles of Macroeconomics (3)  
or PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*

GVPT 170 American Government (3)  
*or other behavioral and social science course*

#### Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*

NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

#### Computing Course

IFSM 201 Concepts and Applications of Information Technology (3)  
or CMST 301 Digital Media and Society (3)

**Total credits for AA with general curriculum**

**60**

## 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.

# Accounting Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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
  - BMGT 380 Business Law I
  - BMGT 381 Business Law II
  - BMGT 496 Business Ethics
  - CMIS 102 Introduction to Problem Solving and Algorithm Design
  - ECON 201 Principles of Macroeconomics
  - ECON 203 Principles of Microeconomics
  - IFSM 300 Information Systems in Organizations
  - MRKT 310 Marketing Principles
  - Any ACCT or FINC courses
- Elective course (1)

## General education courses (35 credits)

### Research Course

- LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

### Writing and Communications Courses

- WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*
- WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*

### Math Course

- STAT 200 Introduction to Statistics (3)  
*(related requirement for the BS in Accounting)*

### Arts and Humanities Courses

- HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*
- HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*



## Behavioral and Social Science Courses

- PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*
- GVPT 170 American Government (3)  
*or other behavioral and social science course*

## Biological and Physical Sciences Courses

- BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*
- NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

## Computing Course

- IFSM 201 Concepts and Applications of Information Technology (3)  
*(related requirement for the BS in Accounting)*

## Total credits for AA in General Studies with accounting curriculum

**60**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

## Business and Management Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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

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

### General education courses (35 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>

#### Math Course

STAT 200	Introduction to Statistics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>



### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3) <i>(related requirement for BS in Business Administration)</i>
ECON 203	Principles of Microeconomics (3) <i>(related requirement for BS in Business Administration)</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Course

IFSM 201	Concepts and Applications of Information Technology (3) <i>(related requirement for BS in Business Administration)</i>
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### Total credits for AA in General Studies with business and management curriculum

**60**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

# Computer Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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.

## General education courses (35 credits)

### Research Course

LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

### Writing and Communications Courses

WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*

WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*

### Math Course

MATH 103 College Mathematics (3)  
*or other 3-credit approved math or statistics course*

### Arts and Humanities Courses

HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*

HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*

### Behavioral and Social Science Courses

ECON 201 Principles of Macroeconomics (3)  
or PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*

GVPT 170 American Government (3)  
*or other behavioral and social science course*



## Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*

NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

## Computing Course

IFSM 201 Concepts and Applications of Information Technology (3)  
or CMST 301 Digital Media and Society (3)

## Total credits for AA in General Studies with computer studies curriculum

60

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.



## Foreign Language Area Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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@umuc.edu](mailto:languages@umuc.edu) about a placement test.

### Courses in the foreign language area studies curriculum (25 credits)

#### 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)

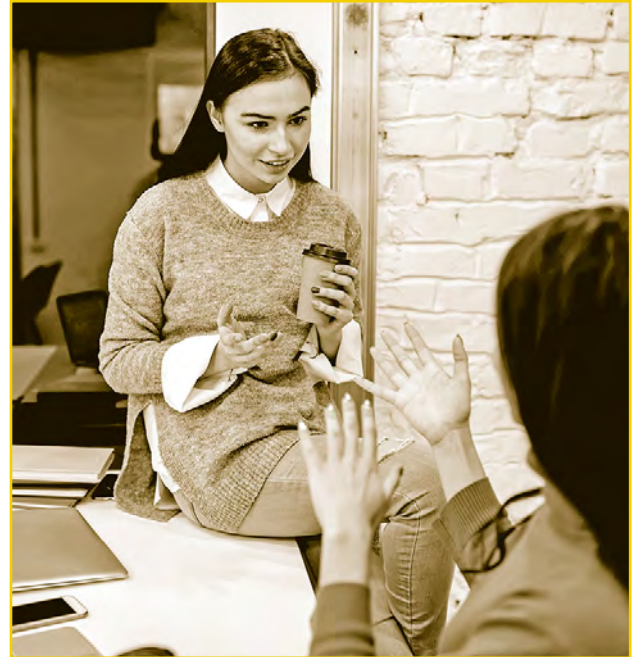
Choose from any ARAB course and any approved courses in Arabic and Middle Eastern culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

##### Elective (1 credit)

Any course related to interests and goals

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.



#### 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 217J 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

# Foreign Language Area Studies Curriculum Cont.

## 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:

- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 321 Ancient Greece and Rome (3)
- HIST 337 Europe's Bloodiest Century (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:

- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 337 Europe's Bloodiest Century (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

## General education courses (35 credits)

### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>

### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Course

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)

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**Total credits for AA in General Studies with foreign language area studies curriculum**

**60**

## Management Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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.

### General education courses (35 credits)

#### Research Course

LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

#### Writing and Communications Courses

WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*

WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*

#### Math Course

STAT 200 Introduction to Statistics (3)  
*(related requirement for BS in Management Studies)*

#### Arts and Humanities Courses

HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*

HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*

#### Behavioral and Social Science Courses

ECON 201 Principles of Macroeconomics (3)  
or PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*

GVPT 170 American Government (3)  
*or other behavioral and social science course*



### Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*

NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

### Computing Course

IFSM 201 Concepts and Applications of Information Technology (3)  
*(prerequisite to related requirement for BS in Management Studies)*

### Total credits for AA in General Studies with management studies curriculum

60

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

# Mathematics Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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 240	Introduction to Linear Algebra (4) or MATH 246 Differential Equations
MATH 241	Calculus III (4)
STAT 200	Introduction to Statistics (3)

Mathematics-related course (3), chosen from the following:

- Any ACCT or FINC course
- CHEM 103 General Chemistry I
- CHEM 113 General Chemistry II
- CMIS 102 Introduction to Problem Solving and Algorithm Design
- CMSC 150 Introduction to Discrete Structures
- CMIS 242 Intermediate Programming
- ECON 201 Principles of Macroeconomics
- ECON 203 Principles of Microeconomics
- ECON 430 Money and Banking
- ECON 440 International Economics
- Any MATH course numbered 108 or higher
- Any math-based physics course

Elective courses (3-4)

## General education courses (35 credits)

### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>

### Math Course

MATH 107	College Algebra (3)
or MATH 115	Pre-Calculus (3) <i>or other 3-credit approved math or statistics course</i>

## Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course</i> <i>or other arts and humanities course</i>

## Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

## Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3) <i>or other science lecture course</i>

## Computing Course

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)

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## Total credits for AA in General Studies with mathematics curriculum

**60**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.



## Psychology Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), the specialized curriculum in psychology will help you develop knowledge of human behavior.

### Courses in the psychology curriculum (25 credits)

Psychology core course:

PSYC 100 Introduction to Psychology (3)

Psychology-related courses (12), chosen from the following:

- PSYC 321 Introduction to Social Psychology  
(or another PSYC course)
- PSYC 335 Personality  
(or another PSYC course)
- PSYC 351 Lifespan Development  
(or another PSYC course)
- PSYC 353 Abnormal Psychology  
(or another PSYC course)

Elective courses (10)—Courses that may be applicable to the BS in Psychology are recommended.

### General education courses (35 credits)

#### Research Course

LIBS 150 Introduction to Research (1)  
(to be taken in first 6 credits)

#### Writing and Communications Courses

WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
or other writing course

WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
or other communication, writing, or  
speech course

#### Math Course

STAT 200 Introduction to Statistics (3)  
(related requirement for the BS in Psychology)

#### Arts and Humanities Courses

HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
or other arts and humanities course

HUMN 100 Introduction to Humanities (3)  
or foreign language course  
or other arts and humanities course



### Behavioral and Social Science Courses

ECON 201 Principles of Macroeconomics (3)  
or other behavioral and social science course

GVPT 170 American Government (3)  
or other behavioral and social science course

### Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
or other science lecture and  
laboratory course(s)

NUTR 100 Elements of Nutrition (3)  
or other science lecture course

### Computing Course

IFSM 201 Concepts and Applications of Information  
Technology (3)  
or CMST 301 Digital Media and Society (3)

**Total credits for AA in General Studies with  
psychology curriculum**

**60**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

# Women's Studies Curriculum

Within the overall outcomes of the AA degree in General Studies (listed on p. 51), 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
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- ENGL 358 British Women Writers Since 1900
- GERO 311 Gender and Aging
- PSYC 338 Psychology of Gender
- SOCY 325 The Sociology of Gender
- SOCY 443 The Family and Society
- SOCY 462 Women in the Military
- SPCH 324 Communication and Gender

Elective courses (7)

## General education courses (35 credits)

### Research Course

LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

### Writing and Communications Courses

WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*

WRTG 112 Introduction to Academic Writing II (3)  
SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*

### Math Course

MATH 103 College Mathematics (3)  
*or other 3-credit approved math or statistics course*

### Arts and Humanities Courses

HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*

HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*



## Behavioral and Social Science Courses

ECON 201 Principles of Macroeconomics (3)  
or PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*

GVPT 170 American Government (3)  
*or other behavioral and social science course*

## Biological and Physical Sciences Courses

BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*

NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

## Computing Course

IFSM 201 Concepts and Applications of Information Technology (3)  
or CMST 301 Digital Media and Society (3)

## Total credits for AA in General Studies with women's studies curriculum

60

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 52.

# BACHELOR'S DEGREES



## Expectations

Within your academic program major, UMUC's degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

- ✦ Effective writing and oral communication skills
- ✦ The use of information technology
- ✦ Information literacy skills
- ✦ Mathematical and quantitative reasoning skills
- ✦ Critical analysis, critical reasoning, and problem solving
- ✦ Understanding of key concepts and principles of natural, social, and behavioral sciences
- ✦ Knowledge of diverse cultures and historical periods
- ✦ Understanding of frameworks for ethical decision making and the ability to apply them

UMUC 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) 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 that you are expected to achieve in completing the major.

## Requirements

In general, the UMUC degree requirements that apply to you are those that were in effect when you began continuous enrollment in any public institution of higher education in Maryland (including UMUC). If you have not been continuously enrolled, the requirements that apply are those in effect at UMUC when you resumed continuous enrollment. To be considered continuously enrolled, you must be or have been enrolled at UMUC or another Maryland public institution of higher education and have had no more than two sequential years of nonenrollment. Should you choose to change your degree program, you may be subject to all degree requirements in effect at the time of the change.

The following requirements for the BA and the BS are applicable to students who enroll on or after 1 August 2018.



## GENERAL EDUCATION REQUIREMENTS

Recommendations for fulfilling general education requirements are provided for each major in the recommended sequence.

**Note:** Courses applied to general education requirements may not be applied toward major, minor, or elective requirements and may not be taken pass/fail.

	Credits		Credits
<b>A. Communications</b>	<b>12</b>	<b>D. Behavioral and Social Sciences</b>	<b>6</b>
❖ <b>WRTG 112 (3 credits)</b>		❖ 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).	
Must be completed with a grade of C- or better within first 24 credits. May not be earned through course-challenge examination.			
❖ <b>Another writing course (3 credits)</b>			
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.		<b>E. Biological and Physical Sciences</b>	<b>7</b>
❖ <b>A course in communication, writing, or speech (3 credits)</b>		❖ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).	
All 3-credit COMM, SPCH, or WRTG courses (except those numbered 486A and 486B); ENGL 102 and ENGL 281; and JOUR 201 apply.		❖ Any other science course (3 credits).	
❖ <b>An upper-level advanced writing course (3 credits)</b>		<b>Note:</b> Courses from the following disciplines apply: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.	
WRTG 391, WRTG 393, and WRTG 394 apply. May not be earned through credit by examination.			
<b>Note:</b> No more than 3 credits of writing credit may be earned through credit by examination.		<b>F. Research and Computing Literacy</b>	<b>7</b>
		❖ One course (LIBS 150) in introductory research (1 credit), which must be completed within first 6 credits.	
<b>B. Mathematics</b>	<b>3</b>	❖ A total of 6 credits in computing courses as follows:	
❖ MATH 103, MATH 106, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department. Must be completed within first 24 credits. Placement test required.		1. IFSM 201 or CMST 301 (3 credits).	
<b>Note:</b> Check individual majors for recommended math courses and related requirements.		2. An additional computing course appropriate to the academic major (3 credits).	
		Refer to your specific major for requirements or recommendations. Unless otherwise specified, upper- or lower-level courses in CMIS, CMIT, CMSC, CMST, CSIA, IFSM, SDEV, and ACCT 326 apply.	
<b>C. Arts and Humanities</b>	<b>6</b>	<b>Note:</b> IFSM 300 is required for majors in homeland security, public safety administration, and all business-related fields.	
❖ 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.			
		<b>Total General Education Requirements</b>	<b>41</b>



## MAJOR, MINOR, AND ELECTIVE REQUIREMENTS

	Credits
<b>A. Academic Major</b>	<b>30–36</b>

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 UMUC. 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 dual 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; however, the same course may not 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 may not major in two programs with excessive overlap of required coursework. Consult your academic advisor before selecting a double major.

<b>B. Academic Minor</b>	<b>15–18</b>
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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. At least half the credits earned within the minor must be upper level (unless otherwise specified) and must be earned through UMUC.

No grade may be lower than C. Specific coursework is prescribed for each minor and is described in a following section.

<b>C. Electives</b>	<b>25–34</b>
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Electives may be taken in any academic discipline. Pass/fail credit, up to a maximum of 18 credits, may be applied toward electives only.

<b>Total Major, Minor, and Elective Requirements</b>	<b>79</b>
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## 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 complete a minimum of 120 credits.
2. 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.
3. Within the 120 credits required, the following coursework must be taken through UMUC:
  - ✦ 30 credits (normally the final 30)
  - ✦ Half of the required number of credits within both the major and the minor
  - ✦ 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor
4. At least 45 credits must be upper level and include
  - ✦ At least one-half the credits required for the major
  - ✦ 3 credits in advanced writing

The remaining upper-level credits may be earned in any part of the curriculum.
5. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credit earned by examination, portfolio assessment, or non-collegiate training does not count as graded coursework.

<b>Total Bachelor's Degree Requirements</b>	<b>120</b>
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### SUMMARY OF BACHELOR'S DEGREE REQUIREMENTS

General Education Requirements	41 credits
Academic Major	30-36 credits
Academic Minor (optional)	15-18 credits
Electives	25-34 credits
<b>Total</b>	<b>120 credits</b>

A cumulative grade point average of at least 2.0 (C)  
Minimum 45 credits of upper-level credit.

A minimum of 30 credits at UMUC, 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.

## Bachelor of Arts (BA) and Bachelor of Science (BS)

At the undergraduate level, UMUC Europe offers the Bachelor of Arts (BA) and the Bachelor of Science (BS) degree. Dual majors are available for the Bachelor of Science degree.

### Majors and Minors

Here are the majors and minors most feasible for UMUC students to complete while in Europe:

	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		✓
History	✓	✓
Homeland security	✓	✓
Humanities	✓	
Human resource management	✓	✓
Information systems management	✓	✓
Investigative forensics	✓	
Management studies	✓	
Marketing	✓	✓
Philosophy		✓
Political science	✓	✓
Psychology	✓	✓
Social science	✓	
Social work *	✓	
Sociology		✓
Terrorism and critical infrastructure		✓
Women's studies		✓

### Majors Available for the Bachelor of Arts

- ✦ Communication studies
- ✦ English
- ✦ History
- ✦ Humanities
- ✦ Social work\*

### Majors Available for the Bachelor of Science

- ✦ Accounting
- ✦ Business administration
- ✦ Computer networks and cybersecurity
- ✦ Computer science
- ✦ Criminal justice
- ✦ Cybersecurity management and policy
- ✦ Digital media and web technology
- ✦ Homeland security
- ✦ Human resource management
- ✦ Information systems management
- ✦ Investigative forensics
- ✦ Management studies
- ✦ Marketing
- ✦ Political science
- ✦ Psychology
- ✦ Social science

Course offerings sufficient to complete every program may not be available at every location or in every format. You should consult your advisor, current schedules, and site-specific materials to determine which programs you may normally expect to complete from your geographic location.

\* The Bachelor of Arts in Social Work program is offered by our partner institution, Salisbury University, and administered by UMUC Europe. See p. 116 for program details.

## Additional Program Choices

These UMUC degree programs are open to you from virtually anywhere in the world through online study. For full descriptions of these programs, please refer to the UMUC Stateside 2018-2019 Undergraduate Catalog found at [www.umuc.edu/catalogs](http://www.umuc.edu/catalogs).

- ✦ African American studies
- ✦ Art
- ✦ Contract management and acquisition
- ✦ East Asian studies
- ✦ Emergency management
- ✦ Environmental management
- ✦ Finance
- ✦ Fire service administration
- ✦ Gerontology and aging services
- ✦ Graphic communication
- ✦ Health services management
- ✦ Law for business
- ✦ Legal studies
- ✦ Mathematical sciences
- ✦ Natural science
- ✦ Personal financial planning
- ✦ Small business management and entrepreneurship
- ✦ Software development and security
- ✦ Speech communication

## Second Bachelor's Degree

If you have already received a bachelor's degree from UMUC or from another approved institution, you can broaden your education by earning a second bachelor's degree with a different major. However, 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.

