

**UMGC EUROPE
UNDERGRADUATE
2020-2021 CATALOG**



**UNIVERSITY
OF MARYLAND
GLOBAL CAMPUS
EUROPE**



EUROPE.UMGC.EDU

The University Made for You

UMGC IN MARYLAND AND AROUND THE WORLD

MISSION

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

VISION

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

VALUES

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

CONTACT UMGC EUROPE

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

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Facebook

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UNIVERSITY
OF MARYLAND
GLOBAL CAMPUS
EUROPE

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after 1 August 2020. Students should keep the catalog available for easy reference throughout their degree program.

Welcome to UMGC Europe

Last year was rather an extraordinary year. We celebrated the 70th anniversary of University of Maryland University College (UMUC) in Europe. We then transitioned to the first year as the University of Maryland Global Campus (UMGC) in Europe. And like everyone else, we responded to the outbreak of the coronavirus, but as we have done throughout our more than 70-year history, we put you—the learner—at the center of everything we do. With staff and faculty in offices and classrooms at over 50 locations in Europe and the Middle East, we made our learning environment and our services as close to the face-to-face experience as possible.

With countries in Europe and around the world continuing to grapple with the coronavirus, we begin the new academic year as we've ended the old: serving students in virtual offices and with our faculty continuing to teach students remotely in virtual classrooms. As we've done since our beginning in post-World War II Germany, we go where you go! Whether in Afghanistan or Iraq, forward deployed to eastern Europe or the Middle East, or now from the relative safety of your homes and offices, our mission has remained the same—to continue to innovate and adapt so that we remain side by side with you and be the epitome of an organization that serves those who serve.

With the safety and health of our students as top priorities, our focus this year is continuous improvement of the student experience regardless of the environment we find ourselves in. Whether in providing academic advising, attentive and effective teaching, or offering flexible class schedules and class formats, we will be responsive to your feedback as we seek to improve the overall student experience.

As you pursue your educational goals, our Schools of Arts and Sciences, Business, and Cybersecurity and Information Technology offer you a range of degree options and certificate programs with a focus on providing you a meaningful and high-quality educational experience. With the option of taking on-site face-to-face and hybrid classes, or online classes through our stateside campus, and with credit earned for what you know and can do, our advisors and faculty can help you chart a path that meets your goals.

We never forget that we are privileged to be on this journey with you.



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



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



Accreditation

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

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



See the policy statement and additional policies in the index.



WELCOME TO UMGC

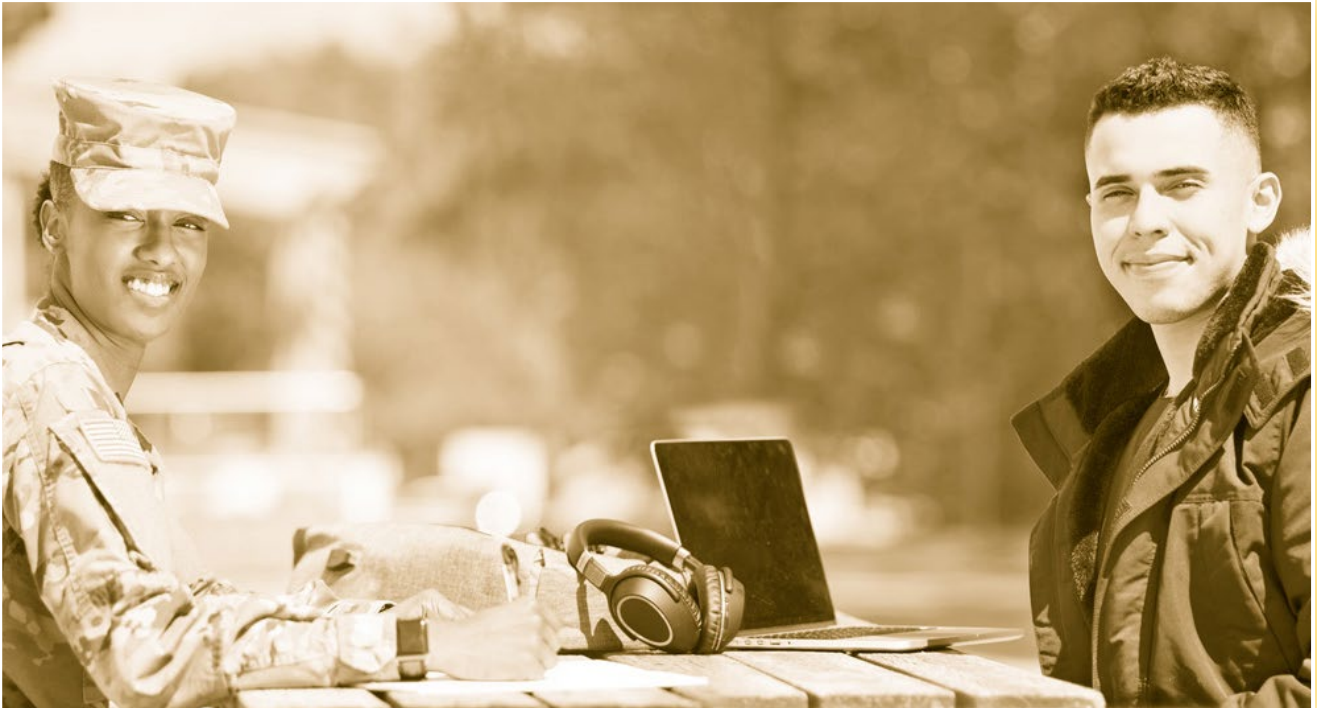
MADE FOR YOU

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

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

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





MILITARY PARTNERSHIPS

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

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

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

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

KEY ALLIANCES

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

- ✦ UMGC is a strong supporter of Community College of the Air Force programs. The GEM program allows Air Force students to quickly complete major requirements for CCAF degrees. Through the AU ABC program, UMGC enables CCAF degree holders to easily transfer credits toward a bachelor's degree.
- ✦ GoArmyEd, an online system developed to help Army students move forward academically, is centered on the GoArmyEd portal. UMGC 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. UMGC provides advisors to assist students with applying and using MyCAA benefits.
- ✦ Starting this year, UMGC Europe offers programs approved for Army credentialing assistance (CA) funding. See p. 49 for more information about undergraduate-level options, and consult the UMGC Europe Graduate Catalog for details on approved graduate certificate programs.

CARRYING OUT THE MISSION

Students First

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

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

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

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

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

Excellence

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

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

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

Innovation

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

PREPARING CITIZENS FOR THE FUTURE

UMGC strives to prepare you to be effective professionals and citizens in your organizations, communities, and families. We value the contributions of both a broad-based education and specific disciplines to the undergraduate experience, so we provide context from other disciplines to illuminate academic content and analytical approaches in all programs to complement practice.

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

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

SERVING ADULT STUDENTS

UMGC welcomes and helps all students achieve their educational goals but has a special focus on the needs of working adult students. Currently, the median age for undergraduate students is 32 years old.

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

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

UMGC understands the demands of balancing work, family, and study and responds by offering undergraduate classes at convenient locations and times, including evenings and weekends.

Courses are also provided in innovative formats, including accelerated sessions, online delivery, and in a hybrid format that combines on-site and online delivery, with staggered session dates. The continual growth in undergraduate enrollments at UMGC testifies to the convenience, flexibility, and substantive content of its academic offerings in all formats.



EDUCATIONAL RELATIONSHIPS

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

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

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

UMGC EUROPE OVERSEAS

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

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

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✦ AA in General Studies with specialized curriculum

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

Helping You Get Started

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

To that end, UMGC looks first for ways to make it easy for you to get started. Admission policies are designed to simplify the process (standardized tests are not generally required), making it possible for you to apply and register for most programs at the same time. Shorter terms and multiple start dates mean you don't have to wait to take that first class (described on p. 47), which is geared to help you transition back to college-level study. Recognizing that financial concerns often present the most challenging obstacle to higher education, UMGC strives to keep tuition costs low and provides numerous financial aid opportunities, including scholarships for military and community college students, to help you find ways to finance your education (described on p. 20). And to help you at every step—from finding the right program, applying for admission, registering for class, and getting academic and career assistance, to applying for your diploma and graduating—services and resources (described on pp. 38-46) are conveniently available online and by phone, as well as on-site at many locations.

Course Formats and Expectations

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

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

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



Classroom-Based Study

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

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

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

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

Online Study

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

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

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

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

Technical Requirements

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

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

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

Orientation and Getting Started

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

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

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

Eligibility

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



Admission

General Admission Requirements

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

- ✦ Passing scores on a state high school equivalency exam, such as the General Educational Development (GED) test
- ✦ Graduation from a homeschool or alternative high school program that meets the criteria set forth by state and local education regulations
- ✦ Graduation from a non-U.S. high school
- ✦ An associate degree or higher from an accredited postsecondary institution or at least 60 college credits from an accredited postsecondary institution with at least a 2.0 grade point average (GPA) on a 4.0 scale.

High school students who meet certain criteria as described on p. 5 may also be considered for admission and concurrent enrollment.

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

Your eligibility for admission may be limited by foreign citizenship or international residency, in accordance with federal law. In such cases, additional admission procedures may apply.

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

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

Undergraduate Student Status

Upon being admitted to UMGC as an undergraduate student, you are assigned to regular, provisional, or visiting/consortium status.

Regular

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

As a regular student, you are limited to enrolling in the number of credits set forth in UMGC Policy 215.00 Student Academic Load and Enrollment Status (available online at umgc.edu/policies). Course load is discussed on p. 8.

Provisional

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

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

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

Visiting/Consortium

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

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

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

GoArmyEd students:

Army students must follow the instructions in the GoArmyEd portal.

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

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

Special Situations

Applicants Educated Abroad

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

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

If you do not demonstrate English proficiency in one of the ways listed above, the following examination scores will be accepted as proof of English proficiency:

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

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

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

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

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

Or by UPS or FedEx to

Attn: Incoming Transcripts
University of Maryland Global Campus
1616 McCormick Drive, Office 2400
Largo, MD 20774

Applicants Expelled or Suspended from Another Institution

FOR ACADEMIC MISCONDUCT

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

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

FOR DISCIPLINARY MISCONDUCT

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

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

High School Students Seeking Concurrent Enrollment

If you have not completed high school but are currently attending a U.S. regionally accredited or state-approved high school (including a DoDEA overseas high school), you may be admitted as a provisional student if you provide prior written permission from the appropriate officials at your high school and a high school transcript reflecting superior scholarship and college readiness, as determined by UMGC in its review of this documentation.

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

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

Admission Procedures

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

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

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

GoArmyEd students:

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

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

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

Once you are admitted to UMGC, you will be assigned an admit term (the academic term in which you are officially admitted, e.g., fall 2020), which will be reflected in your MyUMGC student portal.

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

You must submit the following documentation:

- ❖ If you graduated from a state-approved or regionally accredited high school, submit an official transcript from that school.
- ❖ If you completed a state high school equivalency exam such as the GED, submit an official score report.
- ❖ If you graduated from a homeschool or alternative high school program, submit documentation showing high school completion and compliance with state and local education regulations for the state in which you were homeschooled or attended an alternative high school program.

- ✦ If you graduated from a non-U.S. high school, submit documentation of your education to a UMGC-approved international credit evaluation agency and have the credit evaluation agency submit its recommendations to UMGC. For a list of UMGC-approved international credit evaluation agencies, see europe.umgc.edu/internationalcredit.
- ✦ If you graduated from high school and have completed at least 30 college-level credits, you are not required to submit documentation of high school graduation if you submit official documentation of at least 30 completed college-level credits from one or more of the following sources:
 - UMGC-approved two- and four-year colleges and universities
 - Professional noncollegiate coursework
 - Military occupational specialties and experience
 - Vocational and technical coursework
 - Professional or technical coursework based on statewide agreements and alliances
- ✦ If you have not graduated from high school but have completed an associate degree or higher or at least 60 college-level credits, submit official documentation of the completed degree or at least 60 college-level credits from one or more of the sources listed above.

You need not submit proof of standard examinations.

Students Seeking Readmission

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

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

If you have been academically dismissed, you may not register for classes. For more information on reinstatement after academic dismissal, see p. 30. Reinstatement is not guaranteed.

Military-Affiliated Students

Most military servicemembers may apply to all UMGC programs online via MyUMGC at umgc.edu/apply. However, 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 (TA) benefits, you must use the Common Admissions Application through the GoArmyEd portal (goarmyed.com) to apply for admission to UMGC.

Note: If you intend to use military TA benefits, you must contact your educational services officer or counselor within your branch of service for details on eligibility and your military branch's process for submitting TA forms before you submit an application for admission to UMGC.

Military Servicemembers Seeking Readmission

If you discontinued your studies with UMGC because of your military service obligations and would like to return as a UMGC student, contact your local UMGC representative or academic advisor. UMGC Policy 210.12 Readmission for Military Servicemembers is available at umgc.edu/policies.

Students Relocating Between UMGC Divisions

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

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

GoArmyEd students:

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 UMGC division where you intend to study.

Enrollment Information

UMGC Europe conducts five standard sessions of eight-week duration each academic year, as well as various sessions to accommodate military exercises or deployments. The academic year begins in mid-August and ends the following mid-August. Session dates for the current academic year are listed on p. 200. Undergraduate on-site and online classes are generally eight weeks long. On-site classes are usually held on or near military installations and registration is held at education centers, or online at MyUMGC (*my.umgc.edu*).

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

Expectations

Before registering, you may want to consider the following:

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

Ways to Register

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

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

Registration Process

All students (except for GoArmyEd students) must

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

GoArmyEd students:

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

- ✦ **Access the online GoArmyEd portal at *goarmyed.com***
- ✦ **Complete the *Common Application* in the portal**
- ✦ **Register for UMGC courses in the portal by selecting “University of Maryland Global Campus-Europe” for your campus then entering the GoArmyEd class number listed on the online class schedule**
- ✦ **Follow instructions in the portal to receive TA (If you are not using TA benefits, you may choose the self-funded payment option and make your payment directly through the MyUMGC portal.)**
- ✦ **Pay all fees in full prior to the first class meeting**

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

Priority Enrollment for Veterans

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

Waiting List

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

Regardless of how you register, the following policies apply:

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

The waiting list option is not available for online classes.

Course Load

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

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

To initiate the permission process, contact your academic advisor. Permission to register for more than 18 credits is at the university's discretion and is based on demonstrated academic excellence at UMGC. A minimum GPA of 3.5 and an enrollment history indicating success in carrying a heavier-than-average course load at UMGC are required.

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

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

Dropping or Withdrawing from Classes

Procedures

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

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

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

GoArmyEd students:

GoArmyEd students must withdraw through the GoArmyEd portal.

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

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

- ❖ on-site classes or weekend seminars, you must officially withdraw no later than the day before the final class.
- ❖ hybrid classes, you must officially withdraw no later than the Friday before the final week of the course.
- ❖ online classes, you must officially withdraw before 65 percent of the total number of days in a session has expired.

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

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

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

Effect on Student Aid

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

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



Ways of Earning Credit

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

As a UMGC Europe student, you can take courses overseas in classrooms at over 50 sites in Europe, the Middle East, and Africa. You can also attend class worldwide in UMGC's online courses. Additionally, you may be able to enroll in field study courses held at significant cultural locations (see p. 122 for more information) or attend a class specifically scheduled for you and your unit.

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

Earning Credit at UMGC

Classroom and Online Study

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

Resident Credit

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

Transfer Credit from Outside Sources

Undergraduate Transfer Credit

UMGC accepts credit from a variety of outside sources.

Sources include

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

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

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

Credit Limits

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

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

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

Sources, Requirements, and Restrictions

UMGC will not award credit for courses that repeat work you did elsewhere. If you have earned credit at another college or university, you are responsible for determining whether courses you plan to take at UMGc would duplicate any previously earned credit and for submitting all official transcripts from colleges and universities you attended, as well as documentation of military and professional learning and pertinent test scores (CLEP, AP, etc.)—regardless of whether they appear on a previous college transcript or not.

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

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

UMGC Policy 210.18 Undergraduate Transfer Credit Evaluation and Appeal Process is available at umgc.edu/policies.

Credit from Other Colleges and Universities

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

Approved Institutions for Undergraduate Transfer Credit

Approved institutions include those accredited by the following regional associations:

- ❖ Higher Learning Commission
- ❖ Middle States Commission on Higher Education
- ❖ New England Commission of Higher Education
- ❖ Northwest Commission of Colleges and Universities
- ❖ Southern Association of Colleges and Schools, Commission on Colleges

- ✦ Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
- ✦ Western Association of Schools and Colleges, Senior Colleges and Universities Commission

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

Credit from Community Colleges, Junior Colleges and Vocational and Technical Colleges

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

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

Credit from Institutions Outside the United States

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

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

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

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

Credit from Military Institutions or Military Experience

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

Credit from Community College of the Air Force (CCAF)

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

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



Credit for Army, Navy, and Marine Training

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

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

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

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

Credit from Noncollegiate Courses and Training

Noncollegiate Courses

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

Credit Options to Accelerate Degree Progress

Prior Learning

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

Course Challenge

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

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

If you are an undergraduate degree- or certificate-seeking student at UMGC, have received an academic advisement report, and have a cumulative grade point average of at least 2.0 in UMGC coursework, you may be eligible for course challenge. Carefully review the rules, procedures, and limitations described at umgc.edu/coursechallenge before requesting a course challenge.

Course Challenge is not intended as a substitute for independent study. Not all courses are available for course challenge. Academic advisors and Prior Learning office staff can inform you about specific courses that may not be challenged. Only one course in a sequence may be challenged at a time, and you may not challenge a course that is prerequisite for a higher-level course you have already taken. In addition, you may not challenge capstone courses (usually numbered 485 or 495), Workplace Learning courses (numbered 485A/B), CAPL 398A, or EXCL 301. Course challenge assessments may not be taken more than twice and also may not be taken for courses for which you have previously enrolled. Other restrictions may apply.

You may not seek to challenge foreign language courses of your native language, except upper-level courses of your native language when those courses emphasize linguistics, literature, or written translation to and from English. You may not receive credit for 100- or 200-level courses in your native language; other restrictions may apply. Email languages@umgc.edu for additional information on language instruction and course challenge credit.

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

The fee for a course challenge is the current tuition for the appropriate course. Course challenges may only be canceled before you receive the assessment. Refunds are given only if a suitable assessment cannot be prepared. More information on course-challenge examinations is available by contacting your academic advisor or at umgc.edu/coursechallenge.

Portfolio Assessment

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

To be eligible for Portfolio Assessment, you must

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

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

EXCL 301 is graded on an S/D/F basis (explained on p. 27). If the quality of your work in the portfolio merits a grade of C or higher, a grade of S is awarded and the portfolio is forwarded for credit evaluation. Faculty members from the appropriate disciplines assess the portfolio and recommend whether to award credits. Credit earned as a result of portfolio evaluation also earns a grade of S. The S grade is not computed in the grade point average and is not applicable toward honors.

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

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

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

You may not request or receive credit through Portfolio Assessment for learning for which credit has been awarded by other means. You may not request Portfolio Assessment for 100- and 200-level courses in your native language.

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

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



Workplace Learning

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

To be eligible for Workplace Learning, you must

- ✦ Be an undergraduate student at UMGC.
- ✦ Have completed 30 credits, including transfer credit, toward a degree (if you are seeking a degree).
- ✦ Have completed at least 9 credits in the discipline in which you plan to do your Workplace Learning project.
- ✦ Have completed at least 6 credits at UMGC.
- ✦ Have a GPA of 2.0 or higher at UMGC
- ✦ Have submitted all official transcripts and contacted an academic advisor to request an official evaluation
- ✦ Be working in a position or have identified an opportunity to work in a position that allows you to apply classroom theory to practical projects that involve significant analysis and problem solving and are directly related to a given academic discipline. The position should allow you to have new learning experiences; Workplace Learning will not be approved for day-to-day work tasks that have already been mastered. (Position may be paid or unpaid, part- or full-time.)

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

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

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

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

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

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



Credit by Examination

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

Examinations may include

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

UMGC also accepts credit for the following:

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

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

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

You may not receive credit for 100- or 200-level courses in your native language.

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

Advanced Placement

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

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

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

APPLICATION OF CREDIT BY EXAMINATION

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

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

INSTITUTIONAL EXAM CODES FOR UMGC

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

Cambridge International Examinations

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

College-Level Examination Program (CLEP)

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

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

DSST Examinations

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

Excelsior College Examinations

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

Industry Certification Examinations

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

International Baccalaureate Examinations

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

Vertical Pathways Between UMGC Undergraduate and Graduate Degree Programs

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

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

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

Accounting

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

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

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

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

Criminal Justice

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

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

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

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

Cybersecurity

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

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

Homeland Security

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

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

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

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



Payment of Tuition and Fees

Current Tuition and Fees

Application for Admission \$50

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

GoArmyEd students:

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

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

Tuition

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

Payment Deadlines

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

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

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



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

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

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

Dishonored Checks \$30

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

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

Official Transcript

\$10

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

Rush Official Transcript

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

Certificate/Graduation

\$50

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

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

Cap and Gown

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

Field Study

The tuition for a field study course is the same cost per credit as any course. Additionally, you may be charged a field study fee depending on the specific course. This fee covers lodging, museum tickets, and excursions, but not transportation to the location, meals, and other personal expenses. If you cancel the course after the registration deadline, you will be charged a cancellation fee. The cancellation fee may be waived if you must cancel due to official, duty-related reasons and you submit appropriate documentation. For more information about field study courses, see p. 122.

Fees and Activity from Other UMGC Campuses

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

Course Materials Fees

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

Refunds for Dropping or Withdrawing from a Course

Registering for a course obligates you to pay for it; however, if for any reason you are unable to take a course, you must officially drop or withdraw from the course. Procedures on how to drop or withdraw from a course are listed on p. 8.

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 europe.umgc.edu/refunds.

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

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

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

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

GoArmyEd students:

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

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

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

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

Indebtedness to the University

If you incur debts to UMGC, you must clear them to be permitted to register. Requests for services (including transcripts and diplomas) may be denied until all debts have been paid. Outstanding debts are collected against refunds due to you. After a reasonable period of time, uncollected debts are forwarded to the Central Collection Unit of the State Attorney General's Office.

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

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

Ways to Finance Your Education

Monthly Payment Plan

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

Military Tuition Assistance

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

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.

Return of Unearned Military Tuition Assistance Funds

Military tuition assistance funds are awarded under the presumption that you will attend and participate in classes over the entire period for which the funds have been awarded. If you receive military tuition assistance funds and do not attend or participate for the entire period for which funds were provided, the university is required by the Department of Defense to perform a Return of Unearned Military Tuition Assistance funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:

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

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

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

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

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

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

If you are using military tuition assistance, you should contact your military education counselor or education services officer for guidance on withdrawals related to emergencies or official duty requirements before dropping

or withdrawing from a class to fully understand the impact of such an action on your current and future military tuition assistance benefits.

Army Credentialing Assistance

UMGC Europe has several options approved for Army credentialing assistance (CA) funding. Academic advisors can provide information about undergraduate-level options, listed on p. 49. Consult the UMGCEurope Graduate Catalog for details on approved graduate certificate programs.

Financial Aid

Forms of Financial Aid

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

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

General Eligibility Requirements

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

- ✦ Be admitted to UMGCEurope as a degree-seeking or eligible certificate-seeking student.
- ✦ Be a U.S. citizen or an eligible noncitizen.
- ✦ Be enrolled half-time (6 or more credits) for most federal and institutional aid programs. Federal loan programs require enrollment of at least half time. (Note: Audited courses, some repeated courses, credit by examination, and Portfolio Assessment credits cannot be counted toward enrollment status.)
- ✦ Demonstrate satisfactory academic progress toward a degree or certificate according to UMGCEurope policy.
- ✦ Have a high school or GED diploma.
- ✦ Possess a valid Social Security number.
- ✦ Register with Selective Service, if required to do so.
- ✦ Not be in default on any federal student loans, have borrowed in excess of loan limits, nor owe a refund on any grant under Title IV federal student aid programs.
- ✦ Not be convicted for the possession or sale of illegal drugs during the time you were receiving any type of federal financial aid.

Financial Aid Programs

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

GRANTS AND SCHOLARSHIPS

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

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

Federal Grants

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

- ✦ The Federal Pell Grant is a grant program for high-need, first-time undergraduate students. Award amounts vary by need level and enrollment status.
- ✦ The Federal Supplemental Educational Opportunity Grant (SEOG) offers need-based awards for high-need students who are seeking their first undergraduate degree. The amount and number of awards vary depending on the availability of funds allocated by the U.S. Department of Education. Typical awards are up to \$400 per semester.

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

UMGC Institutional Scholarships and Grants

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

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

Foundation Scholarships

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

In general, to be eligible for these scholarships you must

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

Private and Third-Party Scholarships

Outside agencies, such as social clubs or volunteer organizations, may offer scholarship funds to UMGC students to assist with education costs. These agencies provide funding either directly to you (the student) or directly to UMGC for processing and administration. The Financial Aid Office ensures that students receiving these funds maintain eligibility per the requirements of the individual agencies.

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

LOANS

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

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

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

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

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

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

Loan Deferment Form Certification

For details on loan deferment form certification, see p. 43.

Applying for Financial Aid

You must complete the *Free Application for Federal Student Aid* (FAFSA) to be considered for any type of financial aid at UMGC. The FAFSA may be completed online at fafsa.gov.

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

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

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

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

Priority Deadlines for Financial Aid

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

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

Non-UMGC Enrollment

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

Disbursement of Funds

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

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

UMGC Financial Aid Standards for Satisfactory Academic Progress

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

Federal Return of Funds Policy

Federal financial aid is offered under the assumption that you will attend and participate in classes for the entire period for which the aid has been offered. If you receive Title IV funds and do not attend or participate for the entire period for which you have been given aid, the university is required by federal regulation 34 CFR 668.22 to perform a Return of Title IV Funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring 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 UMGC. You are then responsible for repaying the outstanding debt, or it will be transferred to the State Central Collections Unit.

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

Visit umgc.edu/enrollmentchanges for further information.

Other Sources of Financial Aid

Community Scholarships

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

Military Spouse Career Advancement Account Scholarship – MyCAA

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

Army Emergency Relief Program (AER)

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

General Henry H. Arnold Education Grant

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

For Further Information

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

Veterans Education Benefits

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

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

Military-Affiliated Student Benefits and Resources

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

Veterans Benefits

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

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

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

Application Procedures

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

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

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

Requesting Certification of Enrollment

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

MyUMGC > Finances > Veteran Certification

- ✦ **Applying for VA Benefits**
The first time you request benefits each term (fall, spring, summer) the “Request for Certification” form must be completed through MyUMGC.
- ✦ **Adjusting VA Benefits**
If you enroll in additional courses within the same term, you will need to adjust your veterans benefits through MyUMGC.
- ✦ **Viewing the Certification Status**
You may view the status of your certification requests through MyUMGC.

The status may be: a) **pending**: the UMGC Veterans Certification Office has not yet reviewed your request; b) **received**: the UMGC Veterans Certification Office is reviewing your request; c) **submitted**: your certification was submitted to the VA 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 UMGC degree but wish to receive VA benefits for UMGC courses, you must request written permission (a parent school letter) for each course from your degree-granting school before enrolling. The parent school letter must be submitted to the UMGC Veterans Certification Office by email to pslva@umgc.edu. You must also complete the certification process through MyUMGC.

CERTIFICATION PROCESS

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

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

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

Amounts and Methods of Payment

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

Benefit Provisions Related to Pending Payments

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

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

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

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

Evaluation of Prior Training

When you file a claim for educational benefits, the VA requires your previous training and coursework to be evaluated so that you receive correct transfer credit. If you are an undergraduate student, you must have an academic advisement report completed during your first session of enrollment. If you do not comply, you may find future benefits delayed. After your first registration, you are provided with information on the necessary procedure. (Information about sources of credit, including types of training that qualify for undergraduate credit, begins on p. 10; these include military training and service schools, postsecondary education, certain correspondence courses, and credit by examination.) If you have earned graduate credit from a regionally accredited institution, you must have an evaluation completed during the first session of enrollment. (Equivalent credit from other accredited institutions may be considered on a case-by-case basis. If you were educated abroad, see umgc.edu/internationalstudent for additional requirements.) Not complying with this evaluation may delay future benefits. For information on evaluation procedures for study abroad, visit umgc.edu/internationalcredit.

Student Responsibilities

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

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

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

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

Tutorial Assistance

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

Veterans Resources

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

Points of Contact

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

VA Regional Office

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

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

Grades and Records

Administrative Standards

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

Grading Methods

There are four grading methods at UMGC for undergraduate courses: standard, pass/fail, satisfactory/unsatisfactory, satisfactory/D/fail, and audit. The most commonly used is the standard method. The pass/fail alternative is available only under limited conditions. The satisfactory/D/fail method is restricted to certain specified courses. Any course may be audited.

Standard

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

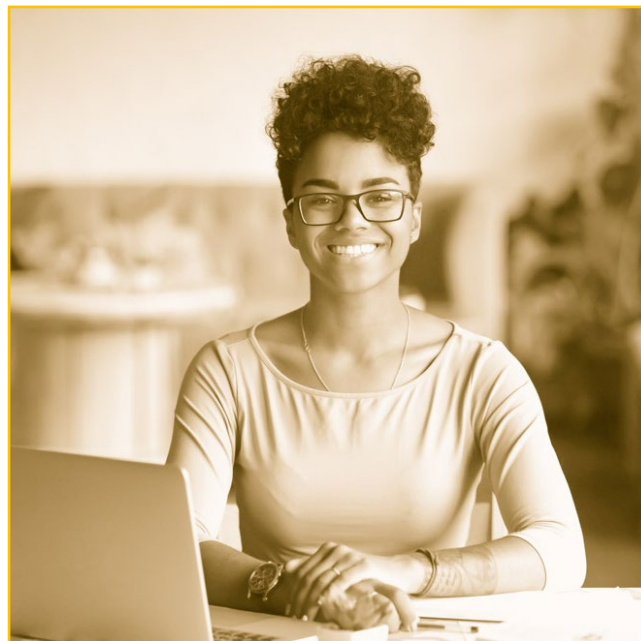
Pass/Fail

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

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

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

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



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

Satisfactory/D/Fail

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

Audit

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

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

Grades and Marks

The Grade of F: Failure

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

The Grade of FN: Failure for Nonattendance

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

The Mark of G: Grade Pending

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

The Grade of P: Passing

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

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

The Grade of S: Satisfactory

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

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

The Grade of U: Unsatisfactory

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

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

The Grade of D: Substandard Performance

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

The Mark of I: Incomplete

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

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

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

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

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

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

The Mark of W: Withdrawal

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

The mark of W can be posted only when you officially withdraw from the course through MyUMGC by the deadline for withdrawal by following the withdrawal process described on p. 8.

GoArmyEd students:

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

The Grade Point Average

Your cumulative grade point average (GPA) is computed at the end of every term (fall, spring, or summer), based on all your graded coursework at UMGC, using the quality points assigned to each grade or mark (see list below).

First, the quality-point value of each grade or mark is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C, D, F, or FN was received.

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

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

Changes in Grade

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

Repeated Courses

Grading Repeated Courses

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

If you failed or withdrew from a course, you must repeat the course to establish credit in it. In such a case, you must register, pay the full tuition, and repeat the entire course successfully.

Limits on Repeating Courses

You may not register for the same course more than three times without first speaking to an academic advisor and submitting a course repeat petition form, which must be on file before the start of the term in which you wish to repeat the course. Your academic advisor can also explain how repeating the course affects your GPA, transcript notations, and progress toward degree completion.

Note: The limit on repeating courses applies only to courses in which you have received a grade. Officially withdrawing from a class and receiving a mark of W is not counted as an attempt for repeat limits.

Institutional Credit

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

Academic Standards and Levels of Progress

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

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

The complete UMGC policy 158.00 Undergraduate Academic Levels of Progress is available online at umgc.edu/policies.

Levels of Progress

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

Satisfactory

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

Warning

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

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

Probation

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

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

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

Dismissal

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

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

Reinstatement After Dismissal

If you are seeking reinstatement, you are required to

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

You must make an appointment with your academic advisor to start the reinstatement process. You can do so by contacting your local UMGC representative or at europe.umgc.edu/advising.

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

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

Further information is provided in UMGC policy 158.00 Academic Levels of Progress, available online at umgc.edu/policies.

Undergraduate Scholastic Recognition

Honor Societies

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

Alpha Sigma Lambda

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

IMA Accounting Honor Society

The IMA (Institute of Management Accountants) Accounting Honor Society recognizes and honors academic achievement in the study of accounting and provides an opportunity for students to differentiate themselves as they begin their career journeys. To be eligible, you must be enrolled in an accounting or finance program at UMGC, have taken a minimum of three accounting courses, have completed at least 60 undergraduate credits, and have a GPA of 3.0 or higher overall and in your accounting classes.

If you are interested in joining the honor society, apply directly via the IMA Accounting Honor Society website at imanet.org/jahs. You will need to include a transcript with your application.

Lambda Epsilon Chi

Lambda Epsilon Chi is the national honor society founded by the American Association for Paralegal Education (AAfPE), