2019–2020 CATALOG

UMUC EUROPE GRADUATE

UNIVERSITY OF MARYLAND
University College
STATE UNIVERSITY • GLOBAL CAMPUS

70 years
1949 UNIVERSITY OF MARYLAND 2019
UNIVERSITY COLLEGE EUROPE

EUROPE.UMUC.EDU

The University Made for You

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 more than 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.

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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 2019. Students should keep the catalog available for easy reference throughout their degree program.

Welcome to UMUC Europe

This academic year, UMUC Europe celebrates 70 years of providing education services to the military community at 50 locations in Europe, the Middle East, and North Africa. UMUC is also ending one era and beginning a new, exciting chapter. On 1 July 2019, the university legally changed its name from the University of Maryland University College (UMUC) to the University of Maryland Global Campus (UMGC). The new name affirms our position as a state university with a global footprint consisting of 165 locations around the world.

While the UMGC name became legally effective in July, the launch of the new name will occur in phases throughout the coming year, when you will then see changes to our website, social media sites, and print materials. For this year's UMUC Europe academic catalogs, we opted to use our former name, as our website and other print materials will continue to use this name and acronym for some time. We appreciate your patience as the transition to **University of Maryland Global Campus** on all materials is completed.

Regardless of our university's name, be assured our deep commitment to serving the military in war and peace remains unchanged. UMUC was the first American university in Europe after World War II with the arrival of seven volunteer faculty members who came to Germany. From that day until now, UMUC has proudly served the men and women who wear the uniform of our nation...from the jungles of Vietnam to the mountains in Afghanistan...from the DMZ in Korea to the plains of Texas.

UMUC Europe continues to be a leader in higher education by being innovative and adapting to the changing global environment, by being actively involved in the overseas military community, and by embracing a culture of continuous improvement. We collaborate closely with government and military partners to provide tailored services for students and units at local sites, and we continue to research and implement unique delivery formats such as on-the-ground field study in major European cities and live streaming to sites and deployed locations across Europe, the Middle East, and North Africa. Our faculty, staff, and students are active members in their local communities, be it providing public seminars, volunteering with the USO, or assisting with local events.

We look forward to serving with you for another 70 years and beyond, and we hope you will find this catalog helpful as you plan your educational path toward success!

Major General Lloyd (Milo) Miles
U.S. Army, Ret.
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.

UNIVERSITY SYSTEM of MARYLAND

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.

CARRYING OUT THE MISSION

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 generally 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 Washington, D.C., metropolitan area and at military sites all over the world. You can also access student services online and by phone, as well as on-site at many locations.

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 World Affairs Council, E-C Council, University Professional and Continuing Education Association, Online Learning Consortium, and 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.

THE GRADUATE SCHOOL MISSION

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

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

ACADEMIC PROGRAMS

UMUC's graduate degrees are designed to provide a career-focused curriculum. Some of the programs offer an opportunity for further specialization within your chosen field. Over the years, many of these programs have won awards for excellence.

Currently, six graduate degree programs are offered on-site in Europe: business administration, cybersecurity technology, information technology, criminal justice management, homeland security management, and social work. Ten graduate certificates are also offered in Europe. The stateside campus offers additional graduate degree programs, including a Doctor of Management program, available to students online.

EDUCATIONAL RELATIONSHIPS

The Graduate School has established educational relationships for some of its existing programs with a number of academic and government institutions, some of which are listed below.

The Undergraduate School

Articulation agreements and vertical pathways between The Graduate School and UMUC's Undergraduate School allow students who completed their undergraduate degree at UMUC with majors in accounting, computer networks and cybersecurity, computer science, criminal justice, English, history, and social science, as well as those who have completed coursework in emergency management and homeland security, to reduce their total coursework for certain related graduate degrees. Details on each of these agreements are provided under the individual program descriptions.

Military Relationships

UMUC has established special relationships with a number of professional military education institutions: Air War College, Air University, Defense Acquisition University, Defense Information School, Naval War College, National Defense University Information Resources Management College (iCollege), and Marine Corps College of Distance Education and Training. In most of these educational relationships, you may complete coursework at the military institution as part of the Master of Science in Management or the Master of Science in Information Technology. More information on these educational relationships is available online at *www.umuc.edu/military-and-veterans* or by e-mail at *MilitarySupportServices@umuc.edu*.

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. This deep-rooted tradition of serving the military in war and peace continues today. We are honored to celebrate 70 years of providing quality education to extraordinary students overseas.

CONTENTS

UMUC Europe Headquarters Staff in Kaiserslautern, Germany

PREPARING FOR GRADUATE STUDY

More is expected at the graduate level than what is normally required at the undergraduate level. In addition, you usually must complete special requirements at the end of your graduate program. UMUC's master's degree programs require you to complete an integrative end-of-program capstone course in which you must demonstrate mastery of content covered throughout the program. At the doctoral level, UMUC requires you to complete a dissertation.

As long as you are continuously enrolled, you should refer to the catalog of the year in which you began graduate study for the specific requirements related to your program of study. Continuous enrollment is defined on p. 21.

In all programs, you must maintain a term and cumulative grade point average (GPA) of 3.0 to remain in good academic standing; in some, you must also earn a grade of B or better in each class to progress to the next class. Academic progress is assessed at the end of each term. Other requirements—such as time limits for degree completion and minimum GPA—also apply; details are provided on pp. 20-21.

While UMUC's course formats offer you considerable flexibility, graduate study requires a significant time commitment. Most courses involve group projects. Each week, you should expect to devote at least 3 hours of outside study for every credit in which you are enrolled. For example, for a 3-credit course, you would need to devote at least nine hours per week to outside study.

Nonprogram courses

Because UMUC graduate students often enter graduate study with academic backgrounds in very different fields and return to study after a gap of many years, UMUC offers a number of courses outside the usual required program courses that are designed to help you succeed in your graduate studies. Complete course descriptions are provided on pp. 65-77.

Required Introductory Course

UCSP 615 Orientation to Graduate Studies at UMUC is designed to help you develop the skills and techniques you need to understand and manage the challenges involved in successfully completing a graduate program at UMUC and to familiarize you with research strategies and online library resources—material that is critical for 21st-century professionals.

This noncredit course is required for all new master's degree students, except those in programs that require CBR 600, DCL 600, or PRO 600. At the successful conclusion of the course, a grade of S (Satisfactory) or U (Unsatisfactory) is posted; the mark of I (Incomplete) is not an option. UCSP 615 must be completed within the first 6 credits of graduate study. It is recommended that you take this as your first course before beginning program coursework.

Optional Noncredit Courses

Noncredit courses (currently designated UCSP or ASC) are available in computer programming, financial accounting, information technology, writing, and research methods and generally last five to eight weeks. Although these courses carry no UMUC credit, they appear on your official academic transcript. At the conclusion of the course, a grade of S (Satisfactory) or U (Unsatisfactory) is posted; the mark of I (Incomplete) is not an option. You must be admitted or have an application on file before registering for any noncredit courses.

Current information about fees for noncredit courses is available at *www.europe.umuc.edu/tuition.*

Course Formats

UMUC offers courses online and in a hybrid format that combines on-site and online instruction.

Hybrid classes typically meet on-site at a UMUC location for four to six sessions per term; the remainder of the teaching and learning in the course occurs in the online classroom. The schedule of on-site sessions is provided at the beginning of the term. Hybrid courses are identified in the most current graduate schedule of classes.

Online courses maintain the same academic standards as on-site courses. Course content, learning materials, requirements, assignments, and class participation are comparable for online and on-site courses; for example, you need to adhere to a course schedule for assignment deadlines.

Computer and Internet Access

UMUC is committed to ensuring that you acquire the level of technological fluency needed for active participation in contemporary society and have access to up-to-date resources.

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 you are taking a course online or in a hybrid format.

You must, therefore, ensure that you have some type of internet access. Barring individual course requirements, this access may be through use of a UMUC computer lab; university or public library; or other readily available, reliable source if you do not have home access. However, such access should be regularly available, and you must have a current e-mail address.

Some academic programs may have specific technical requirements.*

Taking Online Classes

Before registering for an online course, you may want to consider the following:

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

Technical Requirements

You must meet certain minimum technical requirements to take graduate online courses; these requirements are subject to change. Review the current information about technical requirements at *www.umuc.edu/techreq*. You are responsible for your own internet access costs.

Some academic programs may have additional technical requirements, such as requiring you to download and install computer programs. Specific requirements for each program are described later in this catalog. If you have further questions, consult with your professor.

Course Evaluations

UMUC uses feedback from you and your fellow students to make decisions about future courses. Individual responses are kept confidential. For online and hybrid classes, the notice appears in the online classroom when three-quarters of the class has been completed.

The following pages provide descriptions of the degree and certificate programs available in Europe through the UMUC Graduate School, including all course requirements and any academic or professional preparation required or recommended beyond general graduate admission requirements.

These descriptions also provide lists of possible career fields toward which graduates of these programs may aim. Besides conferring an often a necessary credential upon completion, our degree programs can help provide you with the skills for making a good start toward attaining a career in these fields.

Most degree and certificate programs follow a very specific curriculum with little or no choice. However, in some cases you may substitute a single 6-credit course that covers the same content as two required 3-credit courses or vice versa. These options are listed in the course requirements.

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* Certain project management courses require the use of a computer with a Microsoft Windows operating system.

ADMISSION, ENROLLMENT, AND FEES

Eligibility

Active 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 graduate 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 Office at the UMUC Europe Headquarters.

Orientation and Getting Started

UMUC program coordinators and academic advisors stand ready in military communities to provide on-site assistance with admissions, registration, financial aid, advising appointments, and more. Contact information for the UMUC location nearest you is available at *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 on-site and online open house events, you have the opportunity to learn about UMUC and its programs, student services, academic and career options, and meet faculty members and fellow students. When you participate in these special events, you may have your application fee waived. More information is found at *www.europe.umuc.edu/events*.

Admission

Admission Requirements

UMUC's graduate admissions policy is available online at *www.umuc.edu/policies/academicpolicies/aa17010.cfm*.

For virtually all master's degree and graduate certificate programs, most applicants who have graduated from a regionally accredited degree-granting university or college are eligible for admission. Graduates from other accredited institutions may be considered on a case-by-case basis. Official transcripts are required, but Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores are not required.

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

Admission Procedures

If you are applying for admission to a graduate certificate or master's degree program, you must submit a completed application for admission and a nonrefundable application fee.

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

To be admitted to most graduate programs or to take graduate courses without pursuing a degree, you must submit official transcripts demonstrating completion of a bachelor's degree from a regionally accredited degree-granting university or college or other accredited institution (approved by UMUC on a case-by-case basis) by the last day of your first term of enrollment at UMUC. Until the university receives your official transcript and verifies your completion of a bachelor's degree, you are limited to enrolling in no more than 6 credits of graduate coursework. Failure to submit official transcripts by the last day of your first term of enrollment at UMUC will result in your being prevented from enrolling in additional graduate courses at UMUC until such transcripts are submitted and verified by UMUC.

Some master's degree programs require the submission of official transcripts before you can be admitted and enroll in classes. These programs have specific admission requirements and/or prerequisite coursework, which are set forth on the individual program pages of the catalog and the UMUC website.

Internationally educated applicants are subject to the admissions requirements set forth below.

You may apply to all UMUC Europe graduate programs online at *www.umuc.europe.umuc.edu/apply*.

International Applicants

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

✧ **Official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor's degree.**

If you were educated outside the United States, you must have your official transcripts evaluated by an independent evaluation service. The evaluating organization will send a copy of the evaluation both to you and to The Graduate School. UMUC accepts credit evaluations from any National Association of Credential Evaluation Services (NACES)–approved organization, including World Education Services (WES)

and the International Education Research Foundation (IERF). A list of NACES-approved agencies is available at *www.naces.org/members.htm*.

✧ **Evidence of English language proficiency.**

If you did not earn a bachelor's or master's degree from an accredited university in the United States or another English-speaking country (listed online at *www.europe.umuc.edu/admissions*), you must demonstrate English-language proficiency to be eligible for admission.

The following are accepted as proof of English proficiency:

• A minimum TOEFL (Test of English as a Foreign Language) score of 79 on the internet version *or* both a minimum score of 550 on the paper-based version and a minimum Test of Written English (TWE) score of 4 (Note: The TOEFL score recovery code for UMUC is 5804.)

• A minimum overall score of 6.5 on the IELTS (International English Language Testing System), including the academic writing and academic reading modules

• A minimum grade of Pre-1 on the Eiken Test in Practical English Proficiency

• A transcript indicating completion of at least 12 credits of graduate coursework at a regionally accredited U.S. degree-granting institution. Graduate coursework from other accredited institutions may be considered on a case-by-case basis. You must have earned the credits in the past two years with a grade of B or higher. All credit is subject to review before being accepted as evidence of English proficiency.

If you are providing test scores, you must arrange to have official score reports sent directly from the testing agency to The Graduate School. Test scores must be less than two years old.

Readmission

Readmission After Being Dismissed

If you were academically dismissed from The Graduate School, you may be considered for a one-time reinstatement (if you reapply within five years) or a restart (if you reapply after five years). See p. 21 for more information on these two options.

Readmission After Being on Academic Probation

If you ceased study while you were on academic probation and wait five years before reapplying for admission, you are eligible for readmission to restart your program from the beginning. The grades and credits you earned five or more years before will not count toward your new program or toward your academic progress status.

Special Admission Situations

Students Relocating Between UMUC Divisions

It is important that you notify UMUC when you are relocating to a new duty station, so that residency classification and tuition rate may be accurately determined.

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

If you are using Army tuition assistance and enrolling through the GoArmyEd portal, you do not need to submit a relocation form. Instead, you must contact your education center to speak with a counselor and change your home institution in the GoArmyEd portal to the UMUC division where you intend to study.

Readmission For Military Servicemembers

If you discontinued your studies with UMUC because of your military service obligations and would like to return as a UMUC student, contact your local UMUC representative or academic advisor. Refer to UMUC Policy 210.12 Readmission for Military Servicemembers at *www.umuc.edu/policies* for more information.

Reenrollment

If you have not enrolled in graduate classes at UMUC for a period of two years (six or eight terms, depending on the program) or more, you must complete a new application for admission, but you are not required to pay the application fee. Since you have not been continuously enrolled, you must now fulfill the program requirements in place at the time you reenroll. Coursework you completed previously may no longer apply to new requirements. Consult an advisor to find out how your program is affected.

Students Changing Degree Programs

If you are considering a change from one degree program or specialization to another, you must first consult an advisor. The advisor can determine whether another application is required and whether any previous credit is likely to apply, as well as when you may begin to take classes in the second program.

Restrictions on Admission

You may be admitted either as a graduate student or as an undergraduate student, but you may not hold both classifications simultaneously. As a graduate student, you may be enrolled in only one master's degree program at a time, and you may not enroll in courses outside of your degree program. Application for admission to a second graduate program is not permitted until notification of resignation has been presented to the first program.

Admission to UMUC may also be limited to comply with U.S. federal law.

Evaluation of Transfer Credit

Up to 6 credits of graduate coursework may be considered for transfer to most graduate degree programs at UMUC if earned at an approved institution and if applicable to your program of study. The Graduate School may accept up to 3 graduate transfer credits for a certificate program.

UMUC may accept more than the usual maximum of 6 credits toward a degree program (or 3 credits for a certificate program) under approved articulation agreements. Decisions regarding your eligibility to enter a graduate program and receive transfer credit under an existing articulation agreement are made at the time of admission and may not be made retroactive after enrollment.

For the MBA and MS in Cybersecurity Technology programs, up to 6 credits of graduate coursework may be considered for transfer as replacement for PRO 600 or CBR 600, if earned at an approved institution.

- ✧ If you have previously earned a master's degree from an approved institution, you are eligible to receive transfer credit for PRO 600 or CBR 600 in recognition of the fundamental competencies essential for successful completion of a graduate degree program.

- ✧ If you have earned graduate credit but have not earned a master's degree, you may request a review of transfer credit for PRO 600 or CBR 600.

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

- ✧ The credits must have been earned as graduate credit.

- ✧ The credits must have been awarded within the time limit for the degree or certificate.

- ✧ You must have earned a grade of B or better in the courses considered for transfer. (However, these grades are not included in the calculation of your grade point average.)

- The department advisor and the program chair must have determined that the transfer courses are relevant to your program of study.
- The credits must have been earned at an approved institution (defined below) and be equivalent to graduate-level coursework or recommended for graduate-level credit by the American Council on Education (ACE) or other nationally recognized bodies or as part of an approved articulation agreement.

Approved Institutions

Approved institutions include those accredited by the following regional associations:

- Middle States Association of Colleges and Schools 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
- Southern Association of Colleges and Schools Commission on Colleges
- Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities

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

Academic Advisement Report

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

Upon official admission, you will be able to view your academic advisement report through MyUMUC which lists all course requirements for graduation including:

- UMUC courses required for degree completion.
- Approved transfer courses, if applicable.

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

Registration

Ways to Register

Registration begins each session as soon as the course schedule becomes available on the web and continues until the deadline listed. Check the current graduate schedule of classes and the online academic calendar for registration information. UMUC offers a number of ways to register for most courses, including online (via MyUMUC) and on-site registration. Detailed information and instructions are available online.

Adjustments to Registrations

The university reserves the right to make changes to class sections to ensure that such sections are adequately sized to create an appropriate learning environment. Such class section changes include changing faculty members and moving students between course sections to balance enrollments.

Waiting List

If a hybrid class is already full at the time of registration, you can place your name on a waiting list for that class. The option of putting your name on a waiting list is not available for online classes. To check on class availability, visit MyUMUC at *my.umuc.edu.*

The following conditions apply to the waiting list:

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

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. The dates for the drop period are available on the UMUC website at *www.europe.umuc.edu/refunds*.

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 must withdraw through the GoArmyEd portal.) The dates for the withdrawal period are also available at *www.europe.umuc.edu/withdrawal*.

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 posted at *www.europe.umuc.edu/refunds*. You will be responsible for any remaining tuition due.

You should be careful to note deadlines according to your class format (online or hybrid).

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

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

for guidance on withdrawals related to emergencies or official duty requirements and to fully understand the impact of such an action on your current and future military tuition assistance benefits. See p. 9 for more information.

Enrollment Across Programs

In general, you are not allowed to enroll in coursework that does not fulfill prerequisites or requirements for your specified program. If you wish to change your degree program or specialization, you should first contact an academic advisor, and you must wait until the next standard term before enrolling in classes. In no case may you take coursework for different programs in the same session or term or in overlapping sessions or terms (e.g., when the winter term overlaps the standard spring term).

Fees and Financial Information

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 Graduate Admission $50

UMUC Europe 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.

Tuition

The current tuition rates are found at *www.europe.umuc.edu/services/tuition-rates-and-fees.*

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.

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

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

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

Payments may be made online via 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*.

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.

Rush Official Transcript

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

Certificate/Graduation $50

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

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

Cap and Gown

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

Fees and Activity from Other UMUC Campuses

Charges incurred from UMUC Stateside and 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.