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 credits through UMUC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.

To qualify for academic honors in a second bachelor's degree, you must complete at least 30 new credits through UMUC with the requisite grade point average.

You must complete all requirements for the major. All course prerequisites apply. If any of these requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new courses 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 UMUC after being admitted into the second undergraduate degree program. As with other degrees, continuous enrollment at UMUC is required. A minimum grade point average of 2.0 in all courses taken through UMUC is required for graduation.

You need to be aware of what is entailed in a second bachelor's degree. Before beginning work or considering nontraditional options toward a second degree, consult a UMUC academic advisor. Advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations.

The following pages provide descriptions of the degree programs available through the UMUC Undergraduate School, including all degree requirements.

These descriptions also provide lists of possible career fields toward which graduates of these programs may aim. Your degree should give you the skills—and often a necessary credential—for making a good start toward attaining a career in these fields.

# Accounting

## Major in Accounting

**Versatility, stability, earning potential:** Gain entrance to a variety of possibilities with a bachelor's degree in accounting.

If you have a way with numbers, you may want to consider earning your bachelor's degree in accounting. No matter what their mission or type of work is, all companies and agencies need accounting departments to keep their finances on track, so with an accounting degree, you'll have a wide range of directions to choose from.

This major combines theory and practice to help prepare you for analysis of and reporting 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.

### Career Preparation

This program is designed to help prepare you for accounting certifications and careers at corporations and nonprofit and government organizations that cover a wide range of industries.

### What You'll Learn

Through your coursework, you will learn how to

- ✦ Communicate with financial and nonfinancial audiences in a clear and concise manner and make appropriate financial decisions
- ✦ 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
- ✦ Define, develop, and demonstrate ethical business practices and accountability by identifying and 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
- ✦ Create reports and conduct disclosure analysis



### Your Coursework in Accounting

The accounting curriculum, developed in consultation with employers, features real-world data sets. Accounting employers often serve as guest speakers and contact UMUC to recruit our students. You'll take courses in statistics, economics, cost accounting, income taxation, business law, and auditing. The required minor in business administration complements your accounting coursework with study of management theory, finance, and ethics.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Relate accounting concepts to actual companies and agencies
- ✦ Analyze the U.S. Securities and Exchange Commission Form 10-K, which companies use to disclose information
- ✦ Review and analyze publicly traded companies and examine federal financial statements, operation reviews, RFPs, and reports related to fraud and ethics
- ✦ Review and analyze corporate governance and ethical issues to ensure understanding of and compliance with license and government regulations

### INDUSTRY CERTIFICATION

This program can help prepare you for the following certification exams:

- ✦ Certified Public Accountant (CPA)
- ✦ Certified Internal Auditor (CIA)
- ✦ Certified Information Systems Auditor (CISA)
- ✦ Certified Fraud Examiner (CFE)
- ✦ Certified Government Financial Manager (CGFM)
- ✦ Certified Management Accountant/Certified Financial Manager (CMA/CFM)
- ✦ Certified Government Auditing Professional (CGAP)



## Degree Requirements

A degree with a major in accounting requires the successful completion of 120 credits of coursework, including 36 credits for the major; 27 credits for related requirements; 41 credits in general education requirements; and 28 credits in minor and elective coursework. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (36 credits)

**Note:** Related requirements for the major are listed under related required courses, general education courses, and/or elective courses (indicated by ♦)

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) <i>or any upper-level ACCT course</i>
ACCT 422	Auditing Theory and Practice (3)
ACCT 424	Advanced Accounting (3)
ACCT 436	Internal Auditing (3) <i>or any upper-level ACCT course</i>
ACCT 438	Fraud and Forensic Accounting (3) <i>or any upper-level ACCT course</i>

### Related required courses (15 credits)

BMGT 364 ♦	Management and Organization Theory (3)
BMGT 380 ♦	Business Law I (3)
FINC 330 ♦	Business Finance (3)
MRKT 310 ♦	Marketing Principles (3)
ACCT 411 ♦	Ethics and Professionalism in Accounting (3) <i>or BMGT 496 Business Ethics</i>

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 394	Advanced Business Writing (3) <i>or other advanced upper-level writing course</i>

### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Sciences Courses

ECON 201 ♦	Principles of Macroeconomics (3) <i>(related requirement for the major)</i>
ECON 203 ♦	Principles of Microeconomics (3) <i>(related requirement for the major)</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (28 credits)

#### Total credits for BS in Accounting

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# 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.

UMUC'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.

### Career Preparation

This program is designed to help you prepare for work in management and operations for nonprofit, for-profit, 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



### Your Coursework in Business Administration

In your business administration courses, you'll study accounting, business law, ethics and social responsibility, finance, human resource management and labor relations, strategic management, organizational behavior, marketing and sales, and statistical analysis.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Analyze a particular company or organization
- ❖ Create a business plan suitable for a banker or investor
- ❖ Participate in real-world job interviews

## Degree Requirements

A degree with a major in business administration requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirements for the major are listed under general education and/or elective courses (indicated by ♦)

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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 394	Advanced Business Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 ♦	Principles of Macroeconomics (3) <i>(related requirement for major)</i>
ECON 203 ♦	Principles of Microeconomics (3) <i>(related requirement for the major)</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (46 credits)

MATH 140	Calculus I (4) <i>(recommended, especially if you plan to go to graduate school)</i>
COMM 390	Writing for Managers (3) <i>(recommended)</i>

**Total credits for BS in Business Administration** **120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Communication Studies

## Major in Communication Studies

Earn a bachelor's degree in communication studies and prepare for a career in the ever-growing media landscape.

Whether you're interested in journalism, public relations, business, or online communications, you can build a firm base of knowledge while you earn a bachelor's degree in communication studies at UMUC.

You'll learn to apply communication theories to both personal and professional situations, developing the "soft skills" that workplaces demand, along with communication techniques. In addition, you'll learn to work with individuals and groups professionally and manage communications within ethical, legal, and financial parameters.

### Career Preparation

This program is designed to help prepare you for a career in mass media, new media, journalism, public relations, business, or online communication.

### 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



### Your Coursework in Communication Studies

Developed in conjunction with employers, the communication studies program offers a balance of theoretical knowledge and sophisticated communication skills. You'll have the opportunity to learn how people create and use messages to generate meaning within and across various contexts, cultures, channels, and media. The multidisciplinary curriculum covers speech communication, mass communication and new media, journalism, public relations, business writing, and technical writing.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Write a speech for a hypothetical executive and organization
- ❖ Write news articles in various journalistic styles
- ❖ Write a comprehensive public relations plan and create messages targeting specific audiences



## Degree Requirements

A degree with a major in communication studies requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 394	Advanced Business Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course</i> <i>or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

**Total credits for BA in Communication Studies**      **120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Computer Networks and Cybersecurity

## Major in Computer Networks and Cybersecurity

Secure your future while protecting crucial digital assets with a bachelor's degree in computer networks and cybersecurity.

In UMUC'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.

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.

UMUC was named a National Center of Academic Excellence in Information Assurance and Cyber Defense Education by the National Security Agency and the Department of Homeland Security. Our cybersecurity students frequently take first place in cyber competitions, and our graduates are often recruited by top firms and agencies whose personnel they've met through the program.

### Career Preparation

This program is designed to help you prepare for a career in network management, systems administration, or network security, whether you're new to the IT field or you're looking to move up to middle management.

### 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

### Your Coursework in Computer Networks and Cybersecurity

The major in computer networks and cybersecurity begins with courses designed to build your foundational IT skills. You'll then focus on the network security side of IT, learning Microsoft and Cisco technologies and examining other cybersecurity and digital forensics topics. Specifically, you'll write a proposal to design a network, including a plan to administer and maintain the network; learn how to install and configure advanced Windows server services; implement advanced server infrastructure; and troubleshoot IT problems.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems
- ✦ Configure and manage Cisco switches within multiprotocol internetworks, including VoIP (voice over Internet protocol), wireless network protocols, and routing protocols
- ✦ Manage and troubleshoot features of Windows Server operating systems, including Active Directory, DNS, Group Policy, Desktop Security, Remote Access, Windows Deployment, and User Accounts
- ✦ Design, develop, and write appropriate and effective technical documents

### INDUSTRY CERTIFICATION

This program may help prepare you for the following certification exams:

- ✦ Certified Computer Examiner (CCE)
- ✦ Certified Ethical Hacker (CEH)
- ✦ Certified Information Systems Security Professional (CISSP)
- ✦ Cisco Certified Network Associate (CCNA)
- ✦ Cisco Certified Network Associate–Security (CCNA Security)
- ✦ Cisco Certified Network Professional (CCNP)
- ✦ CompTIA A+
- ✦ CompTIA Linux+ and LPIC-1
- ✦ CompTIA Network+
- ✦ CompTIA Security+
- ✦ Computer Security Incident Handler (CSIH)
- ✦ IACIS Certified Mobile Device Examiner (ICMDE)
- ✦ Microsoft Certified Solutions Expert (MCSE)
- ✦ Microsoft Certified Systems Administrator (MCSA)

## Degree Requirements

A degree with a major in computer networks and cybersecurity requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

CMIT 202	Fundamentals of Computer Troubleshooting (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CMIT 350	Interconnecting Cisco Devices (3)
CMIT 369	Windows Server: Install and Storage (3)
CMIT 391	Linux System Administration (3)
CMIT 495	Current Trends and Projects in Computer Networks and Cybersecurity (3)

Any CMIT course or CCJS 321 (3)

Three upper-level courses chosen from any upper-level CMIT courses and CCJS 321 (9)—Focused study in Microsoft, Cisco, network security, or digital forensics recommended, as follows:

#### Microsoft

CMIT 370, CMIT 371, CMIT 372, and CMIT 373

#### Cisco

CMIT 451, CMIT 452, CMIT 453, and CMIT 454

#### Network Security

CMIT 321, CMIT 370, CMIT 451, and CMIT 425

#### Digital Forensics

CCJS 321, CMIT 424, CMIT 440, and CMIT 460

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 393	Advanced Technical Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course</i> <i>or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

IFSM 301	Foundations of Information Systems Management (3) <i>(recommended)</i>
MATH 140	Calculus I (4) <i>(recommended, especially if you plan to go to graduate school)</i>

### Total credits for BS in Computer Networks and Cybersecurity

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Computer Science

## Major in Computer Science

Get in demand with a bachelor's degree in computer science.

With a BS 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.

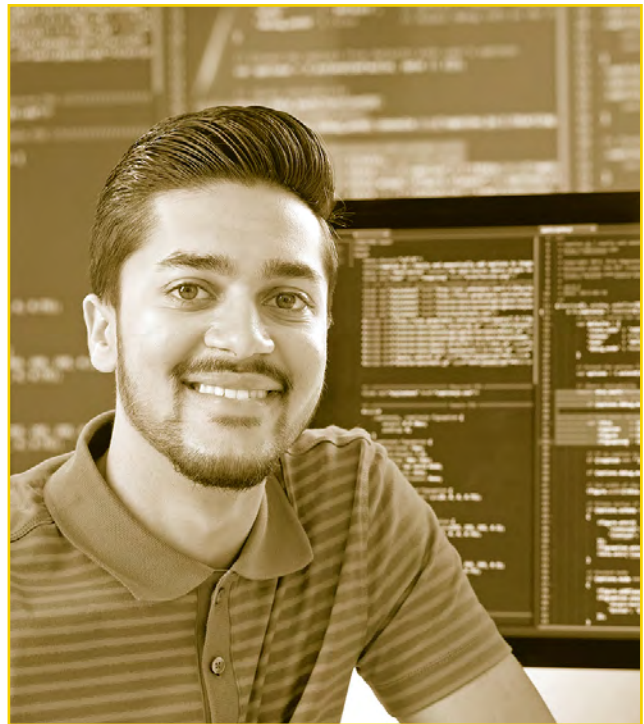
### Career Preparation

This program is designed to help provide you with a foundation for a career in software architecture or engineering; application software design; or systems analysis, programming, or engineering in corporate organizations and government agencies.

### 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



### Your Coursework in Computer Science

In your computer science coursework, you'll learn programming; algorithm optimization and enhancement; and the theory, science, and math behind modern computing. Specifically, you learn about Java, C++, OpenGL, Octave, and MATLAB. Your courses will cover data structures and analysis, computer systems and architecture, image and signal processing, and more.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Design, implement, test, debug, and document Java programs using development tools
- ❖ Design and implement a virtual stringed musical instrument that includes data fields for notes and Boolean fields to determine whether the instrument is tuned or currently playing
- ❖ Build realistic graphical 3D worlds, animate characters, and add special effects to games using OpenGL and a programming environment
- ❖ Create a Java programming project that uses a concurrent, secure, multi-threaded application

#### INDUSTRY CERTIFICATION

This program may help prepare you for the following certification exams:

- ❖ Microsoft Certified Solutions Expert (MCSE)
- ❖ Oracle Certified Java Programmer



## Degree Requirements

A degree with a major in computer science requires the successful completion of 120 credits of coursework, including 36 credits for the major; 42 credits in general education requirements; and 42 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (36 credits)

**Note:** Related requirements for the major are listed under general education and/or elective courses (indicated by ♦)

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)
CMIS 310	Computer Systems and Architecture (3)
SDEV 300	Building Secure Web Applications (3)
CMSC 350	Data Structures and Analysis (3)
CMSC 330	Advanced Programming Languages (3)
CMSC 335	Object-Oriented and Concurrent Programming (3)
CMSC 430	Compiler Theory and Design (3)
CMSC 451	Design and Analysis of Computer Algorithms (3)
CMSC 412	Operating Systems (3)
CMSC 405	Computer Graphics (3)
CMSC 495	Current Trends and Projects in Computer Science (3)

### General education courses (42 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 393	Advanced Technical Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 140 ♦	Calculus I (4) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>or CMST 301 Digital Media and Society (3)</i>
CMIS 102 ♦	Introduction to Problem Solving and Algorithm Design (3) <i>(related requirement for the major; prerequisite to later course)</i>

### Minor and elective courses (42 credits)

CMSC 150 ♦	Introduction to Discrete Structures (3) <i>(related requirement for the major)</i>
MATH 141 ♦	Calculus II (4) <i>(related requirement for the major)</i>

### Total credits for BS in Computer Science

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Criminal Justice

## Major in Criminal Justice

Protect, serve, and prepare to move into a key position in law enforcement or a federal agency with a bachelor's degree in criminal justice.

Located a stone's throw from the FBI, CIA, and NSA—and the major metropolitan areas of Washington, D.C., and Baltimore, Maryland—UMUC is home to industry leaders who protect cities and the nation from some of our greatest threats. Our criminal justice program can help provide you with an understanding of the nature of crime and the personnel, institutions, and processes that prevent and respond to crime.

### Career Preparation

This program is designed to help prepare you to move into a command position in law enforcement or meet the degree requirement for federal law enforcement. The content of the degree program is applicable to positions in the public and private sectors. Graduates may find positions throughout the criminal justice system.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Apply critical-thinking skills and logic to analyze and solve a variety of complex problems in the criminal justice environment
- ❖ Manage and evaluate organizational efforts to ensure effective cooperation with stakeholders to prevent, control, and manage crime to ensure public safety
- ❖ Use an ethical framework and an understanding of legal constraints to make decisions as a criminal justice professional
- ❖ Develop specialized technical knowledge and skills relevant to subspecialties in the field of criminal justice to ensure public safety
- ❖ Use interpersonal and leadership skills to work both independently and cooperatively as a member of a criminal justice team



### Your Coursework in Criminal Justice

In your criminal justice coursework, you'll learn both the theory and practice of the criminal justice system, as well as the specifics of criminal behavior, law enforcement, courts, corrections, security, and investigation. Our courses are developed and taught by local law enforcement officials, so you'll benefit from their field-tested knowledge and experience.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Design a security plan for a public service in the community
- ❖ Compose a search and seizure application and supporting affidavit
- ❖ Critique an analytic report of criminal intelligence

### Academic Relationship

An articulation agreement between UMUC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMUC with a major in criminal justice to reduce their total coursework for the graduate degree by 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the graduate catalog.

## Degree Requirements

A degree with a major in criminal justice requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

CCJS 100	Introduction to Criminal Justice (3) <i>or CCJS 105 Introduction to Criminology</i>
CCJS 340	Law Enforcement Administration (3)
CCJS 497	Correctional Administration (3)
CCJS 345	Introduction to Security Management (3)
CCJS 350	Juvenile Delinquency (3) <i>or any upper-level CCJS course</i>
CCJS 230	Criminal Law in Action (3)
CCJS 360	Victimology (3) <i>or any upper-level CCJS course</i>
CCJS 380	Ethical Behavior in Criminal Justice (3)
CCJS 341	Criminal Investigation (3)
CCJS 352	Drugs and Crime (3) <i>or any upper-level CCJS course</i>
CCJS 495	Issues in Criminal Justice (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201 or CMST 301	Concepts and Applications of Information Technology (3) Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

<b>Total credits for BS in Criminal Justice</b>	<b>120</b>
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Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Cybersecurity Management and Policy

## Major in Cybersecurity Management and Policy

Develop the cybersecurity management, policy, governance, and technical skills required to prepare for rapid career growth with our nationally recognized program in cybersecurity management and policy.

In UMUC'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.

UMUC was named a National Center of Academic Excellence in Information Assurance and Cyber Defense Education by the National Security Agency and Department of Homeland Security. Our cybersecurity students frequently take first place in cyber competitions, and our graduates are often recruited by top firms and agencies whose personnel they've met through the program.

### Career Preparation

This program is designed to help you develop skills to manage people and the technologies required to protect information, information systems, and infrastructures, including the nation's critical cyber infrastructures. It is ideal if you want to leverage your previous work experience to move into a team leader, supervisor, or management position within a corporate organization or government agency.

### 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 forensic analysis of cyber incidents and assist in recovery of operations
- ✦ Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies

### Your Coursework in Cybersecurity Management and Policy

We've developed our cybersecurity management and policy program in conjunction with top employers to be relevant to your career growth. Industry experts consult on emerging topics, our faculty lend their extensive field experience, and an advisory board of senior executives ensure that you'll train for the highest level of information assurance.

You'll learn the techniques, policies, operational procedures, and technologies that secure and defend information systems in local and more broadly based domains.

Courses include ethics in information technology, security policy analysis, network security, practical applications in cybersecurity management, and emerging technologies, taught by senior staff, managers, and executives in the cybersecurity field, so you'll benefit from their firsthand knowledge and experience.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Write various cybersecurity-related documents, including security policies, disaster recovery plans, and executive briefs
- ✦ Analyze standards, best practices, and regulations in the cybersecurity field
- ✦ Identify, investigate, and evaluate next-generation and newly emerging technologies that have the potential to support or improve cybersecurity and protect against threats

### INDUSTRY CERTIFICATION

This program can help prepare you for the following certification exams:

- ✦ CompTIA Network+
- ✦ CompTIA Security+
- ✦ Systems Security Certified Practitioner (SSCP)



## Degree Requirements

A degree with a major in cybersecurity management and policy requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
IFSM 304	Ethics in Information Technology (3)
CSIA 310	Cybersecurity Processes and Technologies (3)
CCJS 321	Digital Forensics in the Criminal Justice System (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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 393	Advanced Technical Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course</i> <i>or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201 ♦	Concepts and Applications of Information Technology (3) <i>(related requirement for the major; prerequisite to later course)</i>
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

#### Total credits for BS in Cybersecurity Management and Policy

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Digital Media and Web Technology

## Major in Digital Media and Web Technology

Unleash your creativity and enhance your technical skills with our digital media and web technology degree.

Follow your interests and prepare for a career in digital design with UMUC's bachelor's degree program in digital media and web technology, which allows you to explore web or digital design.

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.

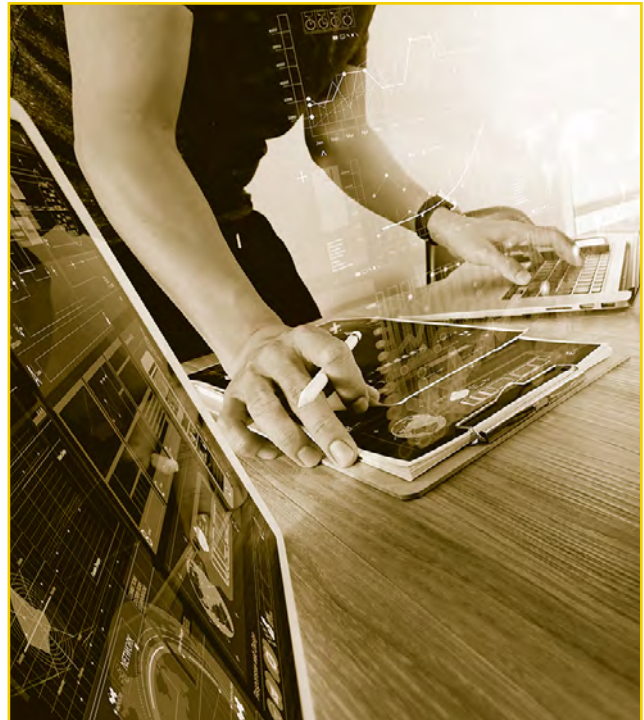
### Career Preparation

This program is designed to help prepare you to work in areas such as 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



### Your Coursework in Digital Media and Web Technology

In your digital media courses, you'll learn the theories, technologies, techniques, and best practices that govern the effective design of interactive, immersive, and engaging digital media across many different platforms. We'll lead you through the entire design process, from preplanning to concept design to final publishing. You'll use industry-standard Adobe Creative Cloud software, including InDesign, Photoshop, Illustrator, Animate, and After Effects, to create real-world design projects.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Design websites and web applications using HTML5, cascading style sheets, JavaScript, XML, PHP/MySQL, and CSS
- ✦ Use Adobe InDesign to create publications for print, web, and mobile devices
- ✦ Create a business kit including company logo, letterhead, business card, and envelope for a client
- ✦ Create simple animation and motion graphics that featured animated text, digital video, flash animation, and more

## Degree Requirements

A degree with a major in digital media and web technology requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (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 or digital design recommended, as follows:

#### Web Design

- CMST 385 Principles of Web Design and Technology I
- CMST 386 Principles of Web Design and Technology II
- CMST 325 Image Editing
- CMST 320 Illustration Graphics
- CMST 388 Fundamentals of JavaScript
- CMST 450 Web Development Using XML
- CMST 488 Advanced JavaScript

#### Digital Design

- CMST 310 Fundamentals of Electronic Publishing
- CMST 311 Advanced Electronic Publishing
- CMST 325 Image Editing
- CMST 320 Illustration Graphics
- CMST 425 Advanced Image Editing
- CMST 341 Principles of Multimedia I
- CMST 351 Motion Graphics I

### General education courses (41 credits)

#### Research Course

- LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

### Writing and Communications Courses

- WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*
- WRTG 112 Introduction to Academic Writing II (3)
- SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*
- WRTG 393 Advanced Technical Writing (3)  
*or other advanced upper-level writing course*

### Math Course

- MATH 103 College Mathematics (3)  
*or other 3-credit approved math or statistics course*

### Arts and Humanities Courses

- HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*
- HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*

### Behavioral and Social Science Courses

- ECON 201 Principles of Macroeconomics (3)  
or PSYC 100 Introduction to Psychology (3)  
*or other behavioral and social science course*
- GVPT 170 American Government (3)  
*or other behavioral and social science course*

### Biological and Physical Sciences Courses

- BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*
- NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

### Computing Courses

- CMST 301 Digital Media and Society (3)  
or IFSM 201 Concepts and Applications of Information Technology (3)
- IFSM 300 Information Systems in Organizations (3)  
*or another computing course appropriate to the academic major*

### Minor and elective courses (49 credits)

**Total credits for BS in Digital Media and Web Technology**

**120**

# English

## Major in English

Gain the analytical, critical, and communication skills to help you succeed in graduate study or an in-demand career by pursuing a bachelor's degree in English.

Like other liberal arts majors, a major in English at UMUC 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 the study of language and literature, the English major may be right for you.

### Career Preparation

This program is designed to help prepare you for jobs in education, law, publishing, journalism, public relations, business, and management.

### 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



### Your Coursework in English

In the English major, you'll study literature and writing, improving your cultural literacy and your ability to recognize and appreciate great works of literature. By following a critical approach to the study of literature, you'll learn to articulate ideas with clarity, conduct original research, and convey complex information in logical, accessible language.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Use critical thinking skills and primary texts to write letters, dialogue, presentations, and other assignments using examples and arguments from books and plays studied in class
- ✦ Create a Facebook page for an author like Shakespeare
- ✦ Create a digital narrative illustrating the differences between English language in Chaucer's time and the present
- ✦ Add a voiceover to a map of different regions of the United States, illustrating how pronunciation changes throughout the region



## Degree Requirements

A degree with a major in English requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 386	History of the English Language (3) <i>or any upper-level ENGL course</i>
ENGL 310	Renaissance Literature (3)
ENGL 311	17th- and 18th-Century British Literature (3) <i>or any upper-level ENGL course</i>
ENGL 312	19th-Century British Literature (3) <i>or any upper-level ENGL course</i>
ENGL 430	American Literature: Discovery to 1914 (3)
ENGL 433	Modern American Literature: 1914–1945 (3)
ENGL 441	Postmodern American Literature: 1945 to 1999 (3) <i>or any upper-level ENGL course</i>
ENGL 495	Advanced Seminar in English Language, Literature, and Writing (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

#### Total credits for BA in English

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# History

## Major in History

Strengthen your research and writing skills; learn to think critically; and prepare for a future in politics, law, journalism, or education by pursuing a bachelor's degree 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, UMUC 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.

## Career Preparation

This program is designed to help prepare you for a future in politics, law, journalism, or education. It is appropriate for you if you have an interest in teaching history or social studies; working in public history archives, historic sites, museums, and galleries; or pursuing graduate-level study in history or law and public policy.

## 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



## Your Coursework in History

In the history curriculum, you can study a range of historical eras and geographical areas, including China, the Middle East, wartime Europe, and the United States. You'll also dig into research and writing, learning how to lay the groundwork for and eventually complete a substantial original historical research project suitable for presentation or publication.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Interpret current events and ideas in a historic context
- ✦ Focus on the ways in which race, class, ethnicity, and gender have shaped the varied experiences of U.S. citizens
- ✦ Examine the art, religion, and literature of civilizations of various time periods and locations
- ✦ Study World War II and other major conflicts from a variety of perspectives
- ✦ Research, write about, and present the results of a project on a chosen topic

## Degree Requirements

A degree with a major in history requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

HIST 115	World History I (3) <i>or HIST 141 Western Civilization I</i>
HIST 116	World History II (3) <i>or HIST 142 Western Civilization II</i>
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
HIST 365	Recent America: 1945 to the Present
HIST 377	U.S. Women's History: 1870 to 2000
HIST 461	African American History: 1865 to the Present

#### World History

HIST 326	The Roman Republic
HIST 337	Europe's Bloodiest Century
HIST 392	History of the Contemporary Middle East
HIST 480	History of China to 1912

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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### Arts and Humanities Courses

HIST 142	Western Civilization II (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201 or CMST 301	Concepts and Applications of Information Technology (3) Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

#### Total credits for BA in History

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Homeland Security

## Major in Homeland Security

Increase your knowledge about defending our homeland and get ready to manage and lead the organizations that defend against threats to homeland security and manage emergency situations by pursuing a bachelor's degree in homeland security.

A major in homeland security can help you develop the knowledge, skills, and abilities needed for management and leadership in homeland security. The coursework has been developed by practitioner-scholars who work in a variety of homeland security roles and is designed to provide you with a global outlook, interpersonal skills, leadership abilities, and awareness of current issues in domestic and international security. You'll use actual homeland security information, taken straight from governmental sources, in your assignments.

### Career Preparation

This program is designed to help prepare you for management work in security risk assessments, operational recovery management, and strategy development to protect people, facilities, and critical infrastructure.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Lead, manage, and motivate others, developing their knowledge and skills, to establish and achieve strategic and operational homeland security goals and interface with internal and external audiences
- ❖ Manage technology and information for the protection and recovery of critical infrastructure/information in a hostile or emergency environment
- ❖ Navigate the financial, personnel, legal, and political information of public or private organizations to identify, evaluate, and address organizational needs, requirements, and resources
- ❖ Research, analyze, and synthesize complex intelligence information using various methods to formulate risk assessments and responses to emerging threats
- ❖ Communicate, negotiate, and educate strategically and tactically across cultural boundaries with diverse partners and stakeholders within homeland security
- ❖ Write concise and succinct policy, planning, and procedure documents for a variety of audiences to support homeland security operations



### Your Coursework in Homeland Security

In your courses, you'll focus on the security issues of homeland security, including international and domestic terrorism, infrastructure protection, strategic planning, international relations, intelligence operations, and evaluation. You'll also learn about ethics, research and technology, legal and political issues and leadership. Management competencies covered include strategic planning, legal awareness, aspects of intelligence and international relations, ethics, decision making, and supervision.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Identify a homeland security issue
- ❖ Analyze how the issue should be addressed
- ❖ Present possible solutions, including implementation steps and recommendations

### Academic Relationship

An articulation agreement between UMUC's Undergraduate School and Graduate School allows eligible students who complete their undergraduate degree at UMUC with a major in homeland security to reduce their total coursework for the graduate degree by 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework. More information is available in the graduate catalog.



## Degree Requirements

A degree with a major in homeland security requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

HMLS 302	Introduction to Homeland Security (3)
HMLS 304	Strategic Planning in 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 495	Homeland Security Issues and Challenges (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 394	Advanced Business Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (46 credits)

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**Total credits for BS in Homeland Security** **120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Humanities

## Major in Humanities

Broaden your horizons and gain a critical understanding of the world through a comparative study of the ideas and values of cultures by pursuing a humanities degree.

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.

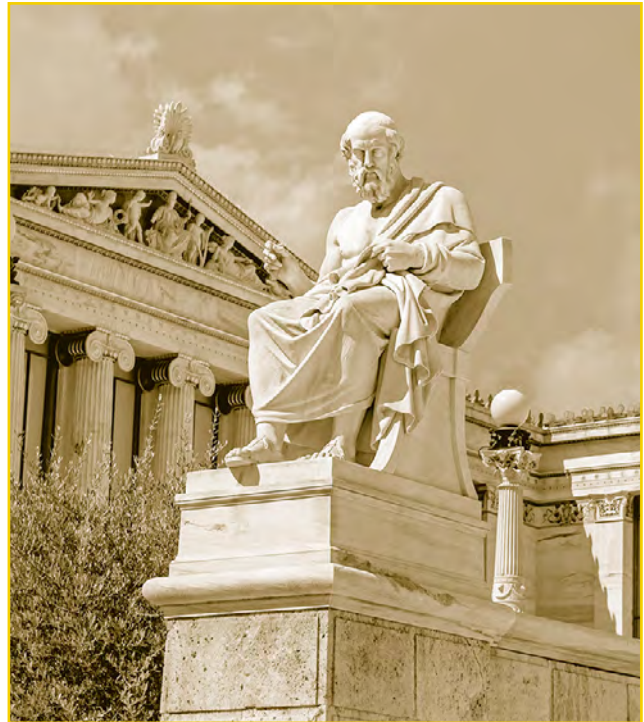
### Career Preparation

This program is designed to help you develop skills that are applicable to careers in fields as varied as education, publishing, journalism, advertising, sales, law, management, human resources, and insurance and at institutions such as museums and other nonprofit organizations.

### 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



### Your Coursework in Humanities

The major in humanities offers an interdisciplinary curriculum in which you'll develop the analysis and communication skills that employers value. You'll be immersed in a multidisciplinary study of global culture as you analyze art, philosophy, literature, religion, film, theater, music, and technology.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Choose a political, economic, or cultural issue or trend and study how it developed from the 1970s to the present; examples have included the legalization of marijuana, same-sex marriage, and the conservative movement
- ❖ Choose a specific Greek sculpture and write a script in first person in which the sculpted figure talks to a present-day audience about the sculpture's life, accomplishments, and experiences

## Degree Requirements

A degree with a major in humanities requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

HUMN 100	Introduction to Humanities (3)
PHIL 100	Introduction to Philosophy (3)
PHIL 140	Contemporary Moral Issues (3)
HIST 115	World History I (3) <i>or HIST 116 World History II or HIST 141 Western Civilization I or HIST 142 Western Civilization II</i>
MUSC 210	Music as Cultural Expression (3) <i>or any level MUSC course</i>
ARTH 372	History of Western Art I (3) <i>or any upper-level ARTH course</i>
PHIL 304	Contemporary Social Justice Issues (3) <i>or any upper-level PHIL course</i>
HUMN 351	Myth in the World (3) <i>or any upper-level HUMN course</i>
PHIL 349	Religions of the West (3) <i>or any upper-level PHIL course</i>
ENGL 406	Shakespeare Studies (3) <i>or any upper-level ENGL course</i>
HUMN 495	Humanities Seminar (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
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PHIL 140	Contemporary Moral Issues (3) <i>or foreign language course or other arts and humanities course</i>
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#### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or PSYC 100	Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

#### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

#### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

#### Total credits for BA in Humanities

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Human Resource Management

## Major in Human Resource Management

Enhance your leadership capabilities, grow your people skills, and increase your company's bottom line by pursuing a bachelor's degree in human resource management.

With a degree in human resource (HR) management from UMUC, you'll find employment opportunities in nearly every industry. Our bachelor's degree program is perfect for those who have some experience in HR but don't have the degree, 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.

### Career Preparation

This program is designed to help prepare you for opportunities in nearly every industry.

### What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and self-improvement
- ✦ Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations
- ✦ Help create a culture in which all employees are motivated and valued
- ✦ Create, implement, and assess training, development, and rewards programs that foster employee and organizational learning and development
- ✦ Recognize the diversity of cultures and world views that inform human behavior and respond constructively to differences in workplaces, communities, and organizations



- ✦ Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner

### Your Coursework in Human Resource Management

UMUC works closely with the federal government and the Society of Human Resource Management to align courses in the human resource management program with employers' expectations and required competencies, so the program will teach you the exact skills employers tell us they want.

You'll study management and organization theory, organizational behavior and development approaches, interpersonal skill development, and employment law.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Identify and diagnose problems within a real organization using case studies and propose management principles to improve the situation
- ✦ Develop and conduct a training needs assessment and an appropriate training program plan, including a budget and schedule, based on organizational need
- ✦ Design a rewards program to motivate employees, using benefits such as stock options and cash incentives
- ✦ Practice using skills such as negotiation, facilitation, mediation, and arbitration to manage conflicts

### INDUSTRY CERTIFICATION

This program can help prepare you for the following certification exams:

- ✦ Professional in Human Resources (PHR)
- ✦ Senior Professional in Human Resources (SPHR)
- ✦ Global Professional in Human Resources (GPHR)



## Degree Requirements

A degree with a major in human resource management requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (36 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (43 credits)

#### Total credits for BS in Human Resource Management

120

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Information Systems Management

## Major in Information Systems Management

Learn how to manage systems and IT personnel with a bachelor's degree 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. That means 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 UMUC is well suited for those looking to move into a management position and bridge the gap between an organization's functional users and technical developers.

### Career Preparation

This program is designed to help prepare you to move into a management position in information systems management, systems analysis, information technology, project management, or information assurance.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Evaluate, select, and apply analytical and measurement methods/tools and system development life-cycle methodologies to meet organizational needs
- ❖ Research, assess, recommend, select, and implement information technology that aligns with organizational needs, provides continuity, and meets business objectives
- ❖ Communicate effectively orally, visually, and in writing to determine stakeholders' business requirements, explain how the requirements will be met, and provide ongoing information
- ❖ Protect organizations' critical information and assets responsibly by integrating cybersecurity best practices and risk management throughout global enterprises
- ❖ Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects



### Your Coursework in Information Systems Management

In the information systems management major, coursework will teach you how to conceptualize, implement, and manage high-quality, secure information systems. The curriculum, which is kept updated, relevant, and accurate with input from IT employers, focuses on the methods, concepts, and practical applications of information systems in the workplace. You'll acquire an integrated skill set that includes a deep understanding of how technology fits within a company or organization.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Identify business processes that would benefit from implementation of an information technology solution
- ❖ Demonstrate how IT could improve the process, productivity, and competitive positioning of a given organization
- ❖ Build a full IT business case for an IT solution, including justifications and portfolio management
- ❖ Conduct a cost-benefit analysis to justify organizational expenditures for IT systems

#### INDUSTRY CERTIFICATION

This program can help prepare you for the following certification exams:

- ❖ Certified Associate in Project Management (CAPM)
- ❖ Project Management Professional (PMP)
- ❖ PMI Agile Certified Practitioner (PMI-ACP)

## Degree Requirements

A degree with a major in information systems management requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

IFSM 300	Information Systems in Organizations (3)
IFSM 301	Foundations of Information Systems Management (3)
IFSM 304	Ethics in Information Technology (3)
IFSM 310	Software and Hardware Infrastructure Concepts (3)
CMIS 320	Relational Database Concepts and Applications (3)
IFSM 311	Enterprise Architecture (3)
IFSM 370	Telecommunications in Information Systems (3)
IFSM 438	Information Systems Project Management (3)
IFSM 461	Systems Analysis and Design (3)
IFSM 432	Business Continuity Planning (3)
IFSM 495	Trends and Practical Applications in Information Systems Management (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 393	Advanced Technical Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

MATH 103	College Mathematics (3) <i>or other 3-credit approved math or statistics course</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
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HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>
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### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
CMIS 102 ♦	Introduction to Problem Solving and Algorithm Design <i>(related requirement for the major)</i>

### Minor and elective courses (46 credits)

### Total credits for BS in Information Systems Management

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Investigative Forensics

## Major in Investigative Forensics

Become fluent in the language of crime scene investigation for a career in civil or criminal justice by pursuing a degree in investigative forensics.

A key element within the field of criminal investigation today is the work of forensics specialists—the people who gather, process, and report on evidence from crime scenes—in discovering the facts of a case. The role of investigative forensics is also expanding within the field of civil justice. UMUC's program in investigative forensics is based on national guidelines and designed to help you understand both the theory and practice of forensic disciplines and police work.

### Career Preparation

This program is designed to help prepare you for a career in civil or criminal justice working in crime scene investigation.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Apply the scientific method to draw conclusions regarding forensic information
- ❖ Use ethical principles and an understanding of legal precedents to make decisions related to investigation, analysis, and testimony as a crime scene or forensic professional
- ❖ Access, interpret, and apply investigative, forensic, and criminal justice research
- ❖ Report and articulate information, analyses, or findings to relevant users
- ❖ Recognize and evaluate evidence to determine all of the appropriate analyses needed to gather all available forensic information
- ❖ Synthesize forensic, evidential, and investigatory information from multiple sources to generate theories about a crime
- ❖ Understand the capabilities, processes, and limitations of the crime laboratory to become an informed consumer or practitioner



### Your Coursework in Investigative Forensics

In your core investigative forensics courses, you'll learn and practice evidence detection, collection, processing, and reporting, as well as criminal procedure and analysis of evidence. You'll also learn to write reports specific to the criminal justice field and gain an understanding of the abilities and limitations of the crime lab. Hands-on, practical experience is provided via online learning tools that allow you to virtually investigate a crime scene.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Examine evidence via virtual labs, take notes, and write reports based on the examinations
- ❖ Investigate a virtual crime scene, gather evidence, request lab testing, and use the results to write an official report and reconstruction
- ❖ Examine a virtual cold case to locate and interview suspects, re-examine evidence, determine the viability of the case, and write a report based on findings

#### INDUSTRY CERTIFICATION

This program can help prepare you for the following certification exams:

- ❖ Bloodstain Pattern Analyst Certification
- ❖ Crime Scene Certification
- ❖ Latent Print Certification



## Degree Requirements

A degree with a major in investigative forensics requires the successful completion of 120 credits of coursework, including 32 credits for the major; 41 credits in general education requirements; and 47 credits in the minor, electives, and other degree requirements. At least 16 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (32 credits)

**Note:** Related requirements for the major are listed under general education courses (indicated by ♦)

CCJS 101	Introduction to Investigative Forensics (3)
CCJS 234	Criminal Procedure and Evidence (3)
CCJS 301	Criminalistics I: The Comparative Disciplines (4)
CCJS 302	Criminalistics II: The Scientific Disciplines (4)
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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 393 ♦	Advanced Technical Writing (3) <i>(related requirement for the major)</i>

#### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

CCJS 461 ♦	Psychology of Criminal Behavior (3) <i>(related requirement for the major)</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (47 credits)

**Total credits for BS in Investigative Forensics** **120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Management Studies

## Major in Management Studies

Gain management expertise through a broad and flexible course of study aimed at turning you into a leader.

Today, many business, government, public service, and technical environments require knowledge of management principles from multiple disciplines. UMUC's program in management studies can help you gain that expertise through a course of study focused on decision making, problem solving, and leadership.

### Career Preparation

This program is designed to help prepare you for an entry-level management position in business, government, public service, and technical environments. It will also help prepare experienced managers or midcareer professionals who are looking to advance their careers.

### 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 junior 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



### Your Coursework in Management Studies

In your management studies courses, you'll focus on management principles and organizational dynamics for today's global, multicultural, and multinational organizations. You'll also benefit from a full spectrum of related business courses, including statistics, business writing, marketing, finance, and organizational behavior.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Create a management or a leadership plan
- ❖ Create decision matrices, balanced scorecards, and appraisal performance reviews for an organization
- ❖ Conduct a fishbone analysis and an internal and external environmental scan

#### INDUSTRY CERTIFICATION

This program can help prepare you for the Project Management Professional (PMP) certification exam.

## Degree Requirements

A degree with a major in management studies requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirements for the major are listed under general education and/or elective courses (indicated by ♦)

BMGT 110	Introduction to Business and Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3) <i>or ACCT 220 Principles of Accounting I</i>
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
BMGT 464	Organizational Behavior (3) <i>or BMGT 465 Organizational Development and Transformation</i>
BMGT 305	Knowledge Management (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>
BMGT 317	Decision Making (3)
HRMN 300	Human Resource Management (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>
BMGT 484	Managing Teams in Organizations (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>
BMGT 496	Business Ethics (3)
BMGT 485	Leadership for the 21st Century (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 394	Advanced Business Writing (3) <i>or other advanced upper-level writing course</i>

### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 ♦ or ECON 203	Principles of Macroeconomics (3) Principles of Microeconomics (3) <i>(related requirement for the major)</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3) <i>(prerequisite to later course)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (46 credits)

**Total credits for BS in Management Studies** **120**

# Marketing

## Major in Marketing

Attain the marketing skills and business acumen vital to today's ever-expanding global business environment by pursuing a bachelor's degree 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.

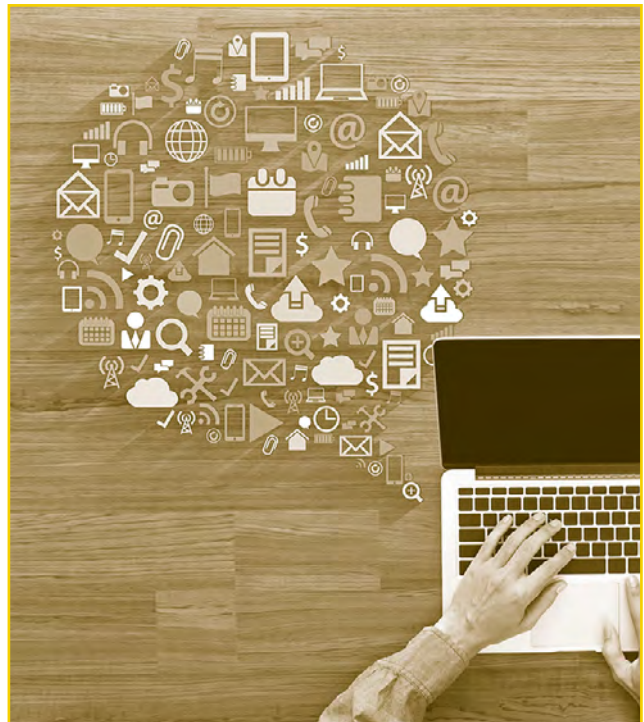
### Career Preparation

This program is designed to help prepare you for a career in marketing management, marketing research, or sales in private and public corporations, marketing agencies, or entrepreneurial endeavors.

### 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



### Your Coursework in Marketing

In your marketing courses, you'll study the strategic marketing processes for consumer and organizational markets, including environmental scanning and positioning; marketing research and analysis; segmentation, targeting, and positioning; product development and differentiation; valuation and pricing; channel and value-chain management; integrated marketing communications; and relationship building. You'll also examine consumer behavior and consumer relationship management, global marketing, online marketing, and sales management.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Prepare an integrated marketing communications plan
- ✦ Submit a strategic marketing plan for an established business
- ✦ Select a target market for a specific product, apply consumer data to identify market segments, and develop a marketing mix strategy for those segments
- ✦ Analyze a real-world marketing situation as presented in a case study
- ✦ Defend and support marketing recommendations in a formal written document



## Degree Requirements

A degree with a major in marketing requires the successful completion of 120 credits of coursework, including 36 credits for the major; 41 credits in general education requirements; and 43 credits in the minor, electives, and other degree requirements. At least 18 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (36 credits)

**Note:** Related requirements for the major are listed under general education and/or elective courses (indicated by ♦)

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) <i>or any MRKT course</i>
MRKT 495	Strategic Marketing Management (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 ♦	Principles of Macroeconomics (3) <i>(related requirement for the major)</i>
ECON 203 ♦	Principles of Microeconomics (3) <i>(related requirement for the major)</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201 ♦	Concepts and Applications of Information Technology (3) <i>(related requirement for the major)</i>
IFSM 300 ♦	Information Systems in Organizations (3) <i>(related requirement for the major)</i>

### Minor and elective courses (43 credits)

#### Total credits for BS in Marketing

**120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Political Science

## Major in Political Science

**See the big picture: Learn to analyze complex political problems and find viable solutions in both public and private sectors with a political science degree.**

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.

### Career Preparation

This program is designed to help you prepare for graduate study or careers in areas such as policy development for think tanks, research at intelligence agencies, and political campaign management, as well as other work with local and state governments or nonprofit organizations.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Analyze and participate in the creation of public policy at the local, state, federal, and international levels by building consensus and using effective lobbying techniques
- ❖ Participate in and influence government at all levels through an understanding of the establishment, structure, and interaction of governmental institutions
- ❖ Use effective writing, research, analysis, advocacy, and coalition-building skills to develop and influence policy at the national and international levels
- ❖ Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments
- ❖ Apply knowledge of ethical principles and issues to public policy and politics



### Your Coursework in Political Science

In your political science courses, you'll develop research and communication skills. Courses examine issues in policy development, global terrorism, foreign policy, defense policy and arms control, the intelligence community, and challenges in modern politics.

#### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Complete an in-depth country analysis with particular stress on political-economic issues to produce a white paper to assist governments or corporations in assessing political or economic risks
- ❖ Develop a counterterrorism plan for a specific organization
- ❖ Choose a policy-oriented organization and research an issue to present

## Degree Requirements

A degree with a major in political science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (30 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

GVPT 100	Introduction to Political Science (3)
GVPT 101	Introduction to Political Theory (3)
GVPT 170	American Government (3) <i>or GVPT 200 International Political Relations</i>
GVPT 280	Comparative Politics and Governments (3)
GVPT 306	Global Political Economy (3)
GVPT 409	Terrorism, Antiterrorism, and Homeland Security (3) <i>or any upper-level GVPT course</i>
GVPT 403	Law, Morality, and War (3) <i>or any upper-level GVPT course</i>
GVPT 406	Global Terrorism (3)
GVPT 457	American Foreign Relations (3) <i>or any upper-level GVPT course</i>
GVPT 495	Advanced Seminar in Political Science (3)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111 or WRTG 291	Introduction to Academic Writing I (3) Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142 or HIST 157	Western Civilization II (3) History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201 or PSYC 100	Principles of Macroeconomics (3) Introduction to Psychology (3) <i>or other behavioral and social science course</i>
SOCY 100	Introduction to Sociology (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101 and BIOL 102	Concepts of Biology (3) Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100 or BIOL 160	Elements of Nutrition (3) Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201 or CMST 301	Concepts and Applications of Information Technology (3) Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (49 credits)

**Total credits for BS in Political Science** **120**

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Psychology

## Major in Psychology

Explore the fascinating landscape of the human mind and prepare for a career in human services or further graduate study by pursuing a bachelor's degree in psychology.

A popular choice for retiring veterans and career changers, UMUC'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, analytical and scientific reasoning, and ability to analyze human behavior.

### Career Preparation

This program is designed to help prepare you for graduate study, research, or direct services work at a mental health or medical facility. It can also provide useful skills for work in related fields, such as human resources, advertising, customer relations, or program management.

### What You'll Learn

Through your coursework, you will learn how to

- ❖ Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate study or relevant careers
- ❖ Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts
- ❖ Apply knowledge of human behavior to inform personal growth, communicate effectively, solve problems, make decisions, and interact with individuals, communities, and organizations
- ❖ Use critical and creative thinking, skeptical inquiry, technology, and the scientific approach to solve problems related to current and emerging trends in psychology
- ❖ Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various populations



### Your Coursework in Psychology

The curriculum for the bachelor's degree in psychology, which is aligned with American Psychological Association guidelines, is designed to provide you with a solid grounding in the major theoretical schools of psychology and the findings of research. The program covers the application of psychological concepts and principles to individual cognitive and emotional functioning, the workplace, and interpersonal relationships. The program also emphasizes the application of biological, social, and professional principles and concepts in response to psychological needs.

### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ❖ Analyze a case study, providing an appropriate diagnosis, a rationale for that diagnosis, and suggestions for treatment
- ❖ Create a stress-management program and prepare a presentation
- ❖ Participate in a career review project in which students research potential jobs or graduate programs and submit a résumé or an application for graduate school



## Degree Requirements

A degree with a major in psychology requires the successful completion of 120 credits of coursework, including 33 credits for the major; 41 credits in general education requirements; and 46 credits in the minor, electives, and other degree requirements. At least 17 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (33 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

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)

### General education courses (41 credits)

#### Research Course

LIBS 150	Introduction to Research (1) <i>(to be taken in first 6 credits)</i>
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#### Writing and Communications Courses

WRTG 111	Introduction to Academic Writing I (3)
or WRTG 291	Research Writing (3) <i>or other writing course</i>
WRTG 112	Introduction to Academic Writing II (3)
SPCH 100	Foundations of Oral Communication (3) <i>or other communication, writing, or speech course</i>
WRTG 391	Advanced Research Writing (3) <i>or other advanced upper-level writing course</i>

#### Math Course

STAT 200 ♦	Introduction to Statistics (3) <i>(related requirement for the major)</i>
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#### Arts and Humanities Courses

HIST 142	Western Civilization II (3)
or HIST 157	History of the United States Since 1865 (3) <i>or other arts and humanities course</i>
HUMN 100	Introduction to Humanities (3) <i>or foreign language course or other arts and humanities course</i>

### Behavioral and Social Science Courses

ECON 201	Principles of Macroeconomics (3)
or ECON 203	Principles of Microeconomics (3) <i>or other behavioral and social science course</i>
GVPT 170	American Government (3) <i>or other behavioral and social science course</i>

### Biological and Physical Sciences Courses

BIOL 101	Concepts of Biology (3)
and BIOL 102	Laboratory in Biology (1) <i>or other science lecture and laboratory course(s)</i>
NUTR 100	Elements of Nutrition (3)
or BIOL 160	Human Biology (3) <i>or other science lecture course</i>

### Computing Courses

IFSM 201	Concepts and Applications of Information Technology (3)
or CMST 301	Digital Media and Society (3)
IFSM 300	Information Systems in Organizations (3) <i>or another computing course appropriate to the academic major</i>

### Minor and elective courses (46 credits)

#### Total credits for BS in Psychology

120

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

# Social Science

## Major in Social Science

Gain insight on pressing social issues by studying how groups, cultures, organizations, and institutions function by pursuing a bachelor's degree in social science.

In UMUC'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.

### Career Preparation

This program is designed to help prepare you for careers in policy analysis, research, program development, and management in fields that include business administration, elder care, government, health services, law enforcement, human resources, and community service.

### What You'll Learn

Through your coursework, you will learn how to

- ✦ Integrate theoretical perspectives and research findings in the social sciences by using quantitative and qualitative data and applying social science research methods
- ✦ Communicate effectively to a variety of audiences
- ✦ Explain how micro- and macro-level factors are linked in the social lives of individuals, communities, and societies
- ✦ Analyze complex social problems and work toward realistic solutions using awareness, acceptance, and appreciation of diversity, social factors, and global multicultural perspectives
- ✦ Recognize the ethical principles and standards for professional conduct that guide the work of social scientists
- ✦ Apply critical and creative thinking, information literacy, technology, and interdisciplinary perspectives to solve practical problems in the social sciences

### Your Coursework in Social Science

Your social science coursework will help you learn to address social issues from an interdisciplinary perspective, communicate with a diverse audience, develop strong critical thinking skills, articulate the range of research methods used in the social sciences, and recognize good evidence. In addition, you'll learn to identify the implications of social science on various issues to develop policies and programs that enhance human welfare.



### COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- ✦ Prepare a professional research poster that could be presented at a professional conference
- ✦ Learn about the methodologies commonly employed across different social science disciplines
- ✦ Develop a personal plan in which goals are established for putting diversity skills into action

Since some recommended general education courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements.

Consult an advisor whenever taking advantage of other options. Information on alternate courses (where allowable) to fulfill general education requirements (in communications, arts and humanities, behavioral and social sciences, biological and physical sciences, mathematics, and interdisciplinary issues) may be found on p. 64.

## Degree Requirements

A degree with a major in social science requires the successful completion of 120 credits of coursework, including 30 credits for the major; 41 credits in general education requirements; and 49 credits in the minor, electives, and other degree requirements. At least 15 credits in the major must be earned in upper-level courses (numbered 300 or above). See p. 65 for information on overall degree requirements.

### Courses in the major (30 credits)

**Note:** Related requirement for the major is listed under general education courses (indicated by ♦)

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 credits)—Focused study in anthropology, gerontology, psychology, or sociology recommended, as follows:

#### Anthropology

- ANTH 345 World Prehistory and Archaeology
- ANTH 346 Anthropology of Language and Communication
- ANTH 350 Health, Illness, and Healing
- ANTH 351 Anthropology in Forensic Investigations

#### Gerontology

- GERO 302 Health and Aging
- GERO 311 Gender and Aging
- GERO 427 Culture and Aging
- GERO 320 Psychosocial Aspects of Aging

#### Psychology

- PSYC 321 Social Psychology
- PSYC 338 Psychology of Gender
- PSYC 351 Lifespan Development
- PSYC 354 Cross-Cultural Psychology

#### Sociology

- SOCY 313 The Individual and Society
- SOCY 325 The Sociology of Gender
- SOCY 423 Race and Ethnicity: A Global Perspective
- SOCY 350 Contemporary Social Problems

### General education courses (41 credits)

#### Research Course

- LIBS 150 Introduction to Research (1)  
*(to be taken in first 6 credits)*

### Writing and Communications Courses

- WRTG 111 Introduction to Academic Writing I (3)  
or WRTG 291 Research Writing (3)  
*or other writing course*
- WRTG 112 Introduction to Academic Writing II (3)
- SPCH 100 Foundations of Oral Communication (3)  
*or other communication, writing, or speech course*
- WRTG 391 Advanced Research Writing (3)  
*or other advanced upper-level writing course*

### Math Course

- STAT 200 ♦ Introduction to Statistics (3)  
*(related requirement for the major)*

### Arts and Humanities Courses

- HIST 142 Western Civilization II (3)  
or HIST 157 History of the United States Since 1865 (3)  
*or other arts and humanities course*
- HUMN 100 Introduction to Humanities (3)  
*or foreign language course  
or other arts and humanities course*

### Behavioral and Social Science Courses

- ECON 201 Principles of Macroeconomics (3)  
*or other behavioral and social science course*
- GVPT 170 American Government (3)  
*or other behavioral and social science course*

### Biological and Physical Sciences Courses

- BIOL 101 Concepts of Biology (3)  
and BIOL 102 Laboratory in Biology (1)  
*or other science lecture and laboratory course(s)*
- NUTR 100 Elements of Nutrition (3)  
or BIOL 160 Human Biology (3)  
*or other science lecture course*

### Computing Courses

- IFSM 201 Concepts and Applications of Information Technology (3)  
or CMST 301 Digital Media and Society (3)
- IFSM 300 Information Systems in Organizations (3)  
*or another computing course appropriate to the academic major*

### Minor and elective courses (49 credits)

**Total credits for BS in Social Science** **120**

# 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. 64-65.

## 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 UMUC.
- 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. 64-65.



## 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. 64-65.

## 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. Any 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. 64-65.

## 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, HMGT, 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. 64-65.

## 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. 64-65.

## 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 CMSC courses (i.e., courses numbered 300 or above).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. 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. 64-65.

## 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. 64-65.

## 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. 64-65.

## 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. 64-65.

## 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
- BEHS 220 Diversity Awareness
- BEHS 320 Disability Studies
- GERO 311 Gender and Aging
- GERO 427 Culture and Aging
- PSYC 338 Psychology of Gender
- PSYC 354 Cross-Cultural Psychology
- PSYC 357 Adulthood and Aging
- SOCY 325 The Sociology of Gender
- SOCY 423 Race and Ethnicity: A Global Perspective
- SOCY 426 Sociology of Religion
- SPCH 324 Communication and Gender
- SPCH 482 Intercultural Communication
- WMST 200 Introduction to Women's Studies: Women and Society

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. 64-65.



## 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 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 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. 64-65.

## 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 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 310	Renaissance Literature (3)
ENGL 433	Modern American Literature: 1914–1945 (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. 64-65.

## 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 those listed in the requirements for the major in investigative forensics. 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. 64-65.

## 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 (Courses counted toward this requirement include HIST 115, HIST 116, HIST 141, HIST 142, HIST 156, and HIST 157.)
- ✦ HIST 289 Historical Methods
- ✦ Any 9 credits in upper-level HIST 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. 64-65.

## 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. 64-65.





## 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. 64-65.

## 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. 64-65.

## 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. 64-65.

## 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. 64-65.

## 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. 64-65.

## 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.

✦ Choose one of the following foundation courses:

PSYC 100	Introduction to Psychology
PSYC 300	Research Methods in Psychology
STAT 200	Introduction to Statistics

✦ Take one course from each of the following groupings:

Biological: PSYC 301, PSYC 310, PSYC 341

Social: PSYC 321, PSYC 351, PSYC 354

Professional: PSYC 335, PSYC 353, PSYC 436

✦ Any additional PSYC course

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

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 64-65.

## 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. You should 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. 64-65.

## 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
- CCJS 390 Cybercrime and Security
- GVPT 406 Global Terrorism
- GVPT 407 State Terrorism
- GVPT 408 Counterterrorism
- GVPT 409 Terrorism, Antiterrorism, and Homeland Security
- HIST 392 History of the Contemporary Middle East
- HMLS 302 Introduction to Homeland Security
- HMLS 406 Legal and Political Issues of Homeland Security
- HMLS 408 Infrastructure in Homeland Security

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. 64-65.



## 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
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- GERO 311 Gender and Aging
- HIST 377 U.S. Women's History: 1870 to 2000
- PSYC 338 Psychology of Gender
- SOCY 325 The Sociology of Gender
- SOCY 443 Sociology of the Family
- SOCY 462 Women in the Military
- SPCH 324 Communication and Gender

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. 64-65.

# Social Work



## Major in Social Work

The major 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 UMUC 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

- ✦ Boast a solid foundation for entry into professional social work practice.
- ✦ Utilize the appropriate knowledge, values, and skills for intervention with individuals, families, groups, and communities.
- ✦ Maintain your 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.

### Degree Requirements

Coursework for a major in social work includes the following:

- ✦ Required core courses (12 courses): SOWK 200, 300, 302, 306, 309, 310, 320, 330, 400, 410, 416, and 417.
- ✦ Required core courses with supervised hands-on field instruction (2 courses): SOWK 420 and 421
- ✦ Required related courses (3 courses), which may be applied anywhere in the degree: PSYC 100, SOCY 100 (or ANTH 102, BEHS 210, ECON 103, or GVPT 170), and STAT 200

### 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.



## Your Coursework in Social Work

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 (14 COURSES)

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)

On-Site, Hybrid, & Online Classes	
<b>FALL 2018 SESSION 1</b>	<b>27 August - 15 October 2018</b>
On-site / hybrid classes	Register by 26 August 2018
Online classes	Register by 22 August 2018
<b>FALL 2018 SESSION 2</b>	<b>18 October - 10 December 2018</b>
On-site / hybrid classes	Register by 17 October 2018
Online classes	Register by 13 October 2018
<b>SPRING 2019 SESSION 1</b>	<b>28 January - 15 March 2019</b>
On-site / hybrid classes	Register by 27 January 2019
Online classes	Register by 23 January 2019
<b>SPRING 2019 SESSION 2</b>	<b>26 March - 12 May 2019</b>
On-site / hybrid classes	Register by 25 March 2019
Online classes	Register by 21 March 2019
<b>SUMMER 2019 SESSION</b>	<b>29 May - 15 July 2019</b>
On-site / hybrid classes	Register by 28 May 2019
Online classes	Register by 24 May 2019

### GENERAL EDUCATION COURSES (12 COURSES)

- ❖ **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, BEHS 210, ECON 103, 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)
  - NSCI 100 Introduction to Physical Science (3)  
and NSCI 101 Physical Science Laboratory (1)  
or any CHEM, GEOL, or PHYS 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)

## Program Calendar 2018-2019

Social work courses are offered in five sessions throughout the year. The sessions are usually seven weeks in length. You must enroll for online classes five days before the session start date.

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

## Course Descriptions

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 UMUC Europe website at [www.europe.umuc.edu/courses](http://www.europe.umuc.edu/courses).

### **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)**

Prerequisites: 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 309 Privilege and Oppression (4)**

Introduces and sensitizes students to the major concepts of cultural diversity, race, ethnicity, national origin, gender, age, class, sexual orientation, physical and mental abilities, pluralism and conflicts caused by ethnocentrism, discrimination, and prejudice. Explores the relationship and intersection between these major concepts and social work practices and policies. Emphasizes the examination of major ethnic groups as well as other social groupings based on such factors as gender, religion, national origin, age, sexual orientation, physical and mental abilities, and other differences in human populations. Evaluates the common elements of oppressions and prejudicial and discriminatory practices from both micro and macro theoretical frames of reference. Explores the application of the ecological perspective, generalist, and problem-solving process.

### **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.



## Admission Process

To begin the program, you should apply for admission to UMUC 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 the following courses:

- ✦ PSYC 100 Introduction to Psychology (3)
- ✦ STAT 200 Introduction to Statistics (3)
- ✦ SOCY 100 Introduction to Sociology (3)  
or ANTH 102, BEHS 210, ECON 103, or GVPT 170
- ✦ SOWK 200 Introduction to the Social Work Profession (SU)
- ✦ SOWK 300 Human Behavior in the Social Environment I (SU)
- ✦ SOWK 310 Basic Interviewing: Skills and Techniques (SU)

In addition, you must meet the general SU 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

When these requirements have been completed, your record will be reviewed for admission to the program, and you will be contacted about the next steps toward completing your degree.

## 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 consistently ranks among the nation's top colleges and best 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.

[www.salisbury.edu/socialwork/europe](http://www.salisbury.edu/socialwork/europe)

# INFORMATION ON COURSES



## Overview

University of Maryland University College 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 UMUC 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 either of two sets of criteria, as follows:

- ✦ At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration and study days, holidays, and final examinations)
- ✦ At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration and study days, holidays, and final examinations)
- ✦ 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.

Prerequisites may also be fulfilled by Prior Learning credit for the appropriate course earned through course-challenge examinations 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 examinations or seek Portfolio Assessment credit for lower-level courses that are prerequisite to courses for which you have already received credit.

WRTG 112 Introduction to 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 testing is required for enrollment in MATH 012, MATH 106, MATH 107, MATH 108, MATH 115, MATH 140, and MATH 220, unless you have taken the prerequisite course or its equivalent. More information on mathematics placement tests may be obtained by contacting the local UMUC office.

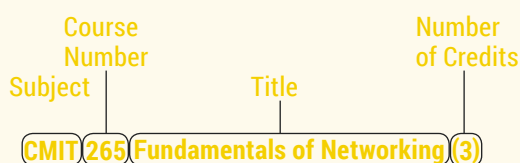
If you have prior language experience in a foreign language, you should take a placement test to assess for appropriate level. For information on language placement tests, consult your academic advisor or e-mail the department at [languages@umuc.edu](mailto:languages@umuc.edu).

## 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



(Designed to help prepare for the CompTIA Network+ certification exam.)<sup>1</sup> Prerequisite: IFSM 201.<sup>2</sup> 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.<sup>3</sup> Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.<sup>4</sup>

- 1 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
- 2 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."
- 3 The course description describes the focus and level of the course.
- 4 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 UMUC locations.

# COURSE DESCRIPTIONS



The following entries describe the most frequently taught courses offered on-site by UMUC Europe. Requirements pertain only to degrees conferred by UMUC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMUC—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
- ✦ 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.

## **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.

### ACCT 495 Contemporary Issues in Accounting Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An intensive study of accounting that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The aim is to use current technology, research, and analytical tools proficiently to perform accounting and business functions, work collaboratively, facilitate decision making, and communicate to financial and nonfinancial audiences. Focus is on researching and analyzing emerging issues in accounting, business transactions, and financing. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

## AFRICAN AMERICAN STUDIES

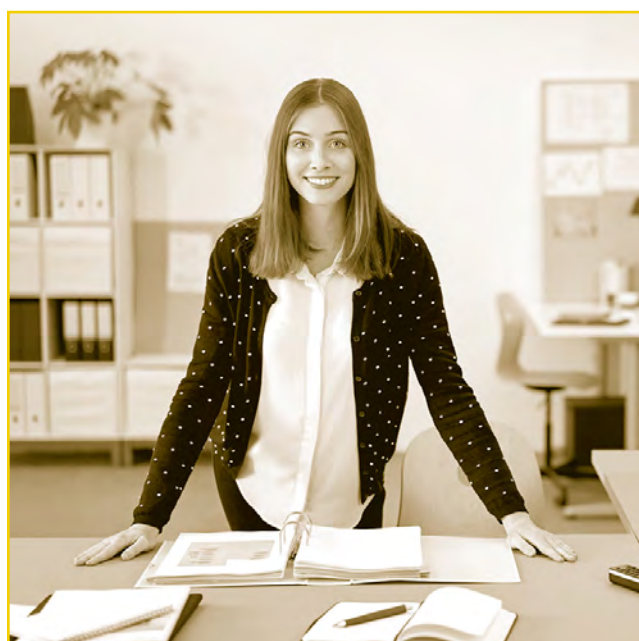
Courses in African American studies (designated AASP) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in behavioral and social sciences
- ✦ electives

UMUC 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
- ✦ 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 arts. The goal is to examine the elements and principles of design, materials, and techniques used in personal and professional settings. Examples from different media including illustration; painting with oils, acrylics, and watercolors; and sculpture are used to consider form, light, color, perspective, and other elements of art.

### **ARTT 210 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
- ✦ a minor in art history
- ✦ electives

UMUC 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.

## 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

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

### **ASTR 100 Introduction to Astronomy (3)**

(Not open to students who have taken or are taking any astronomy course numbered 250 or higher.)

Prerequisite: MATH 012 or a more advanced 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, WRTG 101, or WRTG 101S.

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

### **BEHS 220 Diversity Awareness (3)**

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

### **BEHS 343 Parenting Today (3)**

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

## 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)**

(For students not majoring in a science.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge 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)**

(For students not majoring in a science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A hands-on study of the 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 who have completed BIOL 101 or BIOL 102. For students not majoring in a science. 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 and BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

### **BIOL 160 Human Biology (3)**

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



## **BIOL 161 Laboratory in Human Biology (1)**

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

## **BIOL 181 Life in the Oceans (3)**

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

## **BIOL 182 Marine Biology Laboratory (1)**

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light. The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

## **BIOL 201 Human Anatomy and Physiology I (4)**

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

## **BIOL 202 Human Anatomy and Physiology II (4)**

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

## **BIOL 211 Environmental Science (3)**

A survey of ecological principles as they apply to the interrelated dilemmas of sustainability. Topics include overpopulation, pollution, over-consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or 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 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: 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 both science and 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 both science and 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 both science and 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 GNCS 398C.



## **BUSINESS AND MANAGEMENT**

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

- ✦ a major in business administration, 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 330 Entrepreneurship and New Venture Planning (3)**

(Formerly FINC 310.) Recommended: BMGT 302 and 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 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.

## **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, e-mails, proposals, and personnel evaluations.

### COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

### COMM 302 Mass Communication and Media Studies (3)

(Formerly COMM 379A. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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)

(Formerly WRTG 490. Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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 or management
- ❖ electives

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two academic sessions students should not take two (or more) courses that involve programming.

### CMIS 102 Introduction to Problem Solving 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 the C 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

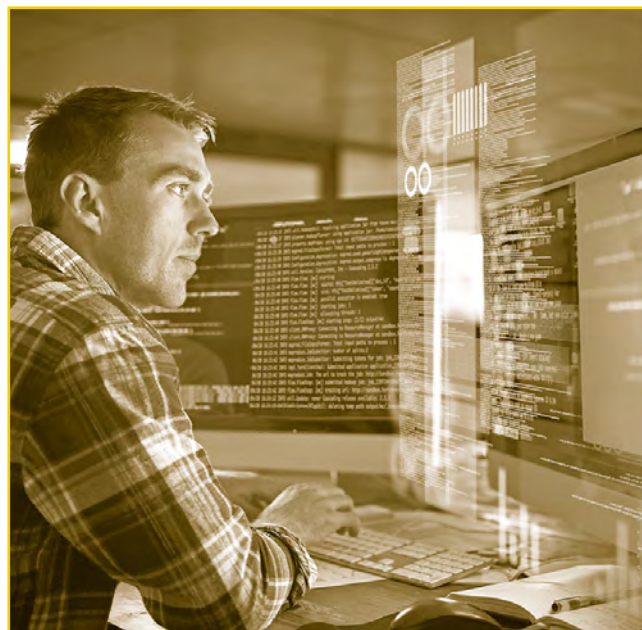
- ✦ the general education requirement in computing
- ✦ a major in computer networks and cybersecurity or cybersecurity management and policy
- ✦ a minor in cybersecurity
- ✦ an AA in General Studies with computer studies curriculum
- ✦ a certificate in computer studies
- ✦ electives

## 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 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.

## 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, management 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.



## 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 computer studies or mathematics curricula
- ✦ a certificate in computer studies
- ✦ electives

### 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, cybersecurity management and policy, or investigative forensics
- ✦ a minor in criminal justice, forensics, or terrorism and critical infrastructure
- ✦ electives

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

## CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the major elements of the criminological enterprise. The objective is to classify and analyze different crime trends and patterns, analyze criminological theories, and conduct research. Topics include the nature of criminology, criminological methods, crime causation, and characteristics of types of crimes and offenders. The police, courts, and corrections and the effects of the criminal justice system in society are also examined.

## CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. A study of the history, nature, sources, and types of criminal law. The objective is to identify the elements of crime, recognize parties to crime, and explain the historical development of criminal law and punishment in the United States. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of select criminal offenses. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

## CCJS 234 Criminal Procedure and Evidence (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 230. A study of the general principles and theories of criminal procedure and evidence. The goal is to interpret statutes and case law, identify relevant issues, and evaluate the integrity and admissibility of evidence. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed.

### **CCJS 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 or CCJS 105. 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 340 Law Enforcement Administration (3)**

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. 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 342 Crime Scene Investigation (3)**

Prerequisite: CCJS 101, 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 or CCJS 105. Recommended: CCJS 230. 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 or CCJS 105. Recommended: CCJS 230. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

### **CCJS 352 Drugs and Crime (3)**

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

## **CCJS 360 Victimology (3)**

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. 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 or CCJS 105. Recommended: CCJS 230. 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.

## **CCJS 390 Cyber Crime and Security (3)**

Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310. Recommended: CCJS 234. 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 100, CCJS 101, 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 461 Psychology of Criminal Behavior (3)**

Prerequisite: CCJS 100, CCJS 101, or 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; identify the various factors that encourage or discourage criminal behavior; and 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: 15 upper-level credits in CCJS. 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.

## 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 310 Cybersecurity Processes and Technologies (3)**

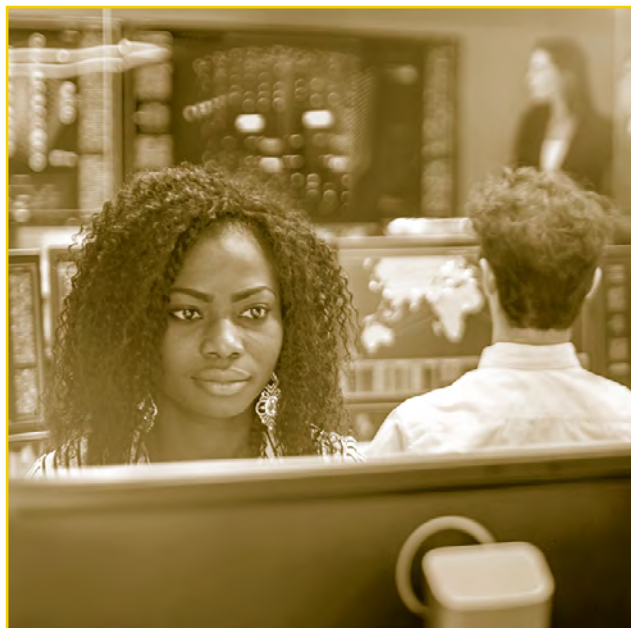
Prerequisites: IFSM 201 and WRTG 112 (or WRTG 101 or WRTG 101S). A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management.

### **CSIA 350 Cybersecurity in Business and Industry (3)**

(Formerly CSIA 303.) Prerequisite(s): CSIA 310 or CSIA 301 and WRTG 112 (or WRTG 101 or WRTG 101S). 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. Students may receive credit for only one of the following courses: CSIA 303, CSIA 350, IFSM 430, or IFSM 498N.

### **CSIA 360 Cybersecurity in Government Organizations (3)**

Prerequisites: CSIA 350 (or CSIA 303) and WRTG 393 (or another upper-level writing course). 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. Students may receive credit for only one of the following courses: CSIA 360 or CSIA 412.



### **CSIA 413 Cybersecurity Policy, Plans, and Programs (3)**

Prerequisite(s): CSIA 360 or CSIA 412 and WRTG 393 (or another advanced upper-level writing course). A study of the application of cybersecurity principles, frameworks, standards, and best practices to organization-level strategies, policies, programs, plans, procedures, and processes. 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.

## DUTCH

For further information, students should 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
- ✦ 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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 281 Standard English Grammar (3)

(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. An exploration of the cultural attitudes and values that separate the Middle Ages from the Renaissance, highlighting the changing role and purpose of the writer. The goal is to locate and evaluate appropriate sources, create professional written communications, and apply MLA documentation to written work. Major authors may include Spenser, Marlowe, and Shakespeare.



### **ENGL 312 19th-Century British Literature (3)**

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.  
A study of representative authors and works in British literature from 1800 to 1900. The goal is to evaluate and synthesize source materials; create professional written communications; and gain a historical perspective through analysis of race, class, and gender issues. The works of representative writers (such as William Blake, Jane Austen, Charles Dickens, Thomas Hardy, and Oscar Wilde) are explored.

### **ENGL 406 Shakespeare Studies (3)**

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.  
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 439 Major American Writers (1-3)**

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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.

## **EXPERIENTIAL LEARNING**

The Portfolio program yields UMUC 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 [www.umuc.edu/priorlearning](http://www.umuc.edu/priorlearning).

### **EXCL 301 Learning Analysis and Planning (3)**

Prerequisite: Formal admission to the program. (Students should visit [www.umuc.edu/priorlearning](http://www.umuc.edu/priorlearning) or contact [priorlearning@umuc.edu](mailto:priorlearning@umuc.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 [www.umuc.edu/priorlearning](http://www.umuc.edu/priorlearning) or contact [priorlearning@umuc.edu](mailto:priorlearning@umuc.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

UMUC field study courses enable you to earn university credit while traveling to sites of historical or cultural significance throughout the world. Field study courses are available in a variety of subject areas and credit can be awarded at both the lower- and upper-levels.

Before enrolling, you should contact a UMUC academic advisor to determine how a course may apply toward a specific degree program.

Field study courses include the same number of contact hours as equivalent on-site or online courses, with the main difference being that the majority of coursework is done in an accelerated format. You may register for a field study course at any time during the academic year prior to the registration deadline for the course.

## 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 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. 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), Latin (LATN), Modern Greek (MGRK), 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 UMUC, 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 e-mail [languages@umuc.edu](mailto:languages@umuc.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 UMUC. 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, students should 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

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

### **GEOG 100 Introduction to Geography (3)**

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

## 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

UMUC 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 UMUC—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, students should 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 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)

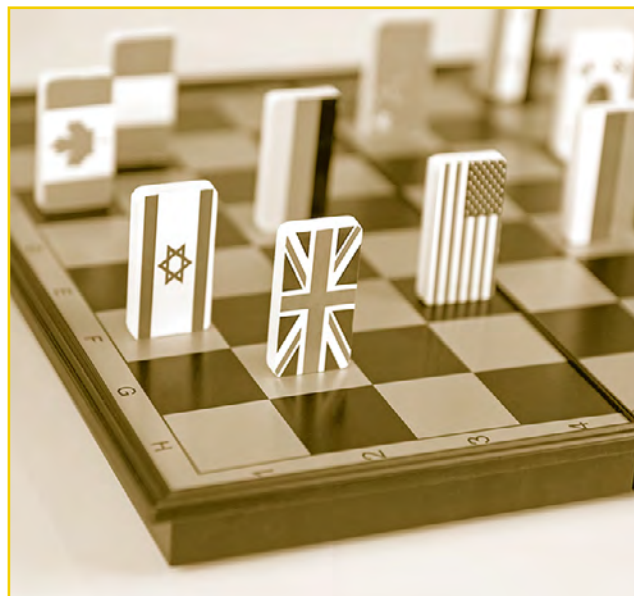
A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship 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 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 403 Law, Morality, and War (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.  
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, WRTG 101, or WRTG 101S.

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
- ✦ electives

### **HIST 141 Western Civilization I (3)**

Recommended: WRTG 112, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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 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 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 337 Europe's Bloodiest Century (3)**

An investigation of the political, economic, and cultural development of Europe since 1914, with emphasis on the factors involved in the two world wars and their worldwide effects and significance. The objective is to evaluate causes, courses, and consequences of armed conflicts in Europe during the 20th century to interpret their effects on contemporary society.

## **HIST 365 Recent America: 1945 to the Present (3)**

Prerequisite: A writing course. Recommended: WRTG 291. An investigation of U.S. history from the end of World War II to the events of 11 September 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.

## **HIST 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 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 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 465 World War II (3)**

An investigation of the nature of the Second World War. The aim is to analyze the factors that contributed to World War II, investigate the influences of war-time ideologies, and examine how warfare accelerated advances in science and technology. Topics include the origins of the war; the political, military, economic, and social circumstances of the war and their impact and legacy; and the extent to which the war changed the world that we live in.

## 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, WRTG 101, or WRTG 101S.

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 302. 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)

A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.

## HUMAN RESOURCE MANAGEMENT

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in human resource management, business administration, or management studies
- ✦ 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 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.

## 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)**

(Access to Microsoft Office or equivalent required.) Prerequisites: IFSM 201 and WRTG 112 (or WRTG 101 or WRTG 101S). Recommended: 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.



### **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)**

Prerequisite: IFSM 201. 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 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 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: CMIS 320, IFSM 311, and IFSM 438. A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, 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, students should 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 of 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 333 Italian Society and Culture (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

- ✦ a major or minor in communication studies (JOUR 201 only)
- ✦ electives

JOUR 201 fulfills the general education requirement in communications.

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

### **JOUR 201 Introduction to News Writing (3)**

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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

Degree-seeking students must complete LIBS 150 (or present its equivalent in transfer) during the first 6 credits of enrollment at UMUC.

### **LIBS 150 Introduction to Research (1)**

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and UMUC Information and Library Services' electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.



## MARKETING

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

- ❖ a major in marketing, business administration, or management studies
- ❖ 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)

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 354 Integrated Marketing Communications (3)

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 395 Managing Customer Relationships (3)

Prerequisite: MRKT 310. A comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology-related tools and metrics to support management's assessment of customer relationship management efforts. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, MGMT 398A, or MRKT 395.

### MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. 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.



## MATHEMATICS

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

- ✦ the general education requirement in mathematics (with the exception of MATH 009 and MATH 012)
- ✦ 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 UMUC.

If you are planning to major or minor in a field related to science, technology, engineering, or math or to continue to graduate school in a business-related field, you should consider an appropriate mathematics course from the following to fulfill your mathematics general education requirement:

- ✦ MATH 107 College Algebra
- ✦ MATH 115 Pre-Calculus
- ✦ MATH 140 Calculus I
- ✦ MATH 141 Calculus II
- ✦ MATH 240 Introduction to Linear Algebra
- ✦ MATH 241 Calculus III

If you are planning to major or minor in the behavioral or social science field, you may consider an appropriate mathematics or statistics course from the following to fulfill your mathematics general education requirement:

- ✦ MATH 106 Finite Mathematics  
(or a higher-level math course)
- ✦ STAT 200 Introduction to Statistics

In all instances, you should review the degree requirements for your chosen major to determine the most appropriate course to fulfill the general education requirement in mathematics.

You are expected to own and use scientific calculators in all mathematics and statistics courses.

Placement tests are required for enrollment in MATH 012, MATH 106, MATH 107, MATH 108, MATH 115, and MATH 140. Contact a UMUC representative at your location to schedule a no-cost placement test at the education center on base. If you are not located near an education center, contact the Office of Academic Affairs by e-mail at [academicaffairs-europe@umuc.edu](mailto:academicaffairs-europe@umuc.edu) or call +49-(0)631-534-800 to schedule a placement test remotely. Visit [www.europe.umuc.edu/testing](http://www.europe.umuc.edu/testing) for additional information on placement testing.

### MATH 009 Introductory Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course.

Does not apply toward degree requirements. Yields institutional credit only.) A comprehensive review of real number properties and operations, including fractions, percentages, operations with signed numbers, and geometric formulas. The objective is to develop fluency in the language of introductory algebra; develop number sense and estimation skills; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include linear equations and inequalities, equations of lines, graphs on number lines and rectangular coordinate systems, rules of exponents, and operations on polynomials. Students may receive credit for only one of the following courses: MATH 009, MATH 009M, or MATH 100.

### MATH 012 Intermediate Algebra (3)

(Not open to students who have already successfully completed a higher-level mathematics course. Does not apply toward degree requirements. Yields institutional credit only.) Prerequisite: MATH 009 or an appropriate result on the placement test. A study of problem-solving techniques in intermediate-level algebra. The goal is to demonstrate number sense and estimation skills; interpret mathematical ideas using appropriate terminology; manipulate, evaluate, and simplify real-number and algebraic expressions; and translate, solve, and interpret applied problems. Emphasis is on numbers and algebraic properties, graphing skills, and applications drawn from a variety of areas (such as finance, science, and the physical world). Topics include polynomials; factoring; exponents and their notation; rational expressions and equations; rational exponents and radical expressions; linear, quadratic, and other equations; and inequalities. Students may receive credit for only one of the following courses: MATH 012, MATH 101, MATH 101M, MATH 102, MATH 102M, MATH 199A, or MATH 199M.

### **MATH 103 College Mathematics (3)**

Prerequisite: MATH 012 or approval of the department. This course is not intended for students planning to take MATH 107 or higher-numbered mathematics courses and does not serve as a prerequisite for these courses. 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 107 College Algebra (3)**

(The first course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) Prerequisite: MATH 012 or an appropriate result on the placement test. An introduction to equations 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 107–108. An alternative to MATH 115.) Prerequisite: MATH 107 or an appropriate result on the placement test. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.



### **MATH 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.

## **MODERN GREEK**

For further information, students should refer to Foreign Languages.

## 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

UMUC 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 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 012 or a more advanced 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 only with previous or concurrent credit for NSCI 100.) Prerequisite: MATH 012 or a more advanced 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 Concepts of Meteorology (3)**

Prerequisite: MATH 012 or a more advanced MATH or STAT course. An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midlatitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

### **NSCI 171 Laboratory in Meteorology (1)**

(With NSCI 170, fulfills the laboratory science requirement only with previous or concurrent credit for NSCI 170 or GNSC 170.) Prerequisite: MATH 012 or a more advanced MATH or STAT course. Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

## **NUTRITION**

Courses in nutrition (designated NUTR) may be applied 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 fundamentals of human nutrition. The changing nutritional needs of individuals and families are explored. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

## **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

UMUC 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 140 Contemporary Moral Issues (3)

An exploration of how philosophical analysis can serve as a foundation for thinking clearly about moral issues. The aim is to construct arguments about current and widely debated ethical problems such as euthanasia and reverse discrimination. Discussion examines foundational ethical theories as a basis for looking at these problems. 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. A thematic exposition of social justice issues. Topics include the relationship of the individual to society, human relationships with the environment, the use of technology, medical decision making, social equalities and inequalities, and workplace issues. The objective is to improve one's awareness of ethical issues and recognize and analyze ethical problems in the contemporary global context through a deeper understanding of ethical theories.

## PHIL 336 Ideas Shaping the 21st Century (3)

An overview of ideas and philosophies likely to affect humanity and this planet in the 21st century. The goal is to identify and understand predominant modes of thought; critically evaluate ideas that affect ways of living; articulate the principles underlying cooperation and dissent among different cultures, institutions, and individuals; and trace the influence of key ideas across various realms of human activity to navigate the challenges of the modern world. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

## PORTUGUESE

For further information, students should refer to Foreign Languages.

## 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.

### **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 342 Foundations of Learning (3)**

Prerequisite: PSYC 100. Recommended: STAT 200 and PSYC 300. A review and analysis of the major phenomena and theories of human learning. The objective is to provide students with the foundations of learning and practical applications of the theories. Topics include conditioning, the application of behavior analysis to real-world problems, and laboratory techniques in learning research. Students may receive credit for only one of the following courses: PSYC 342 or PSYC 441.

### **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.

## SOCIAL WORK

UMUC Europe is partnered with Salisbury University to offer undergraduate courses leading to a Bachelor of Arts in Social Work. To learn more about this undergraduate program, see p. 116, contact your academic advisor, or visit [www.europe.umuc.edu/socialwork](http://www.europe.umuc.edu/socialwork).

## 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 analysis of race, ethnicity, and human relations in global society. The goal is to analyze, communicate, and project future trends in racial and ethnic relations in the United States and abroad. Discussion covers factors such as inequality, prejudice, discrimination, power, and privilege that affect race and ethnic relations. Topics include theories of race relations; the historical emergence, demographic projections, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

### **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 aim is apply major sociological theories to understand family as a social institution; describe the changing definitions of family; examine demographic changes in marriage and family patterns; contrast micro- and macro-level interactions among individuals, families, and society; and evaluate the influence of media and technology on the perception and cohesion of the modern family. Topics include family research, single parenting, blended families, cultural differences in families, 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 UMUC, 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, you should 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 AND PROBABILITY

Courses in statistics and probability (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)**

Prerequisite: MATH 012, MATH 037, MATH 103, or an appropriate score on a placement test. 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

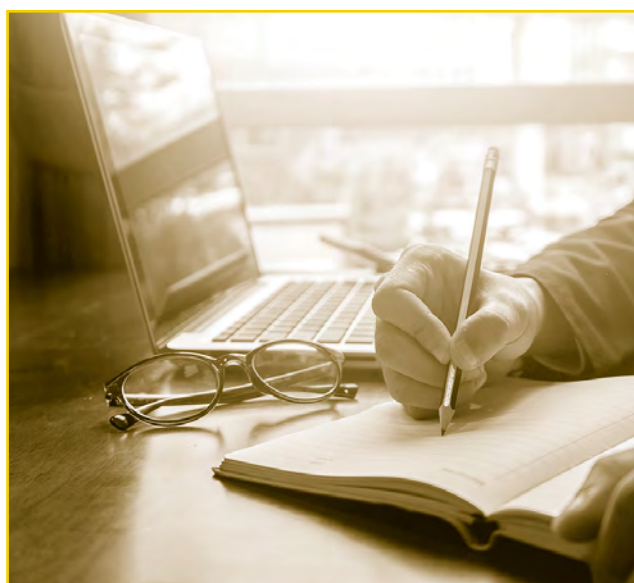
UMUC offers a limited number of courses each session in this discipline.

### THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. 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, students should 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

UMUC 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 UMUC. 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 Introduction to Academic Writing I (3)**

(Fulfills the general education requirement in communications.) An introduction to reading, writing, and thinking as inseparable literacy practices that are essential to academic success. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on using the writing process to craft essays that situate one's ideas in conversation with other writers and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A or WRTG 111.

### **WRTG 112 Introduction Academic Writing II (3)**

(Formerly WRTG 101. Fulfills the general education requirement in communications.) An introduction to writing as a way of generating, supporting, and reflecting on ideas. The goal is to implement strategies for analyzing ideas and rhetorical strategies in academic texts and for conducting academic research. Focus is on using the writing process to craft research-supported arguments that synthesize information and ideas from multiple sources and demonstrate 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, or WRTG 112.

### **WRTG 291 Research Writing (3)**

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. Instruction and practice in academic research skills. The objective is to critically analyze scholarly sources and effectively integrate source material into a complex argument. Assignments include prewriting exercises, a critique, a critical annotated bibliography, a literature review, and a statement of proposed research. Students may receive credit for only one of the following courses: ENGL 391, 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, WRTG 101, or WRTG 101S. 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, WRTG 101, or WRTG 101S. 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 of 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.



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# POLICIES



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

## Student Classification for Admission and Tuition

For information on student classification and residency, see USM policy VIII-2.70 at [www.usmd.edu/regents/bylaws/SectionVIII](http://www.usmd.edu/regents/bylaws/SectionVIII). Also see UMUC policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at [www.umuc.edu/policies/fiscalpolicies/fisc21020.cfm](http://www.umuc.edu/policies/fiscalpolicies/fisc21020.cfm).

## Transfer of General Education Requirements

UMUC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2) (b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMUC as general education credits. UMUC's general education requirements may be found on p. 64 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMUC's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06 Chapters 1-10. For other students, courses are evaluated on a case-by-case basis. UMUC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and online at [artsys.usmd.edu](http://artsys.usmd.edu). Consult an advisor for details.

<sup>\*</sup> *Annotated Code of Maryland, Education Article, §12-101*

## Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information which may be released without your prior written consent); and file formal complaints alleging a violation of FERPA with the Department of Education. In addition, FERPA provides that most of your student information may not be released to third parties without your prior consent.

UMUC'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 [exception.request@umuc.edu](mailto:exception.request@umuc.edu). For another person to act on your behalf as a student, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at [www.umuc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm](http://www.umuc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm).

## Smoking

In accordance with USM policy, UMUC seeks to promote a healthy, smoke-free environment for the UMUC community. More information on policy 640.00 UMUC Policy on Smoking may be found at [www.umuc.edu/policies/adminpolicies/admin64000.cfm](http://www.umuc.edu/policies/adminpolicies/admin64000.cfm).

## Student Drug and Alcohol Awareness

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

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

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

## Peer-to-Peer File Sharing

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

### SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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

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

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

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

### UMUC PROCEDURES FOR HANDLING UNAUTHORIZED DISTRIBUTION

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

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

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

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

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

### Nondiscrimination

University of Maryland University College (UMUC) 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, UMUC 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, UMUC prohibits discrimination on the basis of sex in its programs and activities. UMUC will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.



All inquiries regarding UMUC'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 e-mail [fairpractices@umuc.edu](mailto:fairpractices@umuc.edu)).

For UMUC Policy 040.30 Affirmative Action and Equal Opportunity, see [www.umuc.edu/policies/adminpolicies/admin04030.cfm](http://www.umuc.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 e-mail [titleixcoordinator@umuc.edu](mailto:titleixcoordinator@umuc.edu)) or a member of UMUC's Title IX Compliance Team.

See [umuc.edu/diversity/title-ix-sexual-misconduct/index.cfm](http://umuc.edu/diversity/title-ix-sexual-misconduct/index.cfm). For UMUC Policy 041.00 Sexual Misconduct, see [www.umuc.edu/policies/adminpolicies/admin04100.cfm](http://www.umuc.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.

### Sexual Misconduct Awareness

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

Inquiries concerning the application of Title IX may be referred to the UMUC's Title IX coordinator or the Office for Civil Rights. If you have any questions regarding sexual misconduct or need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at +1-301-887-7295 (voice and text) or via e-mail at [titleixcoordinator@umuc.edu](mailto:titleixcoordinator@umuc.edu). See UMUC Policy 041.00 Sexual Misconduct at [www.umuc.edu/policies](http://www.umuc.edu/policies) for details.

### Religious Observance

So that academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays.

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

### Annual Security Report and Consumer Disclosures

In accordance with U.S. Department of Education regulations, University of Maryland University College 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 [www.umuc.edu/inform](http://www.umuc.edu/inform). If you have questions or wish to receive a copy of the current annual report, contact the UMUC Director of Security at +1-301-985-7471.

To help you stay informed, additional consumer disclosures can be found at [www.umuc.edu/disclosures](http://www.umuc.edu/disclosures).

### CPA Requirements

UMUC'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. UMUC 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 or an institution located outside of the United States, it may impact your ability to become licensed as a CPA. For information regarding licensure in other states and transfer credit, please visit [www.umuc.edu/professional-licensure](http://www.umuc.edu/professional-licensure).

### Retention of Student Records

UMUC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, and graduation while the student is enrolled and permanently after graduation.

# INDEX

- A**
- Academic Advisement, 27
  - Academic Advisement Report, 28
  - Academic Honors, 35
  - Academic Integrity, 40
  - Academic Major, viii, 66
  - Academic Minor, viii, 108
  - Academic Warning and Dismissal, 33
  - Accessibility Services, 44
  - Accounting, 49, 54, 68, 108, 122
  - Accreditation, i
  - Address Change, 37
  - Administrative Offices, 169
  - Admission, 1
    - Procedures, 4
    - Requirements, 2
  - Advanced Placement Credit, 25
  - African American Studies, 124
  - Alumni Association, 45
  - American Council on Education (ACE), 24
  - Annual Security Report, 185
  - Anthropology, 125
  - Appealing a Grade, 40
  - Application for Admission Fee, 8
  - Application for Graduation, 9, 38
  - Applying for Financial Aid, 12
  - Applying for Veterans Benefits, 15
  - Arabic, 57, 125
  - Arbitrary and Capricious Grading, 40
  - Army Emergency Relief Program (AER), 14
  - Army, Navy, and Marine Training, 25
  - Art, 67, 126
  - Art History, 66, 126
  - Associate Degree, 51
    - Common Requirements, 52
    - Curriculum Requirements, 53
    - Earning After a Bachelor's Degree, 52
    - General Curriculum, 53
    - General Education Requirements (GER), 53
    - Second Associate Degree, 52
    - Specialized Curricula, 53
  - Associate Degree Curriculum, 53
    - Accounting, 54
    - Business and Management, 55
    - Computer Studies, 56
    - Foreign Language Area Studies, 57
    - Management Studies, 59
    - Mathematics, 60
    - Psychology, 61
    - Women's Studies, 62
  - Astronomy, 127
  - Attendance, 41
  - Audit: AU, 31
  - Availability of Services, 44
- B**
- Bachelor of Arts and Bachelor of Science, 66
  - Bachelor's Degrees, 63
    - Accounting, 68
    - Additional Programs, 67
    - Business Administration, 70, 109
    - Communication Studies, 72, 109
    - Computer Networks and Cybersecurity, 74
    - Computer Science, 76
    - Criminal Justice, 78
    - Cybersecurity Management and Policy, 80, 140
    - Digital Media and Web Technology, 82, 110
    - English, 84, 112
    - Expectations, 63
    - General Education Requirements (GER), 64
    - History, 86, 112
    - Homeland Security, 88, 112
    - Humanities, 90
    - Human Resource Management, 92, 113
    - Information Systems Management, 94, 113
    - Investigative Forensics, 96
    - Major, Minor, and Elective Requirements, 65
    - Management Studies, 98
    - Marketing, 100, 113
    - Overall Bachelor's Degree Requirements, 65
    - Political Science, 102, 114
    - Psychology, 104, 114
    - Requirements, 63
    - Second Bachelor's Degree, 67
    - Social Science, 106
    - Social Work, 116
  - Behavioral and Social Sciences, 127
  - Biology, 109, 128
  - Business Administration, 70, 109
  - Business and Management, 55, 130
- C**
- Calculation of Grade Point Average, 33
  - Calendar, Inside back cover
  - Career Services, 45
  - Certificate/Graduation Application
    - Deadlines, 38
    - Fees, 8
  - Certificates, 48
    - Accounting Foundations, 49
    - Common Requirements, 48
    - Computer Studies, 49
    - Foreign Language Area Studies, 49
      - Arabic and the Middle East, 49
      - German, 49
      - Italian, 50
      - Spanish, 50
    - Management, 50
    - Women's Studies, 50
  - Certificates, Diplomas, and Graduation, 38
  - Certification Process for Veterans Benefits, 16
  - Change of Address or Name, 37
  - Change in Grade, 33
  - Chemistry, 132
  - Classroom and Online Study, 19
  - Code of Civility, 41
  - Code of Student Conduct, 41
  - College-Level Examination Program (CLEP), 26
  - Communication Studies, 72, 109, 133
  - Community College of the Air Force (CCAF), 24
  - Community Scholarships, 14
  - Computer and Information Science, 134
  - Computer Information Technology, 135
  - Computer Labs and Services, 46
  - Computer Networks and Cybersecurity, 74
  - Computer Studies, 49, 56, 136
  - Conference Courses, 39
  - Confidentiality of Academic Records, 183
  - Consortium Student Status, 3
  - Contract Management and Acquisition, 67
  - Course Descriptions, 122
  - Course Load, 6
  - Credit, 18
    - Advanced Placement, 25
    - Community College of the Air Force (CCAF), 24
    - Course Challenge Examinations, 19
    - Experiential Learning, 20, 143
    - Foreign Language Examinations, 20
    - Gained Through Experience, 20
    - Industry Certification Examinations, 26
    - Institutional, 30
    - International Baccalaureate Examinations, 26
    - Joint Services Transcript (JST), 25
    - Military Experience, 25
    - Prior Learning, 19
    - Portfolio Assessment, 20
    - Resident, 19
    - Servicemembers Opportunity College, 24

Sources of, 18  
 Transfer from Other Institutions, 22, 183  
 Transfer to Other Institutions, 42  
 Ways of Earning, 18  
 Workplace Learning, 21  
 Credit by Examination, 25, 26  
 Advanced Placement, 25  
 College-Level Examination Program (CLEP), 25, 26  
 DSST Examinations, 25, 26  
 Excelsior College Examinations, 25  
 Criminal Justice, 78, 110, 137  
 Criminology, 137  
 Cybersecurity, 74, 80, 140  
 Cybersecurity Management and Policy, 80

## D

Dean's List, 34  
 Degrees, viii  
 Associate, 51  
 Bachelor's, 63  
 Digital Media and Web Technology, 82, 110  
 Diplomas and Graduation, 38  
 Diplomas, Issuance of, 39  
 Directory, 169  
 UMUC Asia, 173  
 UMUC Europe, 169  
 UMUC Stateside, 174  
 University System of Maryland, 175  
 Disbursement of Funds, 13  
 Dishonored Checks, 9  
 Dismissal, 34  
 Academic Progress, 33  
 Reinstatement After, 34  
 Diversity Awareness, 111  
 Drug and Alcohol Awareness, 183  
 DSST Examinations, 25, 26  
 Dual Major, 65  
 Dutch, 140

## E

Earning an Associate Degree After Earning a Bachelor's Degree, 52  
 Earning Credit (see Credit), 18  
 East Asian Studies, 67  
 Economics, 111, 141  
 Educational Experiences in the Armed Services, 24  
 Effective Writing Center, 47  
 Eligibility, 1  
 Emergency Management, 67, 141  
 English, 84, 112, 142

English Proficiency, 4  
 Enrollment, 5  
 Enrollment Verification, 6  
 Environmental Management, 67  
 Evaluation, Official, 16, 28  
 Evaluation, Tentative, 27  
 Exam Codes, 26  
 Examinations, 26, 42  
 Excelsior College Examinations, 25  
 Expectations, Bachelor's Degree, 63  
 Experiential Learning, 18, 143  
 External Sources of College Credit, 22

## F

Faculty, 176  
 Failure: The Grade of F, 31  
 Failure for Nonattendance: The Grade of FN, 31  
 Family Educational Rights and Privacy Act (FERPA), 183  
 Fast Plan, 27  
 Federal Direct PLUS Loans, 13  
 Federal Pell Grants, 13  
 Federal Return of Funds Policy, 14  
 Federal Supplemental Educational Opportunity Grant (SEOG), 13  
 Fees, 8  
 Fees and Activity from Other UMUC Campuses, 9  
 Field Study, 9, 144  
 File Sharing, 184  
 Finance, 67, 144  
 Financial Aid, 11  
 Applying for, 12  
 Contact Information, 14, 17, 169  
 Denied Status, 16  
 Disbursement of Funds, 13  
 Eligibility, 11  
 Federal Return of Funds Policy, 14  
 Forms of, 11  
 Grants, 12  
 Loans, 13  
 Non-UMUC Enrollment, 13  
 Other Sources of, 14  
 Priority Deadlines, 12  
 Satisfactory Academic Progress, 14  
 Scholarships, 13  
 Fire Service Administration, 67  
 Foreign-Educated Students, 4, 29  
 Foreign Language Area Studies, 49, 51, 58  
 Foreign Language Examinations, 20  
 Foreign Languages, 145  
 Forensics, 66, 96, 112  
 French, 145

## G

General Curriculum, 53  
 General Education Requirements  
 Associate Degree, 52  
 Bachelor's Degree, 64  
 Geography, 145  
 Geology, 145  
 German, 49, 57, 146  
 Gerontology and Aging Services, 67  
 GI Bill®, 15  
 GoArmyEd, iii  
 Admission, 2, 8  
 Common Application, 2  
 Official Evaluation, 29  
 Payment of Fees, 8  
 Registration, 5  
 SOC Agreements, 24, 29  
 Tuition Assistance (TA), 8  
 Withdrawal, 7  
 Government and Politics, 147  
 Grade Appeal Process, 40  
 Grade, Change of, 33  
 Grade Point Average (GPA), 33  
 Grade Under Review:  
 The Mark of G, 32  
 Grades and Records, 30  
 Grading Methods, 30  
 Grading Repeated Courses, 33  
 Graduation Application Deadlines, 38  
 Graduation Review, 38  
 Grants, 13  
 Graphic Communication, 67  
 Greek (see Modern Greek), 158  
 Grievance Procedures, Student, 42

## H

Health Services Management, 67  
 High School Students – Concurrent Secondary Enrollment, 3  
 History, 86, 109, 148  
 Homeland Security, 112, 150  
 Honor Societies, 35  
 Honors, Academic, 34  
 Humanities, 90, 150  
 Human Resource Management, 92, 113, 151

## I

Incomplete: The Mark of I, 32  
Indebtedness to the University, 10  
Information on Courses, 120  
Information Systems Management, 94, 113, 152  
Institutional Credit, 30  
Institutional Exam Codes, 26  
Intellectual Property, 42  
Internet Access, 42  
International Students, 4, 29  
Introduction to UMUC, ii  
Investigative Forensics, 66, 96  
Issuance of Diplomas, Official Transcripts, and Letters of Completion, 39  
Italian, 50, 58, 154

## J

Joint Services Transcript (JST), 25  
Journalism, 155

## K

Key to Course Descriptions, 121

## L

Law for Business, 67  
Learning Gained Through Experience, 20, 143  
Legal Studies, 67  
Letter of Completion, 39  
Levels of (Academic) Progress, 33  
Library Instruction and Research Assistance, 46  
Library Resources, 46  
Library Skills and Information Literacy, 155  
Loan Deferment Form Certification, 7, 13  
Loans, Federal, 13

## M

Major, Minor, and Elective Requirements, 65  
Majors Available for Bachelor's Degrees, viii, ix, 66  
Dual Major, 65, 67  
Management, 50, 55, 59, 98  
Marine, Army, and Navy Training, 25  
Marketing, 100, 113, 156  
Mathematical Sciences, 67  
Mathematics, 60, 157  
Middle States Commission on Higher Education, i

Military Credit, 24

Army, Navy, and Marine Training, 25  
Community College of the Air Force, 24  
Servicemembers Opportunity College, 24

Military Partnerships, iii, 24

Minors, viii, 108

Accounting, 108  
Art History, 109  
Biology, 109  
Business Administration, 109  
Communication Studies, 109  
Computer Science, 110  
Criminal Justice, 110  
Cybersecurity, 110  
Digital Media and Web Technology, 110  
Diversity Awareness, 111  
Economics, 111  
English, 112  
Forensics, 112  
History, 112  
Homeland Security, 112  
Human Resource Management, 112  
Information Systems Management, 113  
Marketing, 113  
Philosophy, 113  
Political Science, 113  
Psychology, 114  
Sociology, 114  
Terrorism and Critical Infrastructure, 115  
Women's Studies, 115

Modern Greek, 158

Music, 159

MyCAA, 14

MyUMUC Terminology, 190

## N

Name Change, 37  
Natural Science, 67, 159  
Navy, Army, and Marine Training, 25  
Noncompletion of Degree/Certificate Requirements, 39  
Nondiscrimination, 41, 184  
Nutrition, 160

## O

Official Evaluation, 28  
Official Registration, 5  
Official Transcripts, 2, 9, 29, 37  
Online Courses, 19  
Orientation and Getting Started, 1

## P

Partnership Program, 116  
Passing: The Grade of P, 32  
Payments, VA, 16  
Peer-to-Peer File Sharing, 184  
Pell Grants, 13  
Personal Finance Planning, 67  
Philosophy, 114, 160  
Placement Tests, 121, 157  
Plagiarism, 40  
PLUS Loan Program, 13  
Political Science, 102, 114  
Portfolio, 20  
Portuguese, 161  
Prerequisites, 120  
Prior Learning, 20  
Probation, Academic Progress, 33  
Program Choices, viii, 66  
Proof of English Proficiency, 4  
Provisional Student Status, 2  
Psychology, 61, 104, 114, 161

## R

Readmission, 4  
Refunds, 10  
Registration, 5  
Reinstatement After Dismissal, 34  
Religious Observance, 185  
Relocating Within UMUC, 4, 42  
Repeating a Course, 33  
Requirements  
Certificates, 48  
Associate Degree, 51  
Bachelor's Degree, 63  
Resident Credit, 19  
Retired and Former Army, Navy, Marine Corps, and Coast Guard, 25  
Returned Check Fee, 9  
Review of International Records, 29  
Rights and Responsibilities of the Student, 40  
Rush Transcripts, 9, 37



## S

Salisbury University, 119  
 Satisfactory: The Grade of S, 31  
 Satisfactory Academic Progress, 14, 33  
 Scholarships, 13  
 Scholastic Recognition, 34  
 Second Associate Degree, 52  
 Second Bachelor's Degree, 67  
 Servicemembers Opportunity Colleges (SOC), 24  
 Sexual Misconduct Awareness, 185  
 Small Business Management and Entrepreneurship, 67  
 Social Science, 106  
 Social Work, 116  
 Sociology, 114, 163  
 Software Development and Security, 67  
 Spanish, 50, 58, 165  
 Speech Communication, 67, 166  
 Standard Student Status, 2  
 Statistics and Probability, 166  
 Student Advisory Council, 47  
 Student Conduct, 41  
 Student Grievance Procedures, 42  
 Student Organizations, 45  
 Student Records, 37  
 Student Responsibilities, VA, 17  
 Student Status, 2  
   Consortium, 3  
   Provisional, 2  
   Regular, 2  
 Substandard Performance:  
   The Grade of D, 32  
 Summary of Student Responsibilities, 43

## T

Technology Use, 42  
 Tentative Evaluation, 27  
 Terrorism and Critical Infrastructure, 115  
 Textbook Fees, 9  
 Theatre, 167  
 TOEFL (Test of English as a Foreign Language), 4, 26  
 Transcripts, 9, 37  
   AARTS, 25  
   Fees, 9, 37  
   JST, 25  
   Official, 39  
   Requests, 37  
   Rush, 9, 37  
   SMART, 25  
 Transfer from UMUC Asia, Europe, or Stateside, 4, 42  
 Transfer of Credits  
   From Other Institutions, 23  
   General Education Requirements, 183  
   Military Experience, 24  
   Noncollegiate Courses, 24  
   To Other Institutions, 23  
   Vocational and Technical Credit, 23  
   Within UMUC, 42  
 Tuition, 8  
 Tuition Assistance (TA), 8, 10  
 Turkish, 167  
 Tutoring, 47

## U

UMUC Asia, 173  
 UMUC Europe, 169  
   Headquarters Office, 169  
   Locations, 172  
 UMUC Library, 46  
 UMUC President's Grant, 13  
 UMUC Programs Available, 66  
 UMUC Stateside, 174  
 Unit of Credit, 120  
 University System of Maryland, i, 174

## V

Veterans Education Benefits, 15  
   Applying for VA Benefits, 15  
   Certification Process, 16  
   Contact Information, 17  
   Payments, 16  
   Requesting Certification, 16  
   Student Responsibilities, 17  
   Tutorial Assistance, 17  
   VA Students from Other Institutions, 16  
 Veterans Resources, 17  
 Vocational and Technical Credit, 24

## W

Waiting List, 6  
 Warning, Academic Progress, 33  
 Ways of Earning Credit (see Credit), 18  
 William D. Ford Federal Direct Loan Program, 13  
 Withdrawal: The Mark of W, 9, 32  
 Women's Studies, 50, 62, 115, 167  
 Workplace Learning, 21  
 Writing, 167  
 Writing Resources and Tutoring, 47

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# MyUMUC TERMINOLOGY

*The following is an explanation of terms students may encounter when using MyUMUC:*

<b>Academic Advisement Report (Degree Plan)</b>	A review of the academic progress that a student has made within their UMUC program.
<b>Activation</b>	The automated process of verifying a student's record for enrollment eligibility each term based on certain criteria. This process enables a student to register for courses.
<b>Admission</b>	The process of being admitted to the university, which includes completing an application and paying the fees required for entrance.
<b>Campus</b>	The UMUC division where a student is located. UMUC has three major campuses—UMUC Asia, UMUC Europe, and UMUC Stateside. Within those campuses are additional locations where classes are held or staff and academic advisors may be reached.
<b>Career</b>	Graduate or undergraduate level of study.
<b>Class Number</b>	The unique, five-digit number assigned to each class at UMUC.
<b>Drop</b>	To cancel your enrollment in a class before the end of the drop period posted on the UMUC website for your division.
<b>eApp</b>	An abbreviation for electronic application, which is an application to the university that is filled out and submitted online.
<b>EmplID (or Student ID)</b>	A system-generated identification number for student use. Students should record their EmplID in a safe, secure place, as it will be needed to access the various services. GoArmyEd students should note that their UMUC EmplID will be different from their GoArmyEd EmplID.
<b>Enrollment Activity</b>	The process of adding or dropping a class.
<b>Lower-Level (LL) Courses</b>	Courses that are numbered 100-299.
<b>Mid-Session (or "Intensive Session")</b>	A shorter class period held between the standard eight-week sessions.
<b>Official Evaluation (or Academic Advisement Report)</b>	A review of the academic progress that a student has made within his/her UMUC program.
<b>Portal</b>	A website that integrates online applications, such as e-mail, databases, references to other websites, and proprietary applications, under one unique URL, often allowing secure access with one unique login and password.
<b>Real-Time</b>	This means that transactions are implemented at the moment a user makes them, regardless of time zone. There is no time delay; all information is current up to the moment users access it.
<b>Semester</b>	Also known as a term (usually a five-month period divided into two sessions).
<b>Session</b>	Usually an eight-week period within a term (weeks may vary), during which classes are offered.
<b>Subject and Catalog Number</b>	The four-letter abbreviation and three-digit number for UMUC classes. For example, in COMM 300, "COMM" stands for communications and "300" is the catalog number.
<b>Term</b>	A full semester, which may be subdivided into sessions. Student finance and financial aid offices use this time period for instructional accounting.
<b>Third-Party Payment</b>	A payment made by a third party, such as tuition assistance (TA), Army Emergency Relief (AER), and scholarships. (Note: Loans and federal grants are not third-party payments.)
<b>Units</b>	Credit value the university assigns to a course.
<b>Upper-Level (UL) Courses</b>	Courses that are numbered 300-499.
<b>UserID</b>	A student's user name for logging into MyUMUC. Students will need both their UserID and password to log in.
<b>Withdraw</b>	To cancel your enrollment in a class after the end of the drop period posted on the UMUC website for your division.

# ACADEMIC CALENDAR 2018–2019

AUGUST 2018							SEPTEMBER 2018							OCTOBER 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29	28	29	30	31			

NOVEMBER 2018							DECEMBER 2018							JANUARY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		<sup>23</sup> / <sub>30</sub>	<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	27	28	29	30	31		

FEBRUARY 2019							MARCH 2019							APRIL 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30	28	29	30				

MAY 2019							JUNE 2019							JULY 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		<sup>23</sup> / <sub>30</sub>	24	25	26	27	28	29	28	29	30	31			

## ONLINE SESSION SCHEDULE

FALL 2018		REGISTER BY
Session 1	20 Aug - 14 Oct 2018	15 Aug 2018
Session 2	10 Sep - 4 Nov 2018	5 Sep 2018
Session 3	1 Oct - 25 Nov 2018	26 Sep 2018
Session 4	22 Oct - 16 Dec 2018	17 Oct 2018
SPRING 2019		REGISTER BY
Session 1	14 Jan - 10 Mar 2019	9 Jan 2019
Session 2	4 Feb - 31 Mar 2019	30 Jan 2019
Session 3	25 Feb - 21 Apr 2019	20 Feb 2019
Session 4	18 Mar - 12 May 2019	13 Mar 2019
SUMMER 2019		REGISTER BY
Session 1	20 May - 14 Jul 2019	15 May 2019
Session 2	3 Jun - 28 Jul 2019	29 May 2019
Session 3	17 Jun - 11 Aug 2019	12 Jun 2019

## ON-SITE SESSION SCHEDULE\*

FALL 2018	
Session 1	20 Aug - 14 Oct 2018
Session 2	22 Oct - 16 Dec 2018
SPRING 2019	
Intersession	17 Dec 2018 - 13 Jan 2019
Session 1	14 Jan - 10 Mar 2019
Session 2	18 Mar - 12 May 2019
SUMMER 2019	
Session 1	3 Jun - 28 Jul 2019

-  Session
-  Start Dates
-  Commencement

For on-site classes, register by the first day of class.

For hybrid classes, register by the Sunday before class start date.

\* Session dates are subject to change and may vary by site or region.

Registration opens 7-8 weeks prior to the start of each session. Apply early for military tuition assistance (TA).

### ON-SITE CLASSES\*

#### // Fall 2018

- Session 1 20 August - 14 October 2018  
Session 2 22 October - 16 December 2018

#### // Spring 2019

- Intersession 17 December 2018 - 13 January 2019  
Session 1 14 January - 10 March 2019  
Session 2 18 March - 12 May 2019

#### // Summer 2019

- Session 1 3 June - 28 July 2019

### ONLINE CLASSES

#### // Fall 2018

- Session 1 20 August - 14 October 2018  
Session 2 10 September - 4 November 2018  
Session 3 1 October - 25 November 2018  
Session 4 22 October - 16 December 2018

#### // Spring 2019

- Session 1 14 January - 10 March 2019  
Session 2 4 February - 31 March 2019  
Session 3 25 February - 21 April 2019  
Session 4 18 March - 12 May 2019

#### // Summer 2019

- Session 1 20 May - 14 July 2019  
Session 2 3 June - 28 July 2019  
Session 3 17 June - 11 August 2019

**Registration opens  
7-8 weeks prior to the start of  
each session. Apply early for  
military tuition assistance (TA).**

For on-site classes,  
register by the first  
day of class.

For hybrid classes,  
register by the Sunday  
before class start date.

For online classes,  
register by the Wednesday  
before class start date.

*\* On-site session dates are  
subject to change and may  
vary by site or region.*