Course Materials Fees

You can complete most graduate degrees without purchasing textbooks, thanks to electronic resources that are no cost, up-to-date, and available through your online classroom. Depending on the course, these open educational resources may include electronic textbooks, lectures, websites, and selected documents and media.

Some courses do require the use of specific software or content that cannot be accessed for free. When you register for a course, check the required course materials listed in the interactive graduate schedule of classes to determine whether you will need to purchase any course materials. These materials are not included on your student account or added with your tuition and fees and must be paid for out of pocket.

For those few courses that still require additional resources, you may order textbooks and software from the webText online store. More information about course materials is found at *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 and the refund schedule posted online at *www.europe.umuc.edu/refunds*.

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

If your tuition was paid by employer 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.

More information about drop/withdrawal deadlines and refunds can be found at *www.europe.umuc.edu/refunds*.

See p. 13 for information on federal return of funds for financial aid students.

GoArmyEd students:
You 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 Tuition Assistance (TA)

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

GoArmyEd students:
If you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military tuition assistance benefits, the funds will be transferred directly to the university upon your registering for classes through the GoArmyEd portal (*goarmyed.com*).

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

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

Monthly Payment Plan

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

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 Central Collection Unit of the State Attorney General's Office.

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

You can contact SCCU at +1-800-705-3493 or +1-410-767-1220, or *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.

Federal loan programs are available to graduate students: William D. Ford Federal Direct Unsubsidized Stafford Loans, and Graduate Plus Loans. These loans may be used concurrently with VA educational benefits, military tuition assistance, and other types of financial assistance. Under current federal regulations, federal grants are not available to graduate students. As of 1 July 2012, federal subsidized loans are no longer available to graduate students.

General Eligibility Requirements

To be eligible for UMUC 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 do not count.)

✧ Demonstrate satisfactory academic progress toward a degree or certificate according to UMUC policy.

✧ Have a high school diploma or GED.

✧ 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.

Financial Aid Programs

Scholarships

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, but typical awards for most programs range from $200 to $2,000 per semester.

To be considered for most UMUC scholarships, you must first complete the FAFSA and be pre-screened for scholarship eligibility. If you meet UMUC's established scholarship criteria, you will be notified of your eligibility via your "To Do List" through MyUMUC (*my.umuc.edu*).

Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential for you to submit a scholarship application as early as possible. More information is available online at *www.europe.umuc.edu/scholarships.*

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

Grants

The **UMUC President's Grant** offers grants to students who demonstrate financial need. Typical awards range from $100 to $350 per semester, based on need and availability of funds.

Federal Direct Student Loan Programs

The **William D. Ford Direct Unsubsidized Stafford Loan** program enables students to borrow directly from the Department of Education. Following federal guidelines, the Financial Aid Office determines eligibility for the William D. Ford Federal Direct Stafford Loan program. Eligible graduate students may borrow up to $20,500 per academic year of graduate study. After requesting the Federal Direct Student Loan, you will be offered the maximum eligibility for your loan period. You can accept all or part of the loan award.

The student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. You must remain enrolled on at least a half-time basis (6 credits) during the loan period.

The **Federal Graduate PLUS Loan** program is available to graduate and professional students who have already applied for their maximum loan eligibility under the Federal Unsubsidized Stafford Loan Program. Graduate and professional students are eligible to borrow up to the cost of attendance minus other estimated financial assistance.

If you are interested in a Graduate PLUS loan, you should first complete a FAFSA then apply for a PLUS loan directly at *www.studentloans.gov.*

Additional information regarding PLUS loans is available at *www.umuc.edu/students/aid/loans/grad_plus.cfm*. If you are offered and accept the Graduate PLUS loan as part of your financial aid award package, you will have your information submitted to the Department of Education for the federally required credit approval.

Repayment of the Graduate PLUS Loan begins on the date of the last disbursement of the loan. There is also an origination fee that is subject to reduction by the Department of Education. Fees are subject to change each fall.

Applying for Financial Aid

You may complete the *Free Application for Federal Student Aid* (FAFSA) form and submit it electronically at *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 below.

Financial aid is awarded annually. You must reapply each year before the 30 June deadline. Financial aid may be used concurrently with scholarships, military tuition assistance, 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.***

FINANCIAL AID

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. 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
Winter and Spring Semesters	1 November
Summer Semester	1 April

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 Asia, UMUC Europe, 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. Financial aid 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 50 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/gradsap.*

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 percent point of your enrollment period:

⬥ Course cancellation

⬥ Disenrollment

⬥ Never participating in a class

⬥ Ceasing to participate in a class

⬥ 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/enrollmentchange*s for further information.

For Further Information

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

CONTACT THE UMUC EUROPE FINANCIAL AID OFFICE

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

University of Maryland University College Europe
Attn: Financial Aid Office
Unit 29216
APO AE 09004

University of Maryland University College Europe
Attn: Financial Aid Office
Hertelsbrunnenring 10
67657 Kaiserslautern, Germany

CIV: +49-(0)631-534-80266
Fax: +49-(0)631-534-80399
E-mail: *financialaid-europe@umuc.edu*
Web: *www.europe.umuc.edu/financialaid*

VETERANS EDUCATION BENEFITS

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

Graduate students applying for VA education benefits should seek assistance and VA counseling available at education centers. The counselors can assist in determining which VA application form you should complete to start your education benefits in the graduate program. The VA application form and any required substantiating documents can be found on the VA website at *www.va.gov.*

Military-Affiliated Student Benefits and Resources

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

Veterans Benefits Programs

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

- ✧ The Montgomery 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)
    - ✧ Yellow Ribbon Program
    - ✧ 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 these programs is available online at *www.umuc.edu/vabenefits* and *www.gibill.va.gov.*

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.*

Application Procedures

Every educational assistance program requires different paperwork and documentation to process a claim. You may submit initial applications for benefits online directly to the U.S. Department of Veterans Affairs by visiting *www.va.gov*. If you have already used VA benefits at another university, you must update your current education benefits online at *www.va.gov*.

You also must complete a UMUC Request for Certification form (available online via MyUMUC) each session you wish to receive benefits. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork, which may be submitted no earlier than two weeks before class starts.

Requesting Certification of Enrollment

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

◇ **Applying for VA Benefits**
The first time you request benefits each term (fall, winter, 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.

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*. 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*.

Noncredit Graduate Courses

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

CERTIFICATION PROCESS

Notification that you wish to use VA benefits is your responsibility and **must** be submitted through MyUMUC (*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 BENEFITS

Evaluation of Prior Training

When you file a claim for educational benefits, the U.S. Department of Veterans Affairs requires prior training to be evaluated for transfer credit. If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of attendance. (Equivalent credit from other accredited institutions may be considered on a case-by-case basis. If you were educated abroad, see *www.europe.umuc.edu/internationalcredit* for additional requirements.) Not complying with this evaluation may delay future benefits. For information on evaluation procedures, visit *www.europe.umuc.edu/vabenefits*.

Student Responsibilities

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

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

- ♦ You are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.

- ♦ You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.

- ♦ Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.

- ♦ Payment of benefits will be disallowed for any course in which a grade of FN is assigned.

- ♦ Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade was assigned.

- ♦ Payment of benefits will be disallowed for any course that is not a requirement of your degree or certificate program.

- ♦ Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31 Vocational Rehabilitation or Chapter 33 Post-9/11 benefits.

- ♦ You are responsible for paying the balance of any tuition fees remaining after payment of Post-9/11 benefits.

- ♦ 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

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

Veterans Resources

UMUC offers a range of resources targeted specifically for veterans. These include VetSuccess on Campus, Mil-Vet Checkpoint, 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*.

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.*

ACADEMIC CREDIT, GRADES, AND RECORDS

Academic Credit

Resident Credit

Study with the graduate programs available through UMUC Europe 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 graduate 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.

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

Grades

Grading Methods

UMUC has four grading methods: standard, satisfactory/ unsatisfactory, satisfactory/fail, and audit. The most commonly used is the standard method. The satisfactory/ unsatisfactory method is available only for noncredit courses. The satisfactory/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each grading method are provided in the following paragraphs.

Standard

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

Satisfactory/Unsatisfactory

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

Satisfactory/Fail

This grading method is available only on a limited basis. Although a grade of satisfactory (S) earns credit toward graduation, it is not included in calculating your grade point average (GPA). While a failing grade (F) earns no credit, it is included in computing your GPA.

Audit

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

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

Grades and Marks

The Grade of A: Excellent

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

The Grade of B: Good

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

The Grade of C: Below Standards

The grade of C indicates that your work was not considered sufficient to meet overall standards for work at the graduate level. Note that the grade of C is not available for all courses. Please refer to Academic Standards (p. 20) for further information on the implications of a grade of C.

The Grade of F: Failure

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

The Grade of FN: Failure for Nonattendance

The grade of FN 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. If you receive a grade of FN, you must register again for the course, pay the applicable fees, repeat the course, and earn a passing grade to receive credit for that course.

The Mark of G: Grade Pending

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

The Mark of I: Incomplete

The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of illness or other extenuating circumstances beyond your control. To be eligible for an I, you must have completed 60 percent or more of the course requirements with a grade of B or better. You must request an I from your faculty member before the class ends. Faculty, however, are not required to grant the request. If you are assigned a mark of I, you must arrange fulfillment of course responsibilities with your instructor to receive credit.

The mark of I is not available for noncredit courses. Master's degree programs requiring PRO 600 or CBR 600 have additional parameters for the mark of I. Consult your course syllabus for detailed information.

Refer to UMUC policy 170.71 Policy on Grade of Incomplete at *www.umuc.edu/incomplete* and your course syllabus for more information, particularly on deadlines.

The Grade of S: Satisfactory

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

The Grade of U: Unsatisfactory

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

The Mark of W: Withdrawal

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

The withdrawal process is described on p. 7.

Changes in Grade

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

Repeated Courses

If you failed or withdrew from a course, you must repeat the course to establish credit in it. You must also repeat coursework if, after completing one program, you choose to enter a new program that requires one or more of the courses you completed for the first program, unless a course substitution is granted. In these cases, you must register, pay the full tuition and fees, and repeat the entire course successfully.

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

If you are enrolled in a second graduate program, you may not repeat coursework from your first program, even if your second program requires one or more of the courses required in your first program. In these cases, a course substitution may be granted.

Computing the Grade Point Average

Your cumulative GPA is computed at the end of every term, based on all your graded coursework at UMUC, using the quality points assigned to each grade or mark. 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, F, or FN was earned.

Scholastic Recognition

Academic Honor Societies

Phi Kappa Phi

As the nation's oldest, largest, and most selective collegiate honor society for all academic disciplines, Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education. It recognizes the outstanding achievements of students, faculty, and others through election to membership and through awards for distinguished scholarly achievement. To qualify, you must be in the final term of your graduate degree coursework and in the upper 10 percent of your graduating class. For more information on the Phi Kappa Phi chapter, visit *polaris.umuc.edu/phikappaphi.*

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

Presidential Management Fellows Program

If you are seeking a graduate degree at UMUC, you may apply to the Presidential Management Fellows Program, a prestigious leadership development program that is a pathway to a senior-level career with an agency of the federal government. This highly selective program operates under the auspices of the federal Office of Personnel Management. To learn about the application process, contact Graduate Student Affairs at +1-800-888-UMUC, ext. 2-2400, or *graduateschool@umuc.edu*. More information is available at *www.pmf.gov*.

Academic Standards

Grade Point Average

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

Academic Standing for Master's Degree and Certificate Programs

The Graduate School assesses your academic standing at the end of every term. Your GPA is computed for all UMUC graduate-level graded coursework to make a determination of academic standing as described below. For details, see UMUC policy 158.01 Academic Standing Status for Graduate Students (*www.umuc.edu/policies/academicpolicies/aa15801.cfm*).

Good Academic Standing

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

Academic Probation

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

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

Dismissal

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

Reinstatement After Dismissal

If you were academically dismissed from UMUC, you can submit one request for reinstatement. Contact The Graduate School at *graduateschool@umuc.edu* and request a Reinstatement Request Form, then submit the completed form and documentation to The Graduate School Reinstatement Review Committee for consideration. You will be required to show that you have improved your academic skills and made changes in your academic strategies that increase your likelihood for success in graduate studies, should you be approved for reinstatement.

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

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

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

Restart After Dismissal or Academic Probation

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

Program Completion Requirements

You are responsible for applying for graduation (for degrees and/or certificates) by completing the online diploma application by the published deadlines. (See Diplomas, Graduation, and Commencement section.) The award of degrees and certificates is conditional upon satisfactory completion of all program requirements, compliance with all UMUC policies, and good academic standing (described on the previous page). Graduation clearance will not be granted if you are not in good academic standing, have outstanding debt to UMUC, or have any outstanding misconduct charges or unsatisfied sanction restrictions. Individual programs may have additional requirements that must be met before graduation clearance can be granted.

Time Limit for Degrees and Certificates

All requirements established for the completion of a graduate degree or certificate program listed in this catalog must be fulfilled within five consecutive years. The time limit is calculated from the term in which you successfully complete the first credit course that applies to the program. It does not include the introductory courses USCP 615, CBR 600, and PRO 600, but does include courses transferred from other institutions and courses transferred from the UMUC Undergraduate School as part of an articulation agreement.

Degree Requirements and Continuous Enrollment

The UMUC degree and certificate requirements that apply to you are those that were in effect when you completed the first credit course that applied to your program, that is, when you began continuous enrollment.

To be considered continuously enrolled, you must be or have been enrolled at UMUC, and you must have had no more than two years of nonattendance. After two years of nonattendance, you must reapply for admission to resume enrollment.

If you have not been continuously enrolled, the requirements that apply are those in effect at UMUC when you completed the first credit course that applied to your program after you resumed continuous enrollment. If you choose to change your program or add a new one, you are subject to the requirements in effect at the time of the change or addition. In both cases, previously completed coursework may not apply to new requirements.

Academic Records

Transcript Services

Official academic records are maintained by the Office of the Registrar at UMUC. Official transcripts show coursework taken through UMUC; if graduate credit from another university has been accepted in transfer, that also is noted. A summary of your transfer credit from other institutions (including other institutions in the University System of Maryland) is also listed on your official transcript, if you have regular status and received an official evaluation.

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

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

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 degree
- ◇ 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* or through MyUMUC.

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* Please note that transcripts and diplomas requested on or after 30 August 2019 will be issued with the name University of Maryland Global Campus (UMGC).

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*), 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 in accordance with the university's philosophy of academic integrity (*www.umuc.edu/integrityphil*). 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 and the link to UMUC's complete policy on Academic Dishonesty and Plagiarism are available at *www.umuc.edu/academicintegrity*.

Academic Load

MBA and MS in Cybersecurity Technology

If you are enrolled in a master's degree program that requires CBR 600 or PRO 600, you are considered full-time if you are registered for 6 credits.

Given the time commitment required for graduate study, the maximum recommended load is 6 credits per term.

Courses in these programs follow a defined sequence and build on competencies developed in previous coursework. Course overloads are not allowed in these programs.

Other Master's Degree Programs

Generally, you are considered a full-time graduate student if you are registered for at least 9 credits per term in a program that does not require CBR or PRO 600. If you are enrolled in 6 credits of graduate coursework per term, you are considered half-time.

You are advised to limit your academic load to conform with the demands of your employment and the time you have to prepare for class. Given the time commitment required for graduate study, the maximum recommended load is 6 credits per term.

If you have a compelling need to take more than 6 credits per term, you may submit a written request to take 3 additional credits or one additional course to your advisor. In the request, you must indicate your acceptance of the academic risk entailed in adopting the course overload.

All requests for exceptions to the maximum recommended course load must be made at least one month before the beginning of a term and are subject to approval by The Graduate School.

To be considered for a course overload, you must

✧ Be a degree- or certificate-seeking student.

✧ Have no previous grades of C, F, or FN.

✧ Have no current marks of I.

✧ Have never been on academic probation.

See UMUC's policy 215.00 on Student Academic Load and Enrollment Status at *www.umuc.edu/policies/academicpolicies/aa215.00.cfm* for more information.

Appealing a Grade

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

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

✧ A final course grade assigned on some basis other than performance in the course; or

✧ A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or

✧ A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards.

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

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

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

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

Attendance

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

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

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

Code Of Civility

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

Respect

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

Kindness

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

Truth

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

Responsibility

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

Cooperation

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

Privacy

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

Nondiscrimination

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

Code of Student Conduct

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

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

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

See *www.umuc.edu/policies* for additional information about the UMUC Code of Student Conduct.

Grievance/Appeal Procedures

If you have legitimate complaints about Graduate School faculty, staff members, academic departments, or administrative units, contact Academic Affairs at *academicaffairs-europe@umuc.edu*.

Information on the procedure to file a formal appeal or grievance about the actions of a faculty or administrative staff member is available online at *www.umuc.edu/policies/ academicpolicies/aa13070.cfm* and *www.umuc.edu/policies/ academicpolicies/aa13080.cfm*.

If you are not satisfied with the outcome of your student grievance, you may submit your complaint to an external entity. Contact information for external entities is available at *www.umuc.edu/externalcomplaint*.

Technology Use

Connectivity and Technical Fluency

As a student in The Graduate School, you must own or have access to a personal computer, and you must have access to the internet. In some classes, you may be required to participate in synchronous computer-based class discussions and study group activities.

As a graduate student, you must also be able to reach fellow students, faculty, and the university via e-mail. You will be assigned a UMUC account, which includes e-mail, as soon as you register. While you are not required to use the UMUC e-mail address, you must provide and maintain a current e-mail address through MyUMUC (*my.umuc.edu*).

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

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

Transfer of Credits from UMUC

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

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/locations*). A number of offices are responsible for the delivery of these services, including Admissions, 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, the Registrar, and the partnership programs staff respond to most of your academic needs throughout your graduate education, 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*.

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*.

Academic Advising

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

You are encouraged to keep track of your program requirements and seek advising when assistance is needed. You should retain and refer to the catalog of the year you entered your program, as it contains all the degree requirements for which you will be held accountable as long as you maintain continuous enrollment. Archived catalogs are also available online at *www.europe.umuc.edu/catalogs*.

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

Whenever possible, you should get advising information in writing to help with future degree planning. You must meet all degree requirements to be cleared for graduation. You may schedule an appointment with your advisor by using the contact information found at *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 can request disability related accommodations by submitting a request to Accessibility Services.

You should make your request for accommodations as early as possible to allow sufficient time for requests and any accompanying documentation to be reviewed and for the accommodation plan to be implemented.

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

For more information, visit *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.*

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 230,000 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*. 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* 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* 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* 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* or +1-888-360-UMUC (8682).

Enrollment Verification

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

If you are a current student, you may request enrollment verification through MyUMUC free of charge. All enrollment verifications requested via MyUMUC are processed in real time and available online for printing on the same day. If you are no longer enrolled at UMUC, you may request a transcript of your academic record to verify past enrollment.

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

Loan Deferment Form Certification

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

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at *www.umuc.edu/financialaid*) and submit it to the Registrar's Office Stateside by mail for certification. Forms should be e-mailed to *SAVerifications@umuc.edu*.

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

The UMUC Library

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

Library Resources

The UMUC Library provides access to a rich collection of research materials on a variety of topics (e.g., business, social science, science, arts and humanities, and computer and information systems). You can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the UMUC Library home page at *www.umuc.edu/library* 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 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 provides many self-help tutorials and resources on its webpages and offers library instruction in selected online and on-site classes.

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*.

DIPLOMAS, GRADUATION, AND COMMENCEMENT

Degrees earned in graduate programs available through UMUC Europe are awarded in summer, fall, winter, and spring of each academic year. Commencement ceremonies each spring recognize master's candidates who have earned their degrees in any of these degree periods. You will be invited to participate in commencement if you apply for a diploma in the same term as the ceremony (or have graduated since the last spring commencement).

Application Deadlines

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

December graduation	15 October
May graduation	15 February
August graduation	15 June

If you are in the MBA or MS in Cybersecurity Technology program, you may submit your application for graduation at the time you register for your final term or up to the following deadlines:

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

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

The application form must be completed through MyUMUC at *my.umuc.edu.*

If you are pursuing a certificate, you must apply for graduation by the same deadlines.

Noncompletion of Degree/Certificate Requirements

If you do not complete requirements in the term in which you first applied for graduation, your application will automatically roll over into the next term. You will not have to pay another application fee.

Graduation Review

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

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

If you do not complete degree requirements in the term in which you first applied for graduation, your application will automatically roll over into the next term. You will not have to pay another application fee.

Commencement

You are eligible to march at the spring commencement ceremony if you have graduated in any of the degree periods since the previous spring commencement ceremony or will graduate in the same period as the ceremony. To be eligible to march as a master's candidate, you must be able to demonstrate that you will complete all degree requirements by the degree conferral date and pay the required fees.

Issuance of Diplomas

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

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*.

IMPORTANT INFORMATION FOR DEGREE CANDIDATES

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

* Please note that transcripts and diplomas requested on or after 30 August 2019 will be issued with the name University of Maryland Global Campus (UMGC).

PROGRAM CHOICES

Master's Degree Programs

You can earn one of the following cutting-edge master's degrees offered by UMUC and its partner Salisbury University with courses offered on-site at locations throughout Europe, and online.

Master of Business Administration (MBA) – p. 33

Master of Science in Cybersecurity Technology (MS) – p. 36

Master of Science in Information Technology (MSIT) – p. 40

Specializations in:

- ✧ Database Systems Technology
- ✧ Homeland Security Management
- ✧ Informatics
- ✧ Information Assurance
- ✧ Project Management
- ✧ Software Engineering
- ✧ Systems Engineering
- ✧ Telecommunications Management

Master of Science in Management (MS) – p. 54

Specializations in:

- ✧ Criminal Justice Management
- ✧ Homeland Security Management

Master of Social Work (MSW) – p. 59

Offered by partner institution Salisbury University

Graduate Certificates

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. The certificates are designed specifically for individuals who are updating current knowledge and skills, enhancing existing credentials, or working toward a master's degree. Each certificate can typically be completed in one year. UMUC Europe offers ten certificate programs:

- ✧ Cybersecurity Technology – p. 38
- ✧ Database Systems Technology – p. 52
- ✧ Foundations of Information Technology – p. 52
- ✧ Homeland Security Management – p. 53, 56
- ✧ Informatics – p. 53
- ✧ Information Assurance – p. 53
- ✧ Project Management – p. 53
- ✧ Software Engineering – p. 53
- ✧ Systems Engineering – p. 53
- ✧ Telecommunications Management – p. 53

MASTER OF BUSINESS ADMINISTRATION

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

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

Master of Business Administration	
Required Core Courses	36
Total Credits	36

What You'll Learn

Through your coursework, you'll learn how to

- Create and implement a personal leadership development plan
- Foster mutual respect, trust, and high standards of ethics, performance, and teamwork
- Assess and manage critical knowledge and skill gaps related to core organizational functions and managerial responsibilities

- Complete a comprehensive analysis of the costs of operations, pricing options, financing, product mix, distribution channels, and supply chain relationships
- Evaluate your cultural intelligence, ethical values, and skills in decision making, and implement specific actions to leverage your strengths and further develop areas of relative weakness
- Evaluate your organization's policies for managing legal and ethical risks, with a focus on contracts, agency, and tort law
- Complete an audit of the technology and information systems and processes in your organization
- Design and develop a marketing plan for a new product or service in both domestic and international markets
- Prepare a detailed project management plan for an initiative in a new international location that presents business, language, cultural, legal, and other challenges for your organization
- Develop a comprehensive strategy for expanding your organization's products or services in a selected country
- Prepare a personal professional portfolio that includes your key achievements, a brief summary of your strategic leadership skills, and your plan for goal and career advancement

Career Preparation

This program is designed to help you prepare for management careers in business, government, or nonprofit organizations in areas such as team leadership, project supervision, and creation and implementation of business solutions.

Your Coursework

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

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

⬥ Analyze costs of operations for an organization using managerial finance techniques

⬥ Determine optimal prices for goods and services by analyzing costs, revenues, and profitability

⬥ Evaluate the opportunities and risks involved in an organization's decision to expand its operations to a global market by assessing issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business

⬥ Design and present a marketing plan for a new product or service, including a comprehensive situation analysis, a strong value proposition, an effective marketing mix strategy, and a holistic marketing communications plan

Preparation Recommended for Success

Recommendations

If you need to improve your computing skills, you should take the noncredit course ASC 605. Taking ASC 601 is recommended to improve writing and analytical skills.

Program Overview

The MBA degree program requires 36 credits of coursework. Courses must be taken sequentially. An introductory course (PRO 600) may be waived for students who already have a graduate degree.

Criteria for Program Progression

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

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

Master of Business Administration Program Calendar

Master of Business Administration classes are 6 credit hours each and are offered in four 11-week terms. For more information, visit *www.europe.umuc.edu/calendars*.

On-Site / Hybrid & Online Classes (11 weeks)	
FALL 2019	**2 October - 17 December 2019**
	Register by 1 October 2019
WINTER 2020	**2 January - 18 March 2020**
	Register by 1 January 2020
SPRING 2020	**1 April - 16 June 2020**
	Register by 31 March 2020
SUMMER 2020	**1 July - 15 September 2020**
	Register by 30 June 2020

On-Site / Hybrid Classes (11 weeks)

■ SESSION START　□ SESSION

OCTOBER 2019

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NOVEMBER 2019

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DECEMBER 2019

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JANUARY 2020

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APRIL 2020

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MAY 2020

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JUNE 2020

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SEPTEMBER 2020

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MASTER OF SCIENCE IN CYBERSECURITY TECHNOLOGY

Prepare for the future by developing the next generation of advanced cyber threat prevention skills in this nationally recognized program.

Cybersecurity technology underpins the success of organizations and national critical infrastructures. Modern executives need to be able to use that technology, as well as people and policy, to minimize risks while ensuring success for their organizations. They also need to balance risks and opportunities holistically through an interdisciplinary lens. This innovative graduate program offers that wide perspective, providing a blend of people, policy, and technology skills to prepare the modern digital strategists that organizations need.

MS in Cybersecurity Technology	
Required Core Courses	36
Total Credits	**36**

What You'll Learn

Through your coursework, you will learn how to

◆ Tailor digital strategies to the mission of an organization

◆ Understand how to balance the use of people, policy, and technology

◆ Understand how to analyze, think critically, and improve perpetually

◆ Be a cybersecurity technology leader in the modern world

◆ Develop a cybersecurity technology strategy for an organization

◆ Build cybersecurity technology environments and operations

◆ Develop resilient and highly fault-tolerant technology environments

◆ Enable organizations to make better business decisions through reliable data analytics and intelligence

◆ Perform proactive business risk management and solve problems

◆ Develop strategies for mobile, cloud, and emerging environments such as the Internet of Things

Degree Requirements: MS in Cybersecurity Technology

Required Core Courses		
• *Courses must be taken in the order listed.*	CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
	CST 610	Cyberspace and Cybersecurity Foundations (6)
	CST 620	Prevention of Cyber Attack Methodologies (6)
	CST 630	Advanced Cyber Exploitation and Mitigation Methodologies (6)
	CST 640	Digital Forensics Technology and Practices (6)
	CYB 670	Capstone in Cybersecurity (6)

Career Preparation

This program is designed to help prepare you to develop mission-focused digital strategies for organizations. Potential career fields include cybersecurity and technology architecture, information security, cybersecurity analysis and engineering, board advising, and cybersecurity consulting.

Your Coursework

The cybersecurity technology curriculum features emerging topics and projects that develop the skills and knowledge employers are seeking. It also provides the opportunity to interact with employers through conferences and recruitment and networking events. In your courses, you will also have access to a state-of-the-art technology lab to strengthen your practical understanding of the concepts discussed. Faculty with experience in the field serve as coaches throughout your courses. Additionally, a board of industry leaders and employers advises our faculty to make sure our cybersecurity programs are covering emerging areas that are relevant to your career growth.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Use protocol analyzers, intrusion detection and prevention systems, networking mapping tools, network scanning tools, encryption/decryption tools, digital forensics tools, and password exploitation tools
- Perform ethical hacking, penetration testing, and vulnerability assessments

Industry Certification

This program can help prepare you for the following exams:

- Certified Information Systems Security Professional (CISSP)
- Global Information Assurance Certification (GIAC)
- Certified Ethical Hacker (CEH)

Preparation Recommended for Success

Expectations

You are expected to have a strong understanding of information technology, computer networks, databases, and the internet. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations

If you do not have such IT knowledge or experience, you are strongly advised to take the noncredit course ASC 605 first. Taking ASC 601 is recommended to help improve writing skills.

Criteria for Program Progression

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

Educational Relationship

The vertical pathway between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in computer networks and cybersecurity to earn 6 credits toward the Master of Science in Cybersecurity Technology or a certificate in Cybersecurity Technology.

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

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

Technology Requirements

The cybersecurity technology program requires that you use a computer with the following:

- ✧ Microphone and speakers or headset with microphone or equivalent device(s)
- ✧ 5 GB (gigabytes) of free hard drive space
- ✧ 2 GB RAM or higher
- ✧ A high-speed internet connection
- ✧ Computer processor (Intel Pentium 4 or AMD Athlon 64) running at speeds of at least 1GHz
- ✧ Windows 7 or Mac OS X 10.6 or higher for an operating system (Linux operating systems can also be used but require more technical knowledge from the user.)

Note: The higher the processor speed of your computer (e.g., 2.4–3.4 GHz), the larger the amount of available memory (e.g., 4–12 GB), and the larger the amount of available hard drive space (e.g., 5–20 GB), the better your computer will perform and the smoother your experience will be.

Related Certificate Program

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. The graduate certificate in cybersecurity technology requires 18 credits of coursework and can typically be completed in one year.

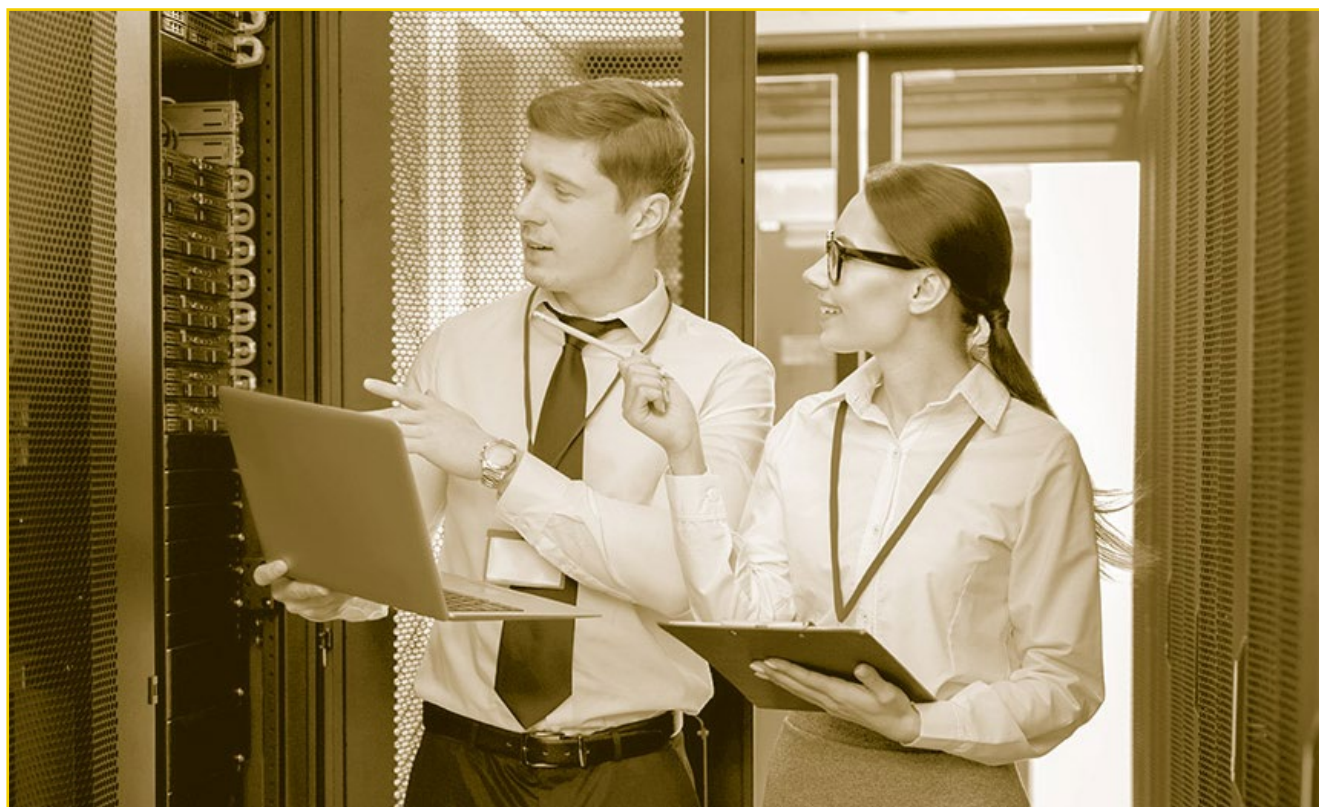| Certificate Requirements: Cybersecurity Technology		
Required Courses • *Courses must be taken in the order listed.*	CBR 600	Communicating, Problem Solving, and Leading in Cybersecurity (6)
	CST 610	Cyberspace and Cybersecurity Foundations (6)
	CST 620	Prevention of Cyber Attack Methodologies (6)

Master of Science in Cybersecurity Technology Program Calendar

Master of Science in Cybersecurity Technology classes are 6 credit hours each and are offered in four 11-week terms. For more information, visit *www.europe.umuc.edu/calendars*.

On-Site / Hybrid & Online Classes (11 weeks)	
FALL 2019	**2 October - 17 December 2019**
	Register by 1 October 2019
WINTER 2020	**2 January - 18 March 2020**
	Register by 1 January 2020
SPRING 2020	**1 April - 16 June 2020**
	Register by 31 March 2020
SUMMER 2020	**1 July - 15 September 2020**
	Register by 30 June 2020

On-Site / Hybrid Classes (11 weeks)

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OCTOBER 2019

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NOVEMBER 2019

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DECEMBER 2019

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JANUARY 2020

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FEBRUARY 2020

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MARCH 2020

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APRIL 2020

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MAY 2020

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JUNE 2020

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JULY 2020

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AUGUST 2020

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SEPTEMBER 2020

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MASTER OF SCIENCE IN INFORMATION TECHNOLOGY

Gain a competitive advantage in the IT marketplace and develop specialized skills in high-tech management by pursuing a master's degree in information technology.

In UMUC's comprehensive graduate information technology program, you'll combine technical know-how with business savvy to gain a powerful IT skill set and maximum career flexibility. Whether you are new to the field, changing careers, or looking to move up, you'll find the information technology program can boost your professional value.

We designed our information technology program with input from today's top employers to help you prepare for career advancement. Choose from specializations to tailor your education, prepare for certification, and develop highly marketable skills.

Specializations

The MS in Information Technology degree program offers eight specializations, each covering subject areas relevant to today's career fields. Each specialization prepares you for one of several possible career paths, depending on the your background and employer criteria.

MS IN INFORMATION TECHNOLOGY SPECIALIZATIONS

- ✧ Database Systems Technology
- ✧ Homeland Security Management
- ✧ Informatics
- ✧ Information Assurance
- ✧ Project Management
- ✧ Software Engineering
- ✧ Systems Engineering
- ✧ Telecommunications Management

Database Systems Technology

Prepare to advance your career by learning the newest management methods and tools for today's data-driven world in the graduate database systems technology specialization.

A database systems technology specialization can prepare you to meet the demand for data professionals who can manage complex databases for large organizations. You'll develop expertise in relational and distributed databases and acquire the newest knowledge in data warehousing, mining, modeling, security, and other sought-after areas of database administration.

Prepare for a number of certifications and work on real-world projects in a respected graduate program as you build your professional value in this fast-growing field.

MS in Information Technology: Database Systems Technology Specialization	
Required Core Courses	12
Required Specialization Courses	24
Total Credits	**36**

What You'll Learn

Through your coursework, you will learn how to

- Manage, mine, model, and warehouse data
- Utilize your database administration and security techniques and skills
- Use ETL for data warehousing
- Complete projects using Microsoft Project and Microsoft Visio
- Apply your skills in NoSQL, Oracle 12c, SQL, and UNIX to the professional environment

Career Preparation

This program is designed to help you prepare to manage complex databases for large organizations.

Your Coursework

The database systems technology specialization will give you thorough instruction on the design, development, and management of data technology and can help you develop the core competencies to conquer your career goals. See p. 50 for a list of courses required for this specialization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Create a distributed database solution
- Complete a database security project using Oracle 12c security features
- Create advanced databases using object-oriented modeling and NoSQL modeling for big data
- Create a database for a company to increase business proficiency, backup the database using Oracle tools, and monitor the database with different commands, including UNIX/Linux commands
- Mine industry data to solve real-world challenges, such as using census data or Amazon public data to extract useful patterns and predict events regarding society, nature, commerce, and the world economy

Industry Certification

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

- ICCP Certified Data Management Professional (ICCP CDMP)
- Oracle Certified Professional (OCP)
- Oracle Database Administration (DBA)

Academic or Professional Preparation

If you do not have demonstrated experience or prior coursework in software programming, you may be required to complete UCSP 635.

Preparation Recommended for Success

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Homeland Security Management

Combine advanced IT skills with leading-edge tactics in a homeland security management specialization that prepares you to protect critical infrastructure.

The graduate specialization in homeland security management can prepare you to take a leadership role in protecting against natural and human-made threats to national security. Gain practical, management-level experience in performing security risk assessments, planning for and managing operational recovery, and developing strategies to protect people, facilities, and information-dependent critical infrastructure.

Homeland Security Management, cont.

Perfect for midcareer professionals, the homeland security management specialization features courses in finance for technology managers, cybersecurity, emergency management, and bioterrorism, as well as courses that strengthen your core knowledge of IT systems and project management.

What You'll Learn

Through your coursework, you will learn how to

✧ Tackle the five mission areas in homeland security as defined by the U.S. Department of Homeland Security

✧ Perform risk assessments

✧ Spot ethical and legal issues and navigate the complex legal and regulatory environment related to computer systems, applications, and networks

✧ Protect telecommunications and information technology networks

✧ Analyze infrastructure protection, jurisdiction, and issues in technical areas such as interconnectivity and interoperability

✧ Plan and prepare for disaster response and recovery

✧ Apply knowledge about energy pipeline security, electrical grid security, cyber dependence, and SCADA systems, as well as risk methodologies applied to the energy industry

✧ Use high-tech management styles, including project planning, organizational structure, team building, and control mechanisms

✧ Manage each phase of the IT project life cycle, working within organizational and cost constraints, setting goals linked directly to stakeholder needs, and using proven management tools

Career Preparation

This program is designed to help prepare you to take a leadership role in protecting against natural and human-induced threats to homeland security.

Your Coursework

The curriculum in the homeland security management specialization can help you build practical skills to make you an indispensable member of any team. You'll use real data from real crises in your assignments and projects and practice making executive-level decisions, so your coursework is always preparing you for the real world of homeland security management. See p. 50 for a list of courses required for this specialization.

MS in Information Technology: Homeland Security Management Specialization

Required Core Courses	15
Required Specialization Courses	21
Total Credits	**36**

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

✧ Use one of the Department of Homeland Security's daily summaries of current critical infrastructure issues to write a post highlighting the more significant items for a "What Keeps DHS Officials Awake at Night" discussion

✧ Write a job description for a chief risk officer that includes the resilience, response, and recovery skills required for the job

✧ Analyze one of the critical infrastructures designated by DHS and make recommendations on ways to protect and ensure the continued availability of services from this infrastructure

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620. If you lack a recent background in statistics, you should take UCSP 630. Taking UCSP 605 is recommended to help improve writing skills.

Academic Relationship

The Graduate School will accept the following courses toward the completion of a specialization in homeland security within the MS in Management for a maximum of 6 credits:

✧ HMLS 302 Introduction to Homeland Security instead of HSMN 610 Concepts in Homeland Security

✧ HMLS 408 Infrastructure Security Issues instead of HSMN 625 Critical Infrastructures

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level. Eligible credits must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants.

Informatics

Strengthen your technical skills as you learn the business of IT in an informatics specialization that can help accelerate your career growth.

The informatics specialization gives you a strong foundation in all major categories of IT management, so you can take your career in any direction you choose. Develop advanced skills in networking, security, software development, databases, web design, and IT acquisitions to become a valuable asset to any industry.

Whether you are new to the field, changing careers, or looking to move up in your current organization, you'll find that the informatics specialization can boost your professional value and open doors for you on the cutting edge of high tech.

What You'll Learn

Through your coursework, you will learn how to

- Design information systems, determine system requirements, understand modeling, make decisions, and develop and implement proposals
- Write system and software requirements, formal specification analyses, formal description reasonings, models of "standard" paradigms, and translations into formal notations
- Manage emerging technologies such as cloud computing, BYOD, and virtualization
- Write successful website development plans
- Design for the web using Java and CGI scripts, as well as usability best practices
- Develop web benchmarks, standards for representing common media formats, compression algorithms, file format translation tools, and hardware requirements and standards
- Ensure and manage information security, including risk and vulnerability analysis, security planning, and security architecture
- Apply legal, ethical, and privacy considerations to information assurance decisions
- Master techniques for relational database design, query optimization, concurrency control, recovery, and integrity

MS in Information Technology: Informatics Specialization	
Required Core Courses	15
Required Specialization Courses	21
Total Credits	**36**

- Use a suite of development software, including rapid application development and agile development, Scrum, extreme programming, Evolutionary Project Management, lean software development, test-driven development, feature-driven development, Crystal solutions, Rational Unified Process, and other Unified Process methods
- Apply management practices related to the acquisition of IT systems, components, and services, including enterprise strategic planning, financial planning and budgeting, and integration

Career Preparation

This program is designed to help prepare you for work in all major areas of IT management, including networking, security, software development, databases, web design, and IT acquisitions.

Your Coursework

The specialization in informatics teaches you strong quantitative and managerial skills, as well as knowledge in information theory and best practices for developing a variety of systems and products. See p. 50 for a list of courses required for this specialization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Build a website that contains at least five different media/interactive components, including at least one video component adapted for a smartphone
- Execute an individual project based on templates and models related to the CMMI Acquisition Module from Carnegie Mellon's Software Engineering Institute

Preparation Recommended for Success

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Information Assurance

Earn your master's degree in information technology with a specialization in information assurance while building skills to stand out in the fast-growing fields of information assurance and cybersecurity.

The graduate specialization in information assurance will provide you with a practical understanding of the principles of data protection, cybersecurity, and computer forensics. Perfect for midcareer professionals or career changers, the information assurance specialization offers sought-after skills in network and internet security, intrusion detection and prevention, and cryptology while also strengthening your core IT knowledge and project management abilities.

What You'll Learn

Through your coursework, you will learn how to

✧ Secure information using knowledge of symmetric and asymmetric keys, protocols for exchanging secure data (including the Data Encryption Standard and the Advanced Encryption Standard), and other cryptographic methods and cryptanalysis tools

✧ Protect networks using risk analysis, defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security

✧ Respond to attacks with damage assessments, data forensics, attack tracing, and system recovery processes for continuity of operation

✧ Identify system vulnerabilities and attack patterns and solve problems with intrusion detection tactics

✧ Navigate ethics, relevant laws, regulations, policies, and standards

✧ Lead successful teams with advanced project management skills

Career Preparation

This program is designed to help prepare you for a career in the cybersecurity and information assurance field in the areas of network and internet security, intrusion detection and prevention, cryptology, cyber law, and software assurance.

Your Coursework

The information assurance curriculum can help you gain valuable experience through laboratory exercises that mimic the requirements of a real-world environment. You'll learn job-relevant skills from case studies of real information assurance crises.

MS in Information Technology: Information Assurance Specialization	
Required Core Courses	15
Required Specialization Courses	21
Total Credits	**36**

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to study and experiment with real-world tools and techniques to perform

✧ Information risk analysis

✧ Network packet analysis

✧ Forensic evidence collection and preservation

✧ Protocol analysis

✧ Intrusion detection and prevention

✧ Encryption/decryption of files and messages

✧ Vulnerability assessments

Industry Certification

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

✧ CompTIA CertMaster for Security+

✧ (ISC)^2 Associate

✧ Systems Security Certified Practitioner (SSCP)

✧ Certified Information Systems Security Professional (CISSP)

Preparation Recommended for Success

Expectations
You are expected to have some background in information technology. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations
If you do not have previous coursework or experience in programming, you are strongly advised to first enroll in UCSP 635 and UCSP 636 to gain the appropriate foundation. Taking UCSP 605 is recommended to help improve writing skills.

Program Recognition

UMUC's MS in Information Technology with a specialization in information assurance has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Project Management

Earn your master's degree in information technology with a specialization in project management to successfully lead large projects and grow your career advancement opportunities.

The project management specialization allows you to gain advanced IT management skills while building expertise for project management certification. Your specialization courses include project risk management, project procurement management, and advanced project methods, while your core IT courses give you the tools you need to take on leadership roles in today's technology-based work environments.

What You'll Learn

Through your coursework, you will learn how to

- Initiate, plan, track, and close projects
- Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- Perform quantitative analyses and manage risks involved in a complex project
- Apply advanced knowledge in computer systems architecture
- Analyze, design, and implement information systems
- Plan projects, build teams, and create and modify effective control mechanisms

Career Preparation

This program is designed to help prepare you for work in project coordination and management and, potentially, program management.

Your Coursework

The project management curriculum features a comprehensive project in an industry you select, so you can gain real-world experience. The curriculum covers project risk management, project procurement management, and quantitative methods in project management. You'll learn career-relevant skills you can apply immediately in the workplace. See p. 51 for a list of courses required for this specialization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Initiate, plan, track, and close projects
- Complete a team project using cash flow analysis, scheduling projects based on resource availability, resource leveling, expediting projects, quantitative

MS in Information Technology: Project Management Specialization	
Required Core Courses	15
Required Specialization Courses	21
Total Credits	**36**

risk analysis, and techniques for estimating actual versus expected project duration and cost
- Manage issues that adversely affect the successful scope, scheduling, control, and completion of a project

Industry Certification

This program can help prepare you for the following certification exams:
- Certified Associate in Project Management (CAPM)
- Project Management Professional (PMP)

Preparation Recommended for Success

Recommendations

ITEC 640 (or an approved course in finance) and MGMT 650 (or an approved course in statistics) are prerequisites to PMAN 635. If you lack a recent background in finance or accounting, it is recommended to take UCSP 620. If you lack a recent background in statistics, it is recommended to take UCSP 630. Taking UCSP 605 is recommended to help improve writing skills.

Program Recognition

UMUC master's degree programs with project management specializations are recognized by the Global Accreditation Center (GAC) of the Project Management Institute (PMI).

Academic Relationship

Completing this program earns you the project management education hours required to sit for the Project Management Professional (PMP) Credential Examination or the Certified Associate in Project Management (CAPM) Exam. If you are already certified as a Project Management Professional by the Project Management Institute, you may receive credit for PMAN 634 Foundations of Project Management if you begin study for the master's degree within five years of earning certification. Academic advisors can provide more information.

Software Engineering

Earn your master's degree in information technology with a specialization in software engineering to build large, complex systems—as well as an executive-track career.

The software engineering specialization provides software developers with advanced software methodology, design, and coding techniques. You'll learn aspect-oriented programming, object-oriented programming, and the principles and techniques to lead a software development team.

Gain hands-on experience performing all functions of building software and develop job-relevant expertise in implementing large software engineering projects within cost and on schedule. The software engineering courses include usability engineering, software design and implementation, software verification and validation, and more.
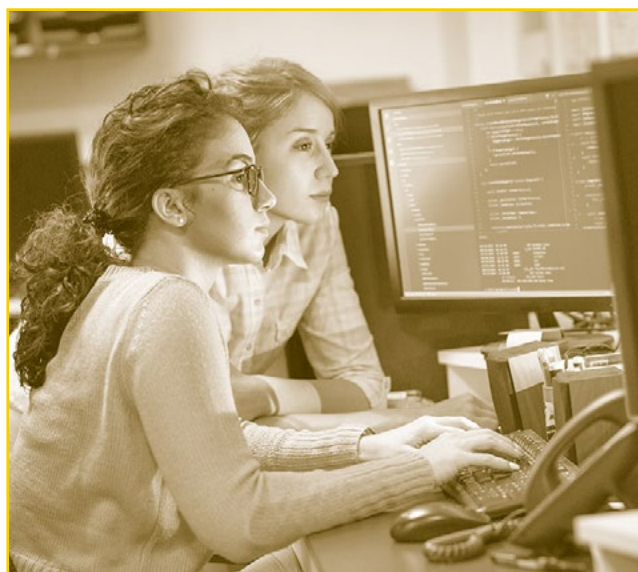
What You'll Learn

Through your coursework, you will learn how to

- Write a software requirements document
- Design software using UML models
- Develop and test software
- Apply advanced knowledge in computer systems architecture
- Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- Analyze, design, and implement information systems
- Plan projects, build teams, and create and modify effective control mechanisms

MS in Information Technology: Software Engineering Specialization	
Required Core Courses	9
Required Specialization Courses	27
Total Credits	**36**

Career Preparation

This program is designed to help you prepare for work in the implementation of large software engineering projects.

Your Coursework

The software engineering curriculum features projects sponsored by real clients, so you can build software engineering skills to apply immediately on the job. See p. 51 for a list of courses required for this specialization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Complete the development of a corporate-sponsored project through its entire life cycle
- Build software products using object-oriented programming and aspect-oriented programming
- Evaluate user interfaces using contextual inquiry, task analysis, and usability testing

Preparation Recommended for Success

Expectations
The software engineering specialization is designed for students with a degree and/or professional experience in software development and programming languages. This background may be acquired through noncredit preparatory coursework, listed below.

Recommendations
If you have not had any recent programming coursework or have experience in old programming languages such as COBOL or RPG, you are strongly encouraged to take UCSP 635 and UCSP 636 before taking any SWEN courses. Taking UCSP 605 is recommended to help improve writing skills.

Program Recognition

UMUC's MS in Information Technology with a specialization in software engineering has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

Systems Engineering

Earn your master's degree in information technology with a specialization in systems engineering to learn the design, development, and deployment of complex systems—and prepare for broader responsibility in a range of industries.

The systems engineering specialization can help you apply traditional and modern life-cycle models, techniques, and tools in the specification, design, development, and deployment of complex systems. The specialization is designed for midcareer professionals with a technical background who are seeking to enhance their skills in systems engineering theory and practice.

You'll study a variety of cases across different application domains to learn the wide scope of systems concepts. Courses include requirements engineering, system design and development, model-based systems engineering, system integration and testing, system engineering management, and more.
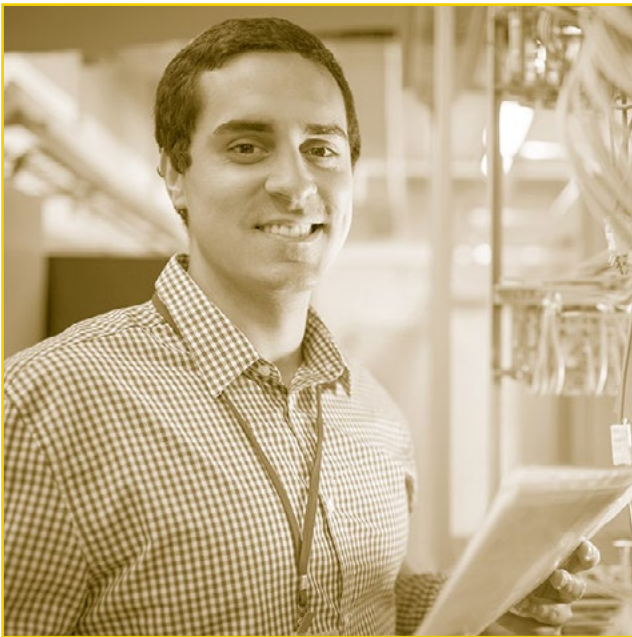
What You'll Learn

Through your coursework, you will learn how to

◇ Organize and manage a systems engineering team

◇ Apply a wide variety of domestic and international standards to systems engineering practice

◇ Use various computer-aided design and testing tools

MS in Information Technology: Systems Engineering Specialization	
Required Core Courses	12
Required Specialization Courses	24
Total Credits	**36**

Career Preparation

This program is designed to help prepare you for work in systems engineering theory and practice.

Your Coursework

The systems engineering specialization within the master's degree in information technology features projects involving real clients, so you'll learn systems engineering skills you can apply immediately on the job. See p. 51 for a list of courses required for this specialization.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

◇ Develop a system requirements document

◇ Break down a complex system into manageable subsystems

◇ Specify strategies for verifying and validating that the overall system meets requirements

Industry Certification

This program can help prepare you for the International Council on Systems Engineering (INCOSE) certification exams.

Preparation Recommended for Success

Expectations

The systems engineering specialization is designed for students with a degree and/or professional experience in a technical discipline such as engineering or computer science.

Recommendations

Taking UCSP 605 is recommended to help improve writing skills.

Telecommunications Management

Advance your IT career in a master's degree program in information technology with a telecommunications management specialization that combines business savvy and technical skills essential for managing telecommunication systems.

The telecommunications management specialization is designed to provide you not only with technical knowledge and understanding of the structure and environment of the telecommunications industry, but also with critical management concepts, such as strategic planning, financial management, and quality improvement.

Courses in the telecommunications management specialization cover telecommunications networks, satellite communication systems, network management and design, wireless telecommunication systems, and more. The specialization includes instruction on network technologies, network design, satellite communications, wireless telecommunications, mobile cloud, and other job-relevant topics.

MS in Information Technology: Telecommunications Management Specialization	
Required Core Courses	15
Required Specialization Courses	21
Total Credits	**36**

What You'll Learn

Through your coursework, you will learn how to

- ✧ Manage networks using strategies for network planning, implementation, management, and security
- ✧ Manage the schedule of a complex telecommunications project, including conflicts that arise
- ✧ Speak fluently about the market trends, regulations, and standards in telecommunications
- ✧ Become fluent in cellular communication principles, coding, antenna and propagation effects, channel access schemes, traffic engineering, and wireless network design
- ✧ Apply advanced knowledge in computer systems architecture
- ✧ Manage the schedule of a complex project on time and within budget, solving conflicts as they arise
- ✧ Analyze, design, and implement information systems
- ✧ Plan projects, build teams, and create and modify effective control mechanisms

Career Preparation

This program is designed to help you prepare for work in network architecture design and management in areas such as telecommunications/sensor networks, satellite communication systems, and optical and wireless telecommunication systems.

Your Coursework

The telecommunications management specialization features guest speakers from telecommunications industries and projects sponsored by real clients, so you'll build telecommunications management skills you can apply immediately in the workplace.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to
- ✧ Craft a global Cisco strategy for the Washington, D.C., Metrorail system
- ✧ Analyze Cisco productivity returns, cost savings, and green implications of virtualization technologies in government
- ✧ Build a business case for Cisco for delivering IPv6 connectivity and services to the consumer market
- ✧ Build a business case and conduct market research on network/WAN management tools for GTSI
- ✧ Assess the information security of a non-LAN network for GTSI and make recommendations
- ✧ Create a smart grid for Maravedis with a new utility and new carrier
- ✧ Work on an unmanned aerial systems maintenance certification process for the Federal Aviation Administration (FAA)
- ✧ Analyze mobile object technology for the FAA's SWIM Team
- ✧ Perform an FAA SWIM cloud suitability assessment
- ✧ Conduct a survey for the National Institute of Standards and Technology on commercial AC products to see how those products support NIST SP 800-162
- ✧ Analyze standards or schemes (such as XACML and SMAL) for their capabilities to support enterprise ABAC implementation
- ✧ Create complex AC policies to test ACPT functions for the ABAC model

Industry Certification

This program can help prepare you for the following certification exams:
- ✧ Certified Novell Engineer (CNE)
- ✧ Cisco Certified Internetwork Expert (CCIE)
- ✧ Cisco Certified Network Associate (CCNA)
- ✧ Cisco Certified Network Professional (CCNP)
- ✧ Microsoft Certified Systems Engineer (MCSE)

Preparation Recommended for Success

Expectations
You are expected to have some background in information technology.

Recommendations
Taking UCSP 605 is recommended to help improve writing skills.

Program Recognition
UMUC's MS in Information Technology with a specialization in telecommunications management has been designated a Professional Science Master's degree program through the Council of Graduate Schools.

MS in Information Technology Program Calendar

Master of Science in Information Technology classes are 3 credit hours each and are offered in five sessions throughout the year. On-site and hybrid classes are eight weeks in length, and online classes are 12 weeks in length. For more information, visit *www.europe.umuc.edu/calendars*.

On-Site / Hybrid Classes (8 weeks)		Register by
Fall Session 1	19 August - 13 October 2019	18 August 2019
Fall Session 2	21 October - 15 December 2019	20 October 2019
Spring Session 1	13 January - 8 March 2020	12 January 2020
Spring Session 2	16 March - 10 May 2020	15 March 2020
Summer Session 1	1 June - 26 July 2020	31 May 2020

Online Classes (12 weeks)		Register by
Fall Session 1	9 September - 1 December 2019	8 September 2019
Fall Session 2	23 September - 15 December 2019	22 September 2019
Spring Session 1	3 February - 26 April 2020	2 February 2020
Spring Session 2	17 February - 10 May 2020	16 February 2020
Summer Session 1	18 May - 9 August 2020	17 May 2020

On-Site / Hybrid Classes (8 weeks)

■ SESSION START ■ SESSION

AUGUST 2019

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SEPTEMBER 2019

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22	23	24	25	26	27	28
29	30					

OCTOBER 2019

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27	28	29	30	31		

NOVEMBER 2019

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DECEMBER 2019

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29	30	31				

JANUARY 2020

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FEBRUARY 2020

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MARCH 2020

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29	30	31				

APRIL 2020

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26	27	28	29	30		

MAY 2020

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24/31	25	26	27	28	29	30

JUNE 2020

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21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

Degree Requirements: MS in Information Technology

Initial Requirement
- *(to be taken within the first 6 credits of study)*

	UCSP 615	Orientation to Graduate Studies at UMUC (0)

Required Core Courses
- *ITEC 610 must be taken in the first term of coursework.*
- *ITEC 610 is not required for the database systems technology specialization.*
- *ITEC 610 and ITEC 626 are not required for the software engineering specialization.*

ITEC 610	Information Technology Foundations (3)
ITEC 625	Computer Systems Architecture (3)
ITEC 626	Information Systems Infrastructure (3)
ITEC 630	Information Systems Analysis, Modeling, and Design (3)
ITEC 640	Information Technology Project Management (3)

Database Systems Technology Specialization Courses

- *ITEC 610 is not a required core course for this specialization.*
- *ITEC 625 and ITEC 626 must be taken as the first two courses, and must be completed before beginning specialization coursework.*
- *DBST 651 is prerequisite for all other specialization coursework and may not be taken concurrently with other specialization coursework.*
- *You must complete all other specialization coursework before taking DBST 670.*

DBST 651	Relational Database Systems (3)
DBST 652	Advanced Relational/Object-Relational Database Systems (3)
DBST 660	Advanced Data Modeling (3)
DBST 663	Distributed Database Management Systems (3)
DBST 665	Data Warehouse Technologies (3)
DBST 667	Data Mining (3)
DBST 668	Database Security (3)
DBST 670	Database Systems Administration (3)

Homeland Security Management Specialization Courses

- *ITEC 610 must be taken in the first term of coursework.*
- *HSMN 610 must be taken as one of the first two specialization courses.*
- *HSMN 670 must be taken in your last semester.*

HSMN 610	Concepts in Homeland Security (3)
HSMN 625	Critical Infrastructures (3)
HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)
BSBD 641	Biosecurity and Bioterrorism (3)
EMAN 620	Information Technology in Emergency Management (3)
HSMN 670	Seminar in Homeland Security (3)

Informatics Specialization Courses

- *ITEC 610 must be taken in the first term of coursework.*
- *You must complete 6 credits of core coursework before beginning specialization coursework.*
- *Currently, IMAT 670 is not available during the summer term.*

SWEN 603	Modern Software Methodologies (3)
DBST 651	Relational Database Systems (3)
SWEN 645	Software Requirements (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)
IMAT 639	Internet Multimedia Applications (3)
IMAT 670	Contemporary Topics in Informatics (3)

Information Assurance Specialization Courses

- *ITEC 610 must be taken in the first term of coursework.*
- *INFA 610 must be taken as the first specialization course.*
- *You must complete all other specialization coursework before taking INFA 670. (One 3-credit course may be taken concurrently.)*

INFA 610	Foundations of Information Security and Assurance (3)
INFA 620	Network and Internet Security (3)
INFA 630	Intrusion Detection and Intrusion Prevention (3)
INFA 640	Cryptology and Data Protection (3)
INFA 650	Computer Forensics (3)
INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)
INFA 670	Information Assurance Capstone (3)

Project Management Specialization Courses

- *ITEC 610 must be taken in the first term of coursework.*
- *PMAN 634 is prerequisite to all other PMAN courses and must be taken as the first specialization course.*
- *ITEC 640 (or an approved course in finance) and MGMT 650 (or an approved course in statistics) must be taken before PMAN 635.*
- *PMAN 635 must be taken before PMAN 637, PMAN 639, and PMAN 650.*

PMAN 634	Foundations of Project Management (3)
PMAN 635	Quantitative Methods in Project Management (3)
PMAN 637	Project Risk Management (3)
PMAN 638	Project Communication Management (3)
PMAN 639	Project Quality Management (3)
PMAN 641	Project Procurement Management (3)
PMAN 650	Financial and Strategic Management of Projects (3)

Software Engineering Specialization Courses

- *ITEC 610 and ITEC 626 are not required core courses for this specialization.*
- *SWEN 670 must be taken in the last term of enrollment.*

SWEN 603	Modern Software Methodologies (3)
DBST 651	Relational Database Systems (3)
SWEN 645	Software Requirements (3)
SWEN 646	Software Design and Implementation (3)
SWEN 647	Software Verification and Validation (3)
SWEN 651	Usability Engineering (3)
SWEN 656	Advanced Software Design and Implementation (3)
SWEN 661	User Interface Implementation (3)
SWEN 670	Software Engineering Project (3)

Systems Engineering Specialization Courses

- *ITEC 640 is not a required core course for this specialization.*
- *ITEC 610 must be taken in the first term of coursework.*
- *You must complete 6 credits of core coursework before beginning specialization coursework.*
- *Specialization courses must be taken in the order listed.*
- *You must take SYSE 670 in your final term.*

SYSE 610	Systems Engineering Overview (3)
SYSE 620	Requirements Engineering (3)
SYSE 625	Model-Based Systems Engineering (3)
SYSE 630	System Design and Development (3)
SYSE 640	System Integration and Test (3)
SYSE 650	Design Considerations (3)
SYSE 660	Systems Engineering Management (3)
SYSE 670	Systems Engineering Capstone (3)

Telecommunications Specialization Courses

- *ITEC 610 must be taken in the first term of coursework.*
- *You must complete 6 credits of core coursework before beginning specialization coursework.*
- *ITEC 626 should be taken before any specialization courses.*
- *You must complete 27 credits of program coursework before taking TLMN 670; availability of the capstone course is provided online at www.umuc.edu/telecom.*
- *Currently, TLMN 670 is not available during the summer term.*

TLMN 602	Telecommunications Industry: Structure and Environment (3)
TLMN 623	Telecommunications Networks (3)
TLMN 630	Satellite Communication Systems (3)
TLMN 641	Network Management and Design (3)
TLMN 645	Wireless Telecommunications Systems (3)
INFA 620	Network and Internet Security (3)
TLMN 670	Capstone Course in Telecommunications Management (3)

GRADUATE IT CERTIFICATES
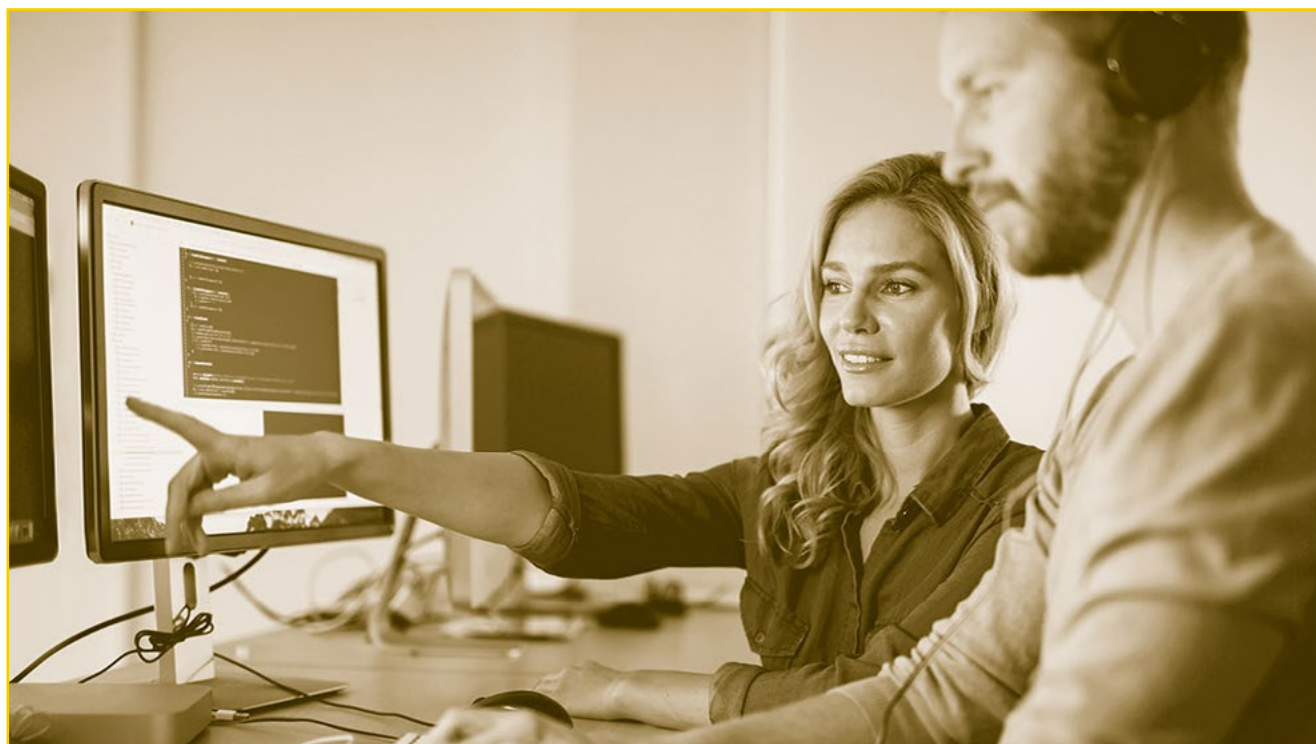
A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. UMUC Europe offers nine IT certificate programs and one cybersecurity technology certificate (see p. 38 for details).

The certificates are designed specifically for individuals who are updating current knowledge and skills, enhancing existing credentials, or working toward a master's degree. Each five-course, 15 credit IT certificate can typically be completed in one year.

Certificate Requirements: Graduate IT Certificate Programs		
Initial Requirement • *(to be taken within the first 6 credits of study)*	UCSP 615	Orientation to Graduate Studies at UMUC (0)
Database Systems Technology – Required Courses		
	DBST 651	Relational Database Systems (3)
	DBST 652	Advanced Relational/Object-Relational Database Systems (3)
	DBST 663	Distributed Database Management Systems (3)
	DBST 665	Data Warehouse Technologies (3)
	DBST 670	Database Systems Administration (3)
Foundations of Information Technology – Required Courses		
	ITEC 610	Information Technology Foundations (3)
	ITEC 625	Computer Systems Architecture (3)
	ITEC 626	Information Systems Infrastructure (3)
	ITEC 630	Information Systems Analysis, Modeling, and Design (3)
	ITEC 640	Information Technology Project Management (3)

Homeland Security Management – Required Courses

- *HSMN 610 must be taken as one of the first two courses in the program.*

HSMN 610	Concepts in Homeland Security (3)
HSMN 625	Critical Infrastructures (3)
HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
EMAN 620	Information Technology in Emergency Management (3)
INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)

Informatics – Required Courses

- *ITEC 610 must be taken in the first term of coursework.*

ITEC 610	Information Technology Foundations (3)
ITEC 626	Information Systems Infrastructure (3)
DBST 651	Relational Database Systems (3)
INFA 610	Foundations of Information Security and Assurance (3)
IMAT 637	IT Acquisitions Management (3)

Information Assurance – Required Courses

INFA 610	Foundations of Information Security and Assurance (3)
INFA 620	Network and Internet Security (3)
INFA 630	Intrusion Detection and Intrusion Prevention (3)
INFA 640	Cryptology and Data Protection (3)
INFA 650	Computer Forensics (3)

Project Management – Required Courses

- *PMAN 634 is prerequisite to all other PMAN courses and must be taken as the first course.*
- *MGMT 640 or ITEC 640 (or an approved course in finance) and MGMT 650 (or an approved course in statistics) must be taken before PMAN 635.*
- *PMAN 635 must be taken before PMAN 637 and PMAN 639.*

PMAN 634	Foundations of Project Management (3)
PMAN 635	Quantitative Methods in Project Management (3)
PMAN 637	Project Risk Management (3)
PMAN 638	Project Communication Management (3)
PMAN 639	Project Quality Management (3)

Software Engineering – Required Courses

SWEN 603	Modern Software Methodologies (3)
SWEN 645	Software Requirements (3)
SWEN 646	Software Design and Implementation (3)
SWEN 647	Software Verification and Validation (3)
SWEN 651	Usability Engineering (3)

Systems Engineering – Required Courses

SYSE 610	Systems Engineering Overview (3)
SYSE 620	Requirements Engineering (3)
SYSE 630	System Design and Development (3)
SYSE 640	System Integration and Test (3)
SYSE 660	Systems Engineering Management (3)

Telecommunications Management – Required Courses

ITEC 626	Information Systems Infrastructure (3)
TLMN 602	Telecommunications Industry: Structure and Environment (3)
TLMN 623	Telecommunications Networks (3)
TLMN 641	Network Management and Design (3)
TLMN 645	Wireless Telecommunications Systems (3)

MASTER OF SCIENCE IN MANAGEMENT

Compete for today's—and tomorrow's—jobs with a career-focused master's degree in management.

The master's degree program in management allows you to combine a broad management education with specific knowledge for your field or industry. We design our graduate management degree program with input from today's top employers to provide you with decision-making skills, real-world experience, and a firm foundation for career advancement.

Specializations

The MS in Management degree program offers two specializations, each covering subject areas relevant to today's career fields. Each specialization helps prepare you for one of several possible career paths, depending on your background and the employer's criteria.

MS IN MANAGEMENT SPECIALIZATIONS

- ✧ Criminal Justice Management
- ✧ Homeland Security Management

MS in Management: Criminal Justice Management Specialization

Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	**36**

Criminal Justice Management

The criminal justice management specialization can teach you advanced skills in administration, leadership, and collaboration to boost your career.

In the criminal justice specialization, you'll obtain advanced knowledge of crime prevention, law enforcement, investigative forensics, and crisis management—as well as strong skills in business management. This specialization can help you learn to effectively manage large teams, departments, and bureaus across the criminal justice profession.

What You'll Learn

Through your coursework, you will learn how to

- Design criminal justice programs
- Analyze threats and assess risks
- Conduct vulnerability studies
- Apply legal knowledge to criminal justice management
- Lead and manage organizations
- Communicate, report, and write professionally and effectively

Career Preparation

This program is designed to help prepare you to apply broad management principles to work in areas such as crime prevention, law enforcement, investigative forensics, and crisis management.

Your Coursework

The criminal justice management curriculum features case studies of real criminal justice management issues to help you build skills you can apply immediately in the workplace.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

- Design a police department and corrections facility
- Write a variety of reports at varying levels of detail
- Address ethical situations in the workplace

Academic Relationship

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

The Graduate School will accept the following toward the completion of the MS in Management with a specialization in criminal justice management for a maximum of 6 credits:

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

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level. Eligible credits must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants. Contact an academic advisor for details on eligibility.

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650. Taking UCSP 605 is recommended to help improve writing skills.

MS in Management: Homeland Security Management Specialization	
Required Core Courses	12
Required Specialization Courses	21
Required Capstone Course	3
Total Credits	**36**

Homeland Security Management

Prepare for a dynamic career protecting critical infrastructure by pursuing a master's degree in management with a specialization in homeland security management.

The specialization in homeland security management helps prepare you to take a leadership role in protecting against natural and human-made threats to U.S. security. Gain practical, managerial skills experience in performing security risk assessments; planning for and managing operational recovery; and developing strategies to protect people, facilities, and critical infrastructure.

What You'll Learn

Through your coursework, you will learn how to

✧ Tackle the five mission areas in homeland security as defined by the Department of Homeland Security

✧ Perform risk assessments

✧ Conduct resilience planning and preparedness for disaster response and recovery

✧ Apply risk methodologies to critical infrastructure sectors, including the energy industry

✧ Make decisions using statistics and financial information

✧ Use organizational theory, effectiveness measurement, and systems thinking

✧ Manage intercultural environments

Your Coursework

Perfect for midcareer professionals, the specialization in homeland security management includes coursework in issues in emergency management, cybersecurity, bioterrorism, and energy security, as well as core courses in business management. You'll use real data from real crises in assignments and projects and practice making executive-level decisions.

COURSEWORK EXAMPLES

In past projects, students have had the opportunity to

✧ Use one of the Department of Homeland Security's daily summaries of current critical infrastructure issues to write a hypothetical article

✧ Write a job description for a chief risk officer, including the resilience, response, and recovery skills required for the job

✧ Analyze one of the critical infrastructures designated by DHS and make recommendations on ways to protect and ensure continued availability of services from this infrastructure, providing your judgments together with experts' opinions

Academic Relationship

An articulation agreement between The Graduate School and UMUC's Undergraduate School allows students who completed their undergraduate degree at UMUC with a major in homeland security to reduce their total coursework for the graduate degree by up to 6 credits (two courses) and complete both degrees with a total of 150 credits of coursework.

The Graduate School will accept the following courses toward the completion of a specialization in homeland security within the MS in Management for a maximum of 6 credits:

✧ HMLS 302 Introduction to Homeland Security instead of HSMN 610 Concepts in Homeland Security

✧ HMLS 408 Infrastructure Security Issues instead of HSMN 625 Critical Infrastructures

The substitutions listed above are the only ones possible. Note that a minimum grade of B must be earned in each undergraduate course for the credits to be accepted at the graduate level. Eligible credits must have been completed no earlier than two years before the beginning of graduate studies. Admission requirements and time limits for degree completion apply to all applicants. Contact an academic advisor for details on eligibility.

Related Certificate Program

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. The graduate certificate in homeland security management requires 15 credits of coursework and can typically be completed in one year.

Certificate Requirements: Homeland Security Management		
Initial Requirement	UCSP 615	Orientation to Graduate Studies at UMUC (0)
Required Courses • *HSMN 610 must be taken as one of the first two courses in the program.*	HSMN 610	Concepts in Homeland Security (3)
	HSMN 625	Critical Infrastructures (3)
	HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
	EMAN 620	Information Technology in Emergency Management (3)
	INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)

Career Preparation

This program is designed to help prepare you to take a leadership role in protecting against natural and human-induced threats to homeland security.

Preparation Recommended for Success

Recommendations

If you lack a recent background in finance or accounting, you should take UCSP 620 before MGMT 640. If you lack a recent background in statistics, you should take UCSP 630 before MGMT 650. Taking UCSP 605 is recommended to improve writing skills.

Degree Requirements: MS in Management

Initial Requirement • *(to be taken within the first 6 credits of study)*	UCSP 615	Orientation to Graduate Studies at UMUC (0)
Required Core Courses	MGMT 630	Organizational Theory and Behavior (6)
	MGMT 640	Financial Decision Making for Managers (3)
	MGMT 650	Statistics for Managerial Decision Making (3)
Required Capstone Course	MGMT 670	Strategic Management Capstone (3)
Alternate Courses		MGMT 610 Organizational Theory (3) and MGMT 615 Intercultural Communication and Leadership (3) may be taken instead of MGMT 630.

Criminal Justice Management Specialization Courses

• *MGMT 630 (or MGMT 610) must be taken within the first 6 credits.*	CJMS 600	Critical Analysis of the Criminal Justice System (3)
• *MGMT 640 should not be attempted simultaneously with MGMT 650.*	CJMS 610	Perspectives in Law Enforcement Management (3)
• *Specialization courses should be taken in the order listed.*	CJMS 620	Issues in Correctional Administration (3)
• *CJMS 600 must be taken as the first specialization course.*	CJMS 630	Seminar in Security Management (3)
• *CJMS 660 must be taken after all specialization and core courses (except MGMT 670).*	CJMS 640	Criminal Justice Intelligence Systems and Approaches (3)
	CJMS 650	Legal Aspects Within the Criminal Justice System (3)
• *You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.*	CJMS 660	Issues in Criminal Justice Leadership (3)

Homeland Security Management Specialization Courses

• *MGMT 630 (or MGMT 610) must be taken within the first 6 credits.*	HSMN 610	Concepts in Homeland Security (3)
• *MGMT 640 should not be attempted simultaneously with MGMT 650.*	HSMN 625	Critical Infrastructures (3)
• *HSMN 610 must be taken as one of the first two specialization courses.*	HSMN 630	Resilience Planning and Preparedness for Disaster Response and Recovery (3)
• *HSMN 670 must be taken in your last semester.*	INFA 660	The Law, Regulation, and Ethics of Information Assurance (3)
• *You must complete 24 credits of program coursework, including all core courses, before enrolling in MGMT 670.*	BSBD 641	Biosecurity and Bioterrorism (3)
	EMAN 620	Information Technology in Emergency Management (3)
	HSMN 670	Seminar in Homeland Security (3)

MASTER'S DEGREES

MS in Management Program Calendar

Master of Science in Management classes are 3 credit hours each and are offered in five sessions throughout the year. On-site and hybrid classes are eight weeks in length, and online classes are 12 weeks in length. For more information, visit *www.europe.umuc.edu/calendars*.

On-Site / Hybrid Classes (8 weeks)		Register by
Fall Session 1	19 August - 13 October 2019	18 August 2019
Fall Session 2	21 October - 15 December 2019	20 October 2019
Spring Session 1	13 January - 8 March 2020	12 January 2020
Spring Session 2	16 March - 10 May 2020	15 March 2020
Summer Session 1	1 June - 26 July 2020	31 May 2020

Online Classes (12 weeks)		Register by
Fall Session 1	9 September - 1 December 2019	8 September 2019
Fall Session 2	23 September - 15 December 2019	22 September 2019
Spring Session 1	3 February - 26 April 2020	2 February 2020
Spring Session 2	17 February - 10 May 2020	16 February 2020
Summer Session 1	18 May - 9 August 2020	17 May 2020

On-Site / Hybrid Classes (8 weeks)   ■ SESSION START   □ SESSION

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MASTER OF SOCIAL WORK (SALISBURY UNIVERSITY)

Prepare yourself for professional social work in your community, as you learn the benefits of empowering individuals and affecting social change.

The Master of Social Work (MSW) prepares social work practitioners for advanced, direct practice with individuals, families, groups, and organizations. The program is designed to help you achieve your maximum potential with a dynamic curriculum of generalist and specialized courses. Offered by Salisbury University and administered by UMUC Europe, the Master of Social Work program is accredited by the Council on Social Work Education.

The goal of this comprehensive program is to provide you with the knowledge, skill-sets, and values necessary to propel you into the private or public sectors of social work. Through a combination of hands-on practice in the community and theoretical study in the classroom, you will gain the knowledge required to enter the social work field.

What You'll Learn

The program is designed to help prepare you to

- ✧ Operate as an ethical, competent, and culturally responsive social work practitioner
- ✧ Utilize skills in a plethora of human service arenas working with individuals, families, groups, organizations, and communities
- ✧ Participate in community engagement in the pursuit of social and economic justice

Career Preparation

This program is designed to help prepare you for work in a variety of human service programs and agencies in a clinical and/or supervisory administrative capacity.

Program Overview

The degree program requires 62 credit hours, with 48 credits of classroom work and 14 credits of supervised field practicum. The regular program length for full time students is generally 12 sessions. Recent graduates of an accredited bachelor's social work program may be eligible to apply to our advanced standing program, which requires 32 credits and typically takes six sessions.

FIELD EDUCATION

The program requires field practicum study, where you will engage in supervised social work practice in a hands-on setting with an organization in the community. Field education is an integral component of the social work curriculum, and the focus is to take learning outside the classroom setting and provide valuable experience. In these courses, you will actively participate in your learning through real-world supervised social work practice at a human service agency in your local military community. UMUC Europe will assist with the placement process in institutions such as schools, social service agencies, day care centers, medical facilities, etc., but field placement is ultimately the responsibility of the student.

Program Admission

Students seeking admission to the MSW program must demonstrate that they

1. Hold a bachelor's degree from a regionally accredited college or university.

2. Have completed a broad liberal arts background with a minimum of 24 credit hours, including at least one course each in sociology, psychology, and statistics. These undergraduate requirements may be taken at any accredited college or university, including community colleges. All prerequisites for admission must be completed prior to admission, except statistics, which must be completed by the end of the first semester in the program. All offers of admission are conditional upon the successful completion of the undergraduate coursework.

3. Have earned a minimum of a 3.0 grade point average on the last 120 graded credits that appear on their bachelor's degree transcript, as well as a 3.0 grade point average on the last 60 graded upper-division credits.

4. Have submitted transcripts of any completed graduate courses.

5. Submit three professional letters of recommendation, usually from persons such as professors, employers, supervisors, professional colleagues, and community associates. Applicants who have been employed in a social service agency should request a recommendation from a recent employer or supervisor. Also, applicants should provide a recommendation from a faculty advisor or instructor.

ADVANCED STANDING

If you have completed a bachelor's degree in social work from an accredited undergraduate social work program, you may be eligible for the MSW advanced standing program. Advanced standing is a 32 credit program, rather than 62 credit program.

Applicants for advanced standing must meet additional requirements, including having graduated from an undergraduate social work program accredited by the Council on Social Work Education within the last three years. However, applicants with two years of human service work who graduated within the last five years with a Bachelor of Arts in Social Work degree will be considered. Applicants for advanced standing must have earned a minimum 3.0 grade point average on the last 120 credits that appear on their bachelor's degree transcript, as well as a 3.2 on the last 60 graded upper-division credits (including all social work courses). Students without an accredited undergraduate degree in social work are admitted to the regular 62 credit program that may be completed in 12 sessions.

When applying for advanced standing, you must submit the following material in addition to the usual application requirements:

1. Transcripts documenting eligibility for advanced standing.

2. Recommendation from the field liaison and field instructor.

3. A detailed evaluation of your field instruction experience and performance by the agency supervisor or an evaluation of your employment performance. You may submit evaluations of field performance conducted at the end of each undergraduate term.

PROVISIONAL ADMISSION

Provisional admission to the MSW program may be granted if you have a GPA of 2.5 to 2.99 (2.8 to 2.99 for advanced standing applicants) on the last 120 graded credits that appear on your bachelor's degree transcript and have an otherwise strong application. Provisionally admitted applicants must complete one semester of graduate courses (at least two courses) with a GPA of 3.0.

TRANSFER APPLICANTS

Under certain circumstances, you may receive a maximum of 29 credits for work completed not more than five years prior to your first registration from a CSWE-accredited graduate school of social work and for which a grade of at least a B was received. No course, including any transfer course, may be counted toward a degree if it was completed more than seven full calendar years prior to the date of graduation.

You must complete a minimum of 32 credits in the Salisbury University Department of Social Work to be eligible for the MSW.

If you are currently or were previously enrolled in another accredited master's level social work degree program and are seeking admission as a transfer student, you are required to submit the following additional materials:

1. A brief written statement describing the reasons why you are requesting a transfer.

2. A copy of practicum/field work evaluations, if applicable.

3. One of the three letters of recommendation must be from a faculty member or field supervisor affiliated with the program.

Students from non-MSW programs may receive a maximum of six transfer credits for courses in which he/she has earned a grade of B or above. Each course will be individually assessed for program equivalency. Credits used as part of a previous master's degree will not transfer. Official determination of allowable credit for work completed elsewhere will be made at the time of admission.

If you are registered in the program and want to take a course at another university and transfer credit toward the Salisbury University Department of Social Work MSW (i.e., a summer course), you must receive approval from the chair of the Department of Social Work.

SUBMISSION OF DOCUMENTATION

All documentation (e.g., official transcripts, recommendation letters, etc.) should be sent to

Salisbury University
Office of Graduate Studies and Research
1101 Camden Avenue
Salisbury, MD 21801

PROGRESSION REQUIREMENTS

Students in the MSW program may graduate with no more than 6 credits (typically two courses) in which they earn lower than a B or 3 credits for advanced standing students. Students in the 62-credit MSW program are allowed to repeat two courses one time during the program to improve their grade. Students who have begun the concentration curriculum may not repeat a foundation course. Advanced standing students may repeat one course one time. Students who have exceeded the allowed credits earned with a C and who have utilized the course repeat option will be dismissed from the program regardless of their GPA. Students who receive a grade below a C and have utilized the course repeat option will also be dismissed from the program regardless of their GPA.

In addition, students in the MSW program must maintain a cumulative grade point average of 3.0. If the GPA falls below 3.0, the student is placed on academic probation according to university policy.

LIFE EXPERIENCE STATEMENT

No credit will be given for work or life experience.

PENDING LEGAL ACTION AND CONVICTION STATEMENT

If you indicate on the application that you have pending legal action or convictions, you will be asked to supply documentation on the nature of the offense and the disposition. Individuals admitted to the program who are facing pending legal action or convictions may have restrictions placed on the area of study and field placements they may pursue. In addition, some field placement agencies require a criminal background check.

Traditional Program

GENERALIST PRACTICE

SOWK 607	Social Welfare Policy Practice: Analyst and Advocate (3)
SOWK 610	Theoretical Analysis of Behavior I (3)
SOWK 616	Social Work Research I (3)
SOWK 617	Social Work Research II (3)
SOWK 620	Social Work Practice I (3)
SOWK 622	Social Work Practice II (3)
SOWK 623	Social Work Practice III (3)
SOWK 630	Theoretical Analysis of Behavior II (3)
SOWK 640	Field Instruction I (3)
SOWK 645	Field Instruction II (3)

SPECIALIZED PRACTICE

SOWK 602	Ethical Foundation of Social Work (3)
SOWK 650	Advanced Practice with Individuals (3)
SOWK 654	Psychopathology (3)
SOWK 655	Evaluation of Social Work Practice (3)
SOWK 660	Advanced Practice with Families (3)
SOWK 663	Supervision and Administration (3)
SOWK 665	Field Instruction III (4)
SOWK 680	Advanced Practice with Groups (3)
SOWK 685	Field Instruction IV (4)

ELECTIVE COURSE

SOWK 653 *or*	Substance Abuse Assessment and Intervention (3)
SOWK 677	Child Welfare (3)

Total: 62 Credits

Advanced Standing Curriculum

SOWK 602	Ethical Foundation of Social Work (3)
SOWK 650	Advanced Practice with Individuals (3)
SOWK 654	Psychopathology (3)
SOWK 655	Evaluation of Social Work Practice (3)
SOWK 660	Advanced Practice with Families (3)
SOWK 663	Supervision and Administration (3)
SOWK 665	Field Instruction III (4)
SOWK 680	Advanced Practice with Groups (3)
SOWK 685	Field Instruction IV (4)

ELECTIVE COURSE

SOWK 653 *or*	Substance Abuse Assessment and Intervention (3)
SOWK 677	Child Welfare (3)

Total: 32 Credits

ABOUT OUR PARTNER INSTITUTION SALISBURY UNIVERSITY

Salisbury University, a member of the University System of Maryland, is an accredited university of national distinction. Home to more than 8,700 students from across the U.S. and around the world, Salisbury University has a reputation for excellence in public higher education. SU continuously ranks among the nation's top colleges and values according to *The Princeton Review*, *U.S. News & World Report*, *Kiplinger's*, *Money*, *Forbes*, and others.

Located on Maryland's Eastern Shore, this four-year university has 55 undergraduate and graduate degree programs. SU prides itself on being an institution where individual talents are celebrated while big ideas are encouraged and nurtured.

www.salisbury.edu/socialwork/europe

Master of Social Work Program Calendar

Master of Social Work courses are offered in five sessions throughout the year. The sessions are usually seven weeks in length.

For more information, visit
www.europe.umuc.edu/calendars.

On-Site / Hybrid & Online Classes (7 weeks)	
FALL SESSION 1	**26 August - 14 October 2019**
	Register by 25 August 2019
FALL SESSION 2	**16 October - 6 December 2019**
	Register by 15 October 2019
FALL FULL SESSION	**26 August - 6 December 2019**
	Register by 25 August 2019
SPRING SESSION 1	**27 January - 13 March 2020**
	Register by 26 January 2020
SPRING SESSION 2	**23 March - 8 May 2020**
	Register by 22 March 2020
SPRING FULL SESSION	**27 January - 8 May 2020**
	Register by 26 January 2020
SUMMER SESSION	**27 May - 12 July 2020**
	Register by 26 May 2020

On-Site / Hybrid Classes (7 weeks)

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INFORMATION ON COURSES

Overview

When scheduling on-site courses each term, the director, Graduate and Partnership Programs coordinates with education center staff to select the most appropriate courses to offer at each site. This selection is based upon the size and assessed academic needs of the student population at the site (and at sites nearby) as well as upon availability of qualified faculty. Courses listed in other UMUC catalogs may also be offered by UMUC Europe when demand warrants and qualified faculty and academic facilities are available. Courses are arranged by academic subject.

The Unit of Credit

The unit of credit defines the amount of university-level credit to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of one of the following, according to the Code of Maryland Regulations:

- At least 15 hours (50 minutes each) of actual class meeting or the equivalent in guided learning activity (exclusive of registration, study days, and holidays)

- At least 30 hours (50 minutes each) of supervised laboratory or studio work (exclusive of registration, study days, and holidays)

- At least 45 hours (50 minutes each) of instructional situations, such as practica, internships, and cooperative education placements, when supervision is ensured and learning is documented

- Instruction delivered by electronic media based on the equivalent outcomes in student learning, including telelessons, classroom instruction, student consultation with instructors, and readings, when supervision is ensured and learning is documented

Prerequisites

Prerequisites, normally stated in terms of numbered courses, represent the level of knowledge you should have acquired before enrolling in a given course. You will not be able to register for courses for which prerequisites have not been met.

Key to Course Descriptions

Each course description includes very important information for you as a student. The course description highlights each component by a numeric listing. To the right of the course description is a key that explains each of the components.

Subject — Course Number — Title — Number of Credits

CYB 670 Capstone in Cybersecurity (6)
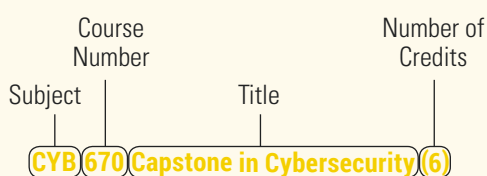
Prerequisite: CST 640, DFC 640, or CMP 640.[1] Assume the role of a cybersecurity professional by examining current issues in cybersecurity management, including enterprise risk management, vulnerability assessment, threat analysis, crisis management, security architecture, security models, security policy development and implementation, security compliance, information privacy, identity management, incident response, disaster recovery, and business continuity planning, particularly in the health, banking, and finance sectors.[2]

1   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."

2   The course description describes the focus and level of the course.

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 (and its partnership schools). 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.

ASC – Academic Success

ASC 601 Graduate Writing Skills (0)

(Recommended preparation for students who want to improve their writing skills.) Improve your academic writing skills and become a better communicator. Enhance your grammar and punctuation skills through individualized exercises. Prepare for academic writing by summarizing and synthesizing texts, developing well-organized essays, and integrating sources into your work. Employ APA style for formatting and correct citation. Learn the steps of writing, from prewriting through proofreading, to produce clear, concise documents appropriate to your audience and purpose.

ASC 605 Basic Information Technology (0)

(Recommended preparation for students who want a background in the basic configurations of computer hardware and operating systems software, especially those pursuing a degree in a cybersecurity field.) Explore concepts of computing. Discuss computer systems (including computer hardware and hardware components, computer software, and networks) and the internet. Develop your understanding of the privacy and security issues related to computing and the internet.

ASC 609 Essentials of Computer Programming (0)

(Recommended preparation for students with little or no programming experience, especially those pursuing a degree in a cybersecurity field. Students with no technical experience should take ASC 605 before or with ASC 609.) Gain hands-on experience in creating computer programs. Explore all aspects of basic programming, including variables, arrays, conditions, and input/output. Build a foundation for more advanced work in computer programming.

CBR – Cybersecurity Communication and Leadership

CBR 600 Communicating, Problem Solving, and Leading in Cybersecurity (6)

(Required for students in the MS in Cybersecurity Management and Policy, Cybersecurity Technology, and Digital Forensics and Cyber Investigation programs.) Make yourself more valuable to an employer by gaining and improving skills in communication and problem solving. Explore the field of cybersecurity by developing connections to your career aspirations, creating a professional social network presence, and using critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership. Hone your professional writing and oral communication skills to produce effective presentations and become proficient with current technology.

CJMS – Criminal Justice Management

CJMS 600 Critical Analysis of the Criminal Justice System (3)

An analysis of the U.S. criminal justice system. Topics include the role of criminal justice agencies and personnel in the prevention and response to crime, as well as interagency cooperation and coalition building from a manager's perspective.

CJMS 610 Perspectives in Law Enforcement Management (3)

A study of law enforcement philosophies and techniques to reduce crime commonly applied at the organizational level. Topics include the politics of policing, police/community relations, police research, professionalization of personnel, and emerging problems in policing from a domestic and international perspective.

CJMS 620 Issues in Correctional Administration (3)

Prerequisites: CJMS 600 and CJMS 610. An in-depth study of current challenges for managers in correctional environments. Topics include the privatization of corrections, intelligence sharing, re-entry and community corrections, security threat groups, assessment techniques and empirical evaluations of treatment methods, special populations, growth rates, the political environment, and interagency and community cooperation.

CJMS 630 Seminar in Security Management (3)

Prerequisites: CJMS 600 and CJMS 610. A study of the management of security operations within a private setting. Discussion covers vulnerability assessment; emergency planning; interagency cooperation; threat assessment; use of technology; and information gathering, sharing, and storing. Topics also include personnel management, budgeting, reporting requirements, and current trends.

CJMS 640 Criminal Justice Intelligence Systems and Approaches (3)

Prerequisites: CJMS 600 and CJMS 610. An in-depth examination of the principles that guide the gathering and sharing of intelligence in the United States. Emphasis is on the interoperability between crime-fighting agencies within the criminal justice system. Topics include analytic methodologies, interview and interrogation techniques, open-source and proprietary data sources, criminal organization analysis, criminal conspiracy, enterprise theory, trial testimony, and witness protection.

CJMS 650 Legal Aspects within the Criminal Justice System (3)

Prerequisites: CJMS 600 and CJMS 610. An introduction to the impact of constitutional and criminal law on managerial responsibilities within the criminal justice system. Topics include pivotal historic and current legal cases and their application to methods of prevention, as well as reaction to crime in the United States.

CJMS 660 Issues in Criminal Justice Leadership (3)

Prerequisite: Completion of 30 credits of program coursework, including all core and specialization courses except MGMT 670. A discussion of case studies involving successful leaders in the criminal justice system. Analysis covers the various characteristics and leadership styles that have proven most effective in the profession. Various theories, models, historical examples, and practical applications are reviewed. Senior criminal justice leaders discuss issues via videoconferencing. Topics include ethics and virtue in criminal justice; navigating the political environment (e.g., being politically savvy without being political); staff development; and labor relations, media relations, and working effectively with various advocacy groups.

CST – Cybersecurity Technology

CST 610 Cyberspace and Cybersecurity Foundations (6)

(Formerly CYB 610.) Prerequisite: CBR 600. Gain knowledge of the foundations of cybersecurity, and apply cyber methodologies to cyber architectures, services, protocols, algorithms, hardware and software components, and programming language. Become familiar with the important role that business continuity planning, security management practices, security architecture, operations security, and physical security play in cybersecurity. Explore the impact of cyber terrorism and national security on cybersecurity. Gain hands-on, real-world experience with state-of-the-art tools and technologies in a lab-intensive environment.

CST 620 Prevention of Cyber Attack Methodologies (6)

Prerequisite: CYB 610. Explore the theories and practices related to the prevention of cyber attacks. Design, apply, and analyze technological solutions that address countermeasures, encryption, network access control methods, firewalls, intrusion detection/prevention, and secure systems development. Practice techniques such as software assurance, verification, and validation; virtual network and cloud computing security techniques; and physical security techniques. Examine the nation's complex critical infrastructure industries. Use state-of-the-art tools and technologies in a lab-intensive environment that provide hands-on, real-world experience.

CST 630 Advanced Cyber Exploitation and Mitigation Methodologies (6)

Prerequisite: CST 620. Practice intrusion detection and prevention, exploitation, and mitigation in cyberspace. Employ technological solutions that identify, resolve, prevent, and mitigate cyber attacks. Utilize network security techniques, monitoring, auditing, intrusion detection and prevention, and ethical penetration testing. Use state-of-the-art tools and technologies in a lab-intensive environment that provide hands-on, real-world experience.

CST 640 Digital Forensics Technology and Practices (6)

Prerequisite: CST 630. Gain proficiency with the tools and technologies commonly used in forensic examinations, and utilize best practices. Explore procedures for securing and validating evidence, including digital media and physical memory, as well as for recovering artifacts and analyzing, reporting, and presenting results in both criminal and civil situations. Gain experience with mobile forensic analysis. Students may receive credit for only one of the following courses: CST 640 or DFC 620.

COURSE DESCRIPTIONS

CYB – Cybersecurity

CYB 670 Capstone in Cybersecurity (6)

Prerequisite: CST 640, DFC 640, or CMP 640. Assume the role of a cybersecurity professional by examining current issues in cybersecurity management, including enterprise risk management, vulnerability assessment, threat analysis, crisis management, security architecture, security models, security policy development and implementation, security compliance, information privacy, identity management, incident response, disaster recovery, and business continuity planning, particularly in the health, banking, and finance sectors.

DBST – Database Systems Technology

Students may find detailed course descriptions on the UMUC Stateside website at *www.umuc.edu.*

EMAN – Emergency Management

EMAN 620 Information Technology in Emergency Management (3)

An overview of the role of information in crisis and response management. Discussion covers disaster and crisis information requirements; information technologies and decision support tools applied to crisis, disaster, and emergency management; and information problems encountered during emergencies. Tools used include the global positioning system (GPS), geographical information systems (GIS), UAS (drones), and hazard and emergency management-related software packages, as well as decision analysis methods. Assignments include practical case studies.

HSMN – Homeland Security Management

HSMN 610 Concepts in Homeland Security (3)

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

HSMN 625 Critical Infrastructures (3)

Prerequisite: HSMN 610. An introduction to critical infrastructure assurance as a policy field. Review covers the concept of critical infrastructures and their interdependencies. Topics include the development of modern critical infrastructures, the reasons why they have become central elements of 21st-century societies, efforts being made to safeguard them, and potential threats to their continued effective operation.

HSMN 630 Resilience Planning and Preparedness for Disaster Response and Recovery (3)

An in-depth examination of managerial strategies for developing and maintaining resilience in communities, the private sector, and the nation in the face of human-made, natural, and technological disruptions or catastrophes. Emphasis is on the importance of advanced planning. Techniques for performing risk assessment and potential impact analysis and for selecting appropriate risk treatments are explored. Discussion covers preparing to handle adverse events, responding to them, and recovering from them. Resilience management is explored within the context of a life cycle that includes programmatic review and continuous improvement planning. Actual and hypothetical cases are analyzed.

HSMN 670 Seminar in Homeland Security (3)

(To be taken during the last semester of the program.) Prerequisites: 24 credits of program coursework, including HSMN 610, HSMN 625, HSMN 630, EMAN 620, INFA 660, and BSBD 641. An up-to-date evaluation of vulnerabilities and protective countermeasures regarding various aspects of the nation's critical infrastructure, with particular emphasis on the food and water supply. Topics include various threat profiles and actions by government, industry, independent institutions, and private citizens that might prevent attack from domestic or foreign sources and mitigate harmful consequences should such an attack occur. Discussion reviews the federal government's organization and management of food and water security and explores what further efforts might be made, building upon the nation's health system and engaging government at all levels. The singularly important roles of first responders are also analyzed.

IMAT - Informatics

Students may find detailed course descriptions on the UMUC Stateside website at *www.umuc.edu.*

INFA - Information Assurance

INFA 610 Foundations of Information Security and Assurance (3)

(Must be taken as the first course in the program.) An overview of techniques for ensuring and managing information security. Topics include administrative and technical security controls to prevent, detect, respond to, and recover from cyber attacks; risk and vulnerability analysis to select security controls; security planning; security architecture; security evaluation and assessment; and legal, ethical, and privacy aspects of information assurance. Discussion also covers information security fundamentals, such as cryptography, authentication, and access control techniques, and their use in network, operating system, database, and application layers. Security issues of current importance are stressed.

INFA 620 Network and Internet Security (3)

An introduction to the security concepts needed for the design, use, and implementation of secure voice and data communications networks, including the internet. A brief review of networking technology and standards (including an introduction to internet communication protocols) is provided. Security subjects addressed include defense models, security policy development, authentication and authorization controls, firewalls, packet filtering, virtual private networks (VPNs), and wireless network security. A project on network security in a hypothetical scenario based on inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 630 Intrusion Detection and Intrusion Prevention (3)

An exploration of the theory and implementation of intrusion detection and intrusion prevention. Topics include network-based, host-based, and hybrid intrusion detection; intrusion prevention; attack pattern identification; deployment; response; surveillance; damage assessment; data forensics; data mining; attack tracing; system recovery; and continuity of operation. A specific project on intrusion detection and intrusion prevention in a hypothetical scenario based on the inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 640 Cryptology and Data Protection (3)

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

INFA 650 Computer Forensics (3)

An introduction to the fundamental concepts behind the collection and analysis of the digital evidence left behind in a digital crime scene. Topics include the identification, preservation, collection, examination, analysis, and presentation of evidence for prosecution purposes. Discussion also covers the laws and ethics related to computer forensics and challenges in computer forensics. Network forensics is briefly explored. A specific project on computer forensics or network forensics in a hypothetical scenario based on the inputs from government agencies and commercial organizations is assessed by a team of experts who are working in the field.

INFA 660 The Law, Regulation, and Ethics of Information Assurance (3)

An overview of the legal, regulatory, and ethical issues related to cyberspace. Emphasis is on developing skills in spotting ethical and legal issues and navigating through the complex and changing legal and regulatory environment as it applies to behavior in cyberspace. Various resources and materials about the ethical and legal operation of modern computer systems, applications, and networks are presented.

INFA 670 Information Assurance Capstone (3)

Prerequisites: INFA 610, 620, 630, 640, 650, and 660 (3 credits may be taken concurrently). A study of information assurance that integrates and applies concepts previously studied. Best practices and appropriate technologies to design, implement, manage, evaluate, and further improve information security are explored. Emerging trends are analyzed to understand their potential effect on information security and assurance.

ITEC – Information Technology

ITEC 610 Information Technology Foundations (3)

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

ITEC 625 Computer Systems Architecture (3)

An introduction to the evolution of computer systems design and hardware and software architectures. Focus is on computer organization (classical and advanced architectures), operating systems, and applications development. Emerging developments in computer systems architecture are also examined.

ITEC 626 Information Systems Infrastructure (3)

An introduction to information systems infrastructure. Focus is on data communications and networks. Discussion covers layered network architectures and communication hardware. Emerging technologies such as social media, mobile computing, cloud computing, big data, and the internet of things are also examined.

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

(Formerly CSMN 635.) A study of systems analysis and design, using selected engineering and management science techniques and practices. Topics include requirements determination, modeling, decision making, and proposal development. The System Development Life Cycle Model, including system implementation and post-implementation activities, is examined. Emphasis is on the specification of the information system's logical and physical analysis and design from a management perspective. Research and project assignments related to information systems analysis, design, implementation, and/or project planning and control require individual and group work.
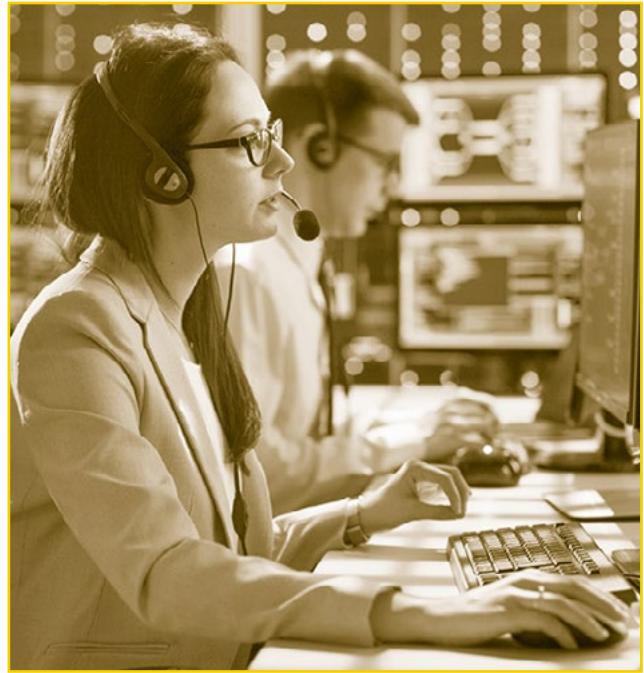
ITEC 640 Information Technology Project Management (3)

An examination of the fundamental principles and practice of managing programs and projects in an information processing and high-tech environment. The dynamic nature of IT and the effect of life cycles are explored. The fundamental building blocks of high-tech management styles (including project planning, organizational structure, team building, and effective control mechanisms) are addressed. Discussion covers the effect of product and project life cycles in delivering a successful IT project, considering the obsolescence factors in procurement/stakeholder contracts.

The goal is to gain a solid foundation to successfully manage each phase of the project life cycle, work within organizational and cost constraints, set goals linked directly to stakeholder needs, and utilize proven management tools to execute a dynamic project on time and within budget. Emphasis is on how to apply the essential concepts, processes, and techniques in the management of large-scale governmental or commercial programs. Topics also include the need for global vision, strong planning techniques, appropriate training before introducing any IT product into the market, and discipline in executing tasks.

MBA – Business Administration

MBA 610 Leading Organizations and People (6)

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

MBA 620 Financial Decision Making (6)

Prerequisite: MBA 610. Apply concepts behind financial statements, pricing, cost analysis, and capital budgeting in decisions. Propose solutions in real-world scenarios by using published financial reports and data from well-known national and international brands. Apply concepts from managerial economics to make pricing decisions for a business. Review business performance by analyzing the cash flow statement, income statement, and balance sheet. Make cost allocation, financing, and investment decisions by applying knowledge of corporate valuation. Determine the cost of capital and make capital budgeting decisions.

MBA 630 Leading in the Multicultural Global Environment (6)

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

MBA 640 Innovation Through Marketing and Technology (6)

Prerequisite: MBA 630. Apply principles of market research and branding. Use web analytics to make decisions in digital marketing. Organize tasks in a marketing plan, assess market risk and opportunity, and collect data required to implement the marketing plan. Develop financial projections and suitable metrics for tracking the marketing plan.

MBA 670 Strategic Decision Making (6)

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

COURSE DESCRIPTIONS

MGMT – Management

MGMT 610 Organizational Theory (3)

An overview of the fundamental concepts of organizational theory and design in the context of a postindustrial and increasingly global society. The study of organizations encompasses several key knowledge areas essential to today's manager: the impact of technological and workforce changes on society, organizational ethics and social responsibility, global issues, history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment. Discussion addresses essential concepts in organizational theory and design, including measuring effectiveness, organizational life cycles, options for organizational structure, and becoming the learning organization.

MGMT 615 Intercultural Communication and Leadership (3)

(Not open to students who have completed MGMT 620 or MGMT 625.) A study of organizational communication, leadership, and decision-making skills essential for ll managers in intercultural environments. Theories of culture are examined and applied in relation to leadership style and practices, as well as to organizational communication across cultural groups. Team development and leadership are explored in an intercultural environment.

MGMT 630 Organizational Theory and Behavior (6)

(Not open to students who have completed MGMT 610, MGMT 615, MGMT 620, MGMT 625, or MGMT 635.) An overview of the fundamental concepts of organizational theory and organizational behavior in the context of a postindustrial and increasingly global society. Topics include the impact of technological and workforce changes on society, organizational ethics and social responsibility, organizational communication, leadership and decision-making skills in intercultural environments, the history of management thought and its relevance for managers today, and systems thinking and the challenges of managing in today's complex and rapidly changing environment.

MGMT 640 Financial Decision Making for Managers (3)

Prerequisite: Knowledge of the fundamental concepts of financial accounting and economics, including opportunity cost, the time value of money, and financial analysis. An investigation of financial decision making in business, government, and not-for-profit organizations. Emphasis is on the application of financial and nonfinancial information to a wide range of management decisions, from product pricing and budgeting to project analysis and performance measurement. A variety of decision-making tools (such as break-even analysis, activity-based costing procedures, and discounted cash flow techniques) are studied. Contemporary managerial practices are explored.

MGMT 650 Statistics for Managerial Decision Making (3)

Prerequisite: Knowledge of the fundamentals of statistical methods, techniques, and tools. An examination of how managers organize, analyze, and interpret data for decision making. Focus is on developing skills in using statistical tools to make effective business decisions in all areas of public- and private-sector decision making, including accounting, finance, marketing, production management, and human resource management. Topics include collecting data; describing, sampling, and presenting data; probability; statistical inference; regression analysis; forecasting; and risk analysis. Microsoft Excel is used extensively for organizing, analyzing, and presenting data.

MGMT 670 Strategic Management Capstone (3)

Prerequisite: Completion of 24 credits of program coursework, including all core courses. A capstone investigation of how strategy interacts with and guides an organization within its internal and external environments. Focus is on corporate- and business unit–level strategy, strategy development, strategy implementation, and the overall strategic management process. Topics include organizational mission, vision, goal setting, environmental assessment, and strategic decision making. Techniques such as industry analysis, competitive analysis, and portfolio analysis are presented. Discussion covers strategic implementation as it relates to organizational structure, policy, leadership, and evaluation issues. The ability to "think strategically" and to weigh things from the perspective of the total enterprise operating in an increasingly global market environment is emphasized. Case analyses and text material are used to integrate knowledge and skills gained through previous study.

PMAN – Project Management

PMAN 634 Foundations of Project Management (3)

An overview of the theory and practice of managing projects in any industry. Emphasis is on leadership in project management: managing projects or tasks in a team environment; building teams; and utilizing communication, organization, and conflict management skills. Discussion covers project management process groups and how these process groups (initiating, planning, executing, monitoring and controlling, and closing the project or project phase) interact throughout the life cycle of the project. Project management knowledge areas are examined and linked to industry practices for successful management of projects. The goal is to gain a solid understanding of how to successfully manage multiphase projects, work within organizational constraints, set goals linked directly to stakeholder needs, and utilize proven project management tools to complete projects on time and within budget while meeting specifications. Essential concepts, processes, and techniques are applied through management of a team project, which requires regular progress reports and reviews.

PMAN 635 Quantitative Methods in Project Management (3)

Prerequisites: PMAN 634; MGMT 640, TMAN 625, or ITEC 640 (or an approved course in finance); and MGMT 650 (or an approved course in statistics). An overview of quantitative aspects of managing projects, applying widely used statistical techniques and software tools for project management and risk analysis. Topics include analytical approaches and quantitative methods in project management, such as cash flow analysis, scheduling projects based on resource availability, resource leveling, expediting projects, quantitative risk analysis, and techniques for estimating actual vs. expected project duration and cost. Simulation tools and statistical techniques are used to analyze uncertainty in estimating project cost and duration. Discussion also covers project portfolio management and how multiple projects and programs fit into the strategic direction of an organization. The processes, tools, and techniques of project management are applied to a team project with emphasis on quantitative and analytical methods.

PMAN 637 Project Risk Management (3)

Prerequisite(s): PMAN 600 or both PMAN 634 and PMAN 635. An in-depth analysis of risk management methods and cases and project management risk monitoring from strategic, applied perspectives. State-of-the-art tools and techniques for identifying, ranking, and monitoring risks in the project management environment are examined and utilized. Both qualitative and quantitative risk analyses are conducted, and strategies for proactive risk mitigation are developed. Focus is on how a comprehensive risk management approach can enable a project team to proactively manage issues that adversely impact the successful scope, scheduling, control, and completion of a project.

PMAN 638 Project Communications Management (3)

Prerequisite: PMAN 600 or PMAN 634. An overview of conflict resolution processes and methods and the skills needed to manage the human elements within project management, a task as challenging as managing the technical aspects. Topics include critical communication and conflict resolution issues faced by project workers in today's global corporate environment. Innovative approaches to successfully negotiating and resolving conflicts among team members, colleagues, managers, and stakeholders are introduced and practiced. Proven techniques to make conflict a constructive rather than a destructive experience are analyzed. Emphasis is on case study analysis, effective communication behaviors, negotiation skills, and virtual team processes to successfully lead both domestic and global projects.

PMAN 639 Project Quality Management (3)

Prerequisite(s): PMAN 600 or both PMAN 634 and PMAN 635. A study of the policy, processes, and procedures involved in ensuring that projects will satisfy the objectives for which they were undertaken. Emphasis is on quality planning, quality assurance, quality control, and process improvement. Discussion covers all the activities that determine quality objectives, policies, and responsibilities. The importance of customer satisfaction, prevention over inspection, management responsibility, and continuous improvement is recognized. Topics include control charts, cause and effect diagrams, Pareto charts, failure mode and effect analysis, design reviews, and cost of quality. Course content and approach are compatible with the International Organization for Standardization.

PMAN 641 Project Procurement Management (3)

Prerequisite: PMAN 600 or PMAN 634. An examination of the tools needed for project procurement management. Focus is on determining what needs to be purchased or acquired and determining when and how to acquire it. Topics include planning the contracting efforts (documenting products and services and identifying potential sellers); requesting sellers' responses (obtaining information, quotation, bids, offers, or proposals); selecting the seller (receiving and reviewing offers, selecting among those potential offers, and negotiating a contract); administering contracts (managing the relationship between buyers and sellers, including documentation, corrective actions, and contract changes); and closing contracts (completing the contract and settling all open issues).

PMAN 650 Financial and Strategic Management of Projects (3)

Prerequisite(s): PMAN 600 or both PMAN 634 and PMAN 635. An investigation of financial and strategic decision making in the management of projects. Topics include estimating project costs from work breakdown structure; formulating, monitoring, and controlling project budgets; monitoring, evaluating, and forecasting project costs, schedule, results, and performance using earned value management; and deriving project cash flows. Discussion also covers the impact of project scope, schedule, and changes; management reserves to cover risks and contingencies; top-down and bottom-up budgeting; investment project analysis; discounted cash flow, internal rate of return, and net present value methodologies; cost of capital; and capital budgeting. Broader issues (such as links between project and corporate financial performance, business ethics, corporate social responsibility, project and organizational culture, information flow, and project sustainability) are also examined.

PRO – Professional Communication and Leadership

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)

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

SOWK – Social Work

UMUC Europe is partnered with Salisbury University to offer graduate courses leading to a Master of Social Work.

SOWK 602 Ethical Foundation of Social Work (3)

Prerequisite: Specialization status or permission of the department. A focus on ethical issues in social work practice, including a theoretical framework and ethical problem-solving model to systematically evaluate values and resolve ethical dilemmas found in social work practice. Provides tools and methodologies for reflection and analysis.

SOWK 607 Social Welfare Policy Practice: Analyst and Advocate (3)

Provides understanding of social welfare policy analysis with micro, mezzo, and macro social work policy practice knowledge skills. Prepares students to participate in the policy making process, integrating both policy analytical and formulation skills, as well as understanding the methods and strategies for advocating for policy change and new policies.

SOWK 610 Theoretical Analysis of Behavior I (3)

An assessment of the individual, family, and peer group as a social system using a bio-psycho-social-cultural-spiritual perspective. This course explores human development through the lifespan and presents analysis of several theories which explain human behavior and inform social work practice. With a focus on privilege, oppression, prejudice, and discrimination, this course helps develop foundation assessment skills.

SOWK 616 Social Work Research I (3)

Prerequisite: Foundation status. As the first of two courses in social work and evaluation research, this course focuses on understanding the development and use of scientific knowledge and the application of that knowledge to evaluate social work interventions and program evaluation. Special attention is given to applied research methodologies to enhance the student's use of evidence-based social work knowledge and skills. This course may be repeated only once.

SOWK 617 Social Work Research II (3)

Prerequisite: SOWK 616 or permission of the department. The second of two courses focused on the basic concepts and methods of scientific inquiry used to build knowledge and evaluate practice. Builds and expands upon material covered in Social Work Research I. Topics include an introduction to program evaluation, single-subject designs, data analysis, descriptive and inferential statistics, presentation of data and report writing, and application of findings to practice. Special attention is given to applied research methodologies that will enhance the student's use of evidence-based interventions. May be repeated only once with permission of the department.

SOWK 620 Social Work Practice I (3)

This course emphasizes a generalist social work perspective for the mastery of practice theory and the development of engagement, assessment, intervention, and evaluation skills related to social work practice with individuals and families.

SOWK 622 Social Work Practice II (3)

Prerequisite: SOWK 620. This course is the second of three practice courses that prepare students for a generalist approach to social work practice. It expands on basic knowledge, values, ethics, and skills, with an emphasis on mezzo-level problem solving. Also included are theories and techniques for planning, assessment, and advocacy for family and small group intervention.

SOWK 623 Social Work Practice III (3)

Prerequisite: SOWK 620 and SOWK 622. As the third of three practice courses preparing students for a generalist approach to social work, this course expands basic knowledge, values, ethics and skills, with an emphasis on macro level problem solving. Included are theories and techniques needed for practice within an organization and/or community context.

SOWK 630 Theoretical Analysis of Behavior II (3)

Prerequisite: SOWK 610 or permission of the department. An examination of the development of communities and organizations as social systems. Human behavior as affected by race, class, gender, age, and sexual orientation is a major component. This course reflects social work's unique integration of theories drawn from sociology, psychology, biology, anthropology, and economics to understand the multiple influences on behavior. Macro sociological theories for critical analyses of society, communities, social institutions and social organizations are presented and macro assessment skills are developed.

SOWK 640 Field Instruction I (3)

Prerequisite or corequisite: SOWK 620. Corequisite: SOWK 616. A seminar will be conducted concurrently. The first of a two-term sequence of supervised experience in the delivery of social services, where students are required to participate in an agency-based field practicum for two days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 640 and SOWK 645) requires a student to fulfill a minimum of 440 hours of field instruction accumulated across two full terms (semesters).

SOWK 645 Field Instruction II (3)

Prerequisite: SOWK 640. A seminar will be conducted concurrently. The second of a two-term sequence of supervised experience in the delivery of social services, in the same agency students entered in SOWK 640, where students are required to continue an agency-based field practicum for two days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 640 and SOWK 645) requires a student to fulfill a minimum of 440 hours of field instruction accumulated across two full terms (semesters).

SOWK 650 Advanced Practice with Individuals (3)

Prerequisite: Specialization status or permission of the department. This course familiarizes the practitioner with strengths assessment, standardized diagnostic criteria, and other processes used within the field to categorize behavior. Utilizes the concepts of mental health to tie an accurate assessment to a specific intervention plan. Emphasis is on advanced interview skill techniques.

SOWK 653 Substance Abuse Assessment and Intervention (3)

Provides a comprehensive introduction to the recognition, assessment, and intervention with persons who abuse substances. Attention is directed to the interactive effects of substance abuse on abusers, on other persons in the abusers' lives, and on society. Other topics explored in the course will include: models of chemical dependency, the dually-diagnosed client; and the comparison and contrast of selected models of intervention.

SOWK 654 Psychopathology (3)

Prerequisite: Specialization status or permission of the department. Provides extensive knowledge of the major forms of mental illness and their treatment. Develops competence in multi-axial assessment by mastering the accepted diagnostic code, DSM-5. Provides skills in development of appropriate and contemporary treatment plans. Explores the factors associated with mental illness such as age, race, ethnicity, and gender.

SOWK 655 Evaluation of Social Work Practice (3)

Prerequisite: SOWK 650 or permission of the department. A study of practice-outcome research, single-case designs, and program evaluation in social work. Students are familiarized with appropriate recording and measurement instruments with individuals, groups, and families.

SOWK 660 Advanced Practice with Families (3)

Prerequisite: SOWK 650 or permission of the department. This course builds upon theoretical perspectives and practice skills from both foundation-level and advanced-level curriculum. Course content focuses upon applied family interventions in social work practice and helps students compare, evaluate, and present practice skills from the major models of family therapy.

SOWK 663 Supervision and Administration (3)

Prerequisite: Specialization status or permission of the department. An introduction for advanced-level students to supervision and administration in the human services. Students are introduced to the historical development of supervision in social work and will learn to apply knowledge of three primary supervisory functions: administration, education, and support of supervisees. Additionally, students will focus on organizational theory, as it provides a foundation to models of social work/welfare administration within social welfare delivery systems.

SOWK 665 Field Instruction III (4)

Prerequisites: Specialization status, SOWK 650. A seminar will be conducted concurrently. The first of a two-term sequence of supervised advanced field practicum experience in the delivery of social services, where students are required to participate in an agency-based field practicum for three days per week under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 665 and SOWK 685) requires a student to fulfill a minimum of 672 hours of field instruction accumulated across two full terms (semesters).

SOWK 677 Child Welfare (3)

This course is designed to prepare advanced-level students to be child welfare practitioners able to move beyond the protective focus to practice applications of prevention and change. The curriculum includes knowledge about human services for children, the values and philosophy of family preservation, trends in social welfare policy impacting children and their families, and the effects of gender, race, and ethnicity on social work practice with children.

SOWK 680 Advanced Practice with Groups (3)

Prerequisite: SOWK 650 or permission of the department. This course builds upon theoretical perspectives from human behavior and the social environment, knowledge and skills from foundation-level practice courses, and theory and skills from the advanced theory and practice course. The course familiarizes the practitioner with the concept of the group as therapeutic communities with curative factors.

SOWK 685 Field Instruction IV (4)

Prerequisite: SOWK 665. A seminar will be conducted concurrently. The second of a two-term sequence of supervised advanced field practicum experience in the delivery of social services where students are required to continue to work three days a week in the same social welfare agency the student entered in SOWK 665 under the supervision of an agency-based field instructor with an MSW. Successful completion of the two-course sequence (SOWK 665 and SOWK 685) requires a student to fulfill a minimum of 672 hours of field instruction accumulated across two full terms (semesters).

SWEN – Software Engineering

Students may find detailed course descriptions on the UMUC Stateside website at *www.umuc.edu.*

SYSE – Systems Engineering

Students may find detailed course descriptions on the UMUC Stateside website at *www.umuc.edu.*

TLMN – Telecommunications Management

Students may find detailed course descriptions on the UMUC Stateside website at *www.umuc.edu.*

UCSP – Special Topics

UCSP 605 Effective Graduate Writing (0)

(Recommended preparation for students who want to improve their writing skills.) An introduction to the writing skills needed for effective academic writing. Skills addressed include accurate grammar and punctuation; summarizing and synthesizing texts; developing well-organized, well-supported informative essays; integrating sources into writing and formatting academic papers using APA guidelines; and revising writing to produce clear, concise documents.

UCSP 615 Orientation to Graduate Studies at UMUC (0)

(Required within the first 6 credits of graduate study for all new graduate students, except those in programs requiring CBR 600, DCL 600, or PRO 600.) An overview of the skills needed for academic and professional success. Focus is on enhancing communication and critical thinking skills. Assignments provide familiarity with tools such as social media and library and information resources. APA style and resources are also addressed.

UCSP 620 Introduction to Accounting and Financial Management (0)

(Recommended as preparation for MGMT 640 or ACCT 610 for students with little or no background in accounting and finance.) A basic study of accounting and financial management concepts and their application in analyzing financial statements and estimating the value of long-lived capital projects and investments. The financial statements of actual companies are analyzed using financial ratios. Future and present value of financial and real assets/investments are calculated based on the time value of money. Emphasis is on gaining an appreciation for how financial management and accounting information can be used to support financial analysis, valuation, and decision making in various contexts.

UCSP 630 Introduction to Research Methods (0)

(Recommended as preparation for MGMT 650 or HIMS 650 for students who lack a background in statistics.) A presentation of basic research techniques and methodologies used in organizational research and evaluation studies to make business decisions. Focus is on applying basic research techniques to assess the performance of individuals, work groups, and organizations. Topics include principles of good data collection, presentation of data in tables and charts, summary and description of numerical data, basic probability and discrete estimation, the fundamentals of hypothesis testing, and the use of existing research-based materials to solve business problems. Discussion emphasizes basic approaches and beginning skills necessary to evaluate research materials and their use in decision making.

UCSP 635 Essentials of Computer Programming (0)

(Recommended preparation for bioinformatics, data analytics, database technology, and software engineering students with little or no programming experience). An applied approach to creating computer programs. Discussion covers all aspects of basic programming, including variables, arrays, conditions, and input/output.

UCSP 636 Structure of Computer Programming (0)

(Recommended preparation for bioinformatics, data analytics, database technology, and software engineering students with some programming experience, typically with older languages such as PRG and COBOL.) Prerequisite: UCSP 635. An applied approach to creating computer programs. Discussion covers aspects of programming related to the structure of the program, including loops, procedures/functions, and leveraging other software libraries/packages.

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Christa Graham
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Middle East and North Africa (Downrange)

Bahrain, Djibouti, Egypt, Kuwait, Qatar, United Arab Emirates, and other CENTCOM

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Elizabeth Blindauer
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UMUC EUROPE LOCATIONS

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

Bahrain

Manama

Belgium

Brussels

Kleine Brogel

SHAPE

Djibouti

Camp Lemonnier

Egypt

Sinai North Camp

Sinai South Camp

Germany

Ansbach

Baumholder

Buechel

Geilenkirchen

Grafenwoehr

Hohenfels

Illesheim

Kaiserslautern

Landstuhl

Ramstein

Sembach

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Qatar

Al Udeid

Doha - Camp As Sayliyah

Spain

Moron

Rota

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Adana (Incirlik)

Izmir

United Arab Emirates

Al Dhafra

United Kingdom

Alconbury

Croughton

Lakenheath

Mildenhall

For up-to-date information on education center location details and business hours, please visit *www.europe.umuc.edu/locations.*

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UMUC ASIA LOCATIONS

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

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	Camp Fuji	Camp Foster		Camp Casey
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* Administrative center

For up-to-date information on education center location details and business hours, please visit *www.asia.umuc.edu/locations.*

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POLICIES

The information contained in this catalog reflects the policies of both UMUC and the University System of Maryland (USM).* The complete list and text of UMUC's policies can be found at *www.umuc.edu/policies*. USM policies can be found at *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*. Also see UMUC policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at *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 in the undergraduate 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*. Consult an advisor for details.

* 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.* 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*.

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*.

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*) 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*.

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:

> Erin Parker
> Deputy General Counsel
> Office of Legal Affairs
> University of Maryland University College
> 3501 University Boulevard East
> Adelphi, MD 20783
> +1-301-985-7080
> *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*).

For UMUC Policy 040.30 Affirmative Action and Equal Opportunity, see *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*) or a member of UMUC's Title IX Compliance Team.

See *www.umuc.edu/diversity/title-ix-sexual-misconduct/index.cfm*. For UMUC Policy 041.00 Sexual Misconduct, see *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*. See UMUC Policy 041.00 Sexual Misconduct at *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*.

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*. 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*.

Appendices

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*.

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

POLICY STATEMENT

This publication and its provisions do not constitute, and should not be regarded as, a contract between UMUC and any party or parties.

At the time of publication, reasonable effort was made to ensure the factual accuracy of the information. However, this publication is not a complete statement of all policies, procedures, rules, regulations, academic requirements, and tuition and fees applicable to UMUC, its students, or its programs. In addition, changes or additions may be made to the policies, procedures, rules, regulations, and academic requirements set out in this publication. UMUC reserves the right to make these changes and additions to the information in this publication without prior notice.

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2019. When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student's advantage and can be accommodated within the span of years normally required for graduation. See additional policies on pp. 85-87. Sources for any claims made throughout this catalog may be found on the UMUC website.

UMUC EUROPE
GRADUATE PROGRAMS

UNIVERSITY OF MARYLAND
University College | EUROPE

MASTER'S DEGREES

Master of Business Administration (MBA), 36 credits

Master of Science in Cybersecurity Technology (MS), 36 credits

Master of Science in Information Technology (MS), 36 credits

Specializations:

Database Systems Technology
Homeland Security Management
Informatics
Information Assurance
Project Management
Software Engineering
Systems Engineering
Telecommunications Management

Master of Science in Management (MS), 36 credits

Specializations:

Criminal Justice Management
Homeland Security Management

Master of Social Work (MSW), 62 credits
Offered by partner institution Salisbury University

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With UMUC's wide range of career-specific graduate programs, you can develop the momentum you need to reach your career goals. UMUC graduate degrees and certificate programs are designed so you can achieve your true potential and become more valuable in the job market.

GRADUATE CERTIFICATES

18 credits of specified coursework:

Cybersecurity Technology

15 credits of specified coursework:

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

WE'RE HERE TO HELP

UMUC Europe academic advisors and local program coordinators are available to answer your questions and help you take the next step to achieving your educational goals.

MBA &
MS IN CYBERSECURITY TECHNOLOGY
ON-SITE/HYBRID & ONLINE CLASSES (11 WEEKS)

// **Fall 2019** | 2 October - 17 December 2019

// **Winter 2020** | 2 January - 18 March 2020

// **Spring 2020** | 1 April - 16 June 2020

// **Summer 2020** | 1 July - 15 September 2020

MSIT & MSM
ON-SITE/HYBRID CLASSES (8 WEEKS)

// **Fall 2019**

| Session 1 | 19 August - 13 October 2019 |
| Session 2 | 21 October - 15 December 2019 |

// **Spring 2020**

| Session 1 | 13 January - 8 March 2020 |
| Session 2 | 16 March - 10 May 2020 |

// **Summer 2020**

| Session 1 | 1 June - 26 July 2020 |

ONLINE CLASSES (12 WEEKS)

// **Fall 2019**

| Session 1 | 9 September - 1 December 2019 |
| Session 2 | 23 September - 15 December 2019 |

// **Spring 2020**

| Session 1 | 3 February - 26 April 2020 |
| Session 2 | 17 February - 10 May 2020 |

// **Summer 2020**

| Session 1 | 18 May - 9 August 2020 |

Registration opens 7-8 weeks prior to the start of each session. Apply early for military tuition assistance (TA).

For all classes, register by the day before the class start date.

MSW classes follow different session dates. Check inside for program-specific calendars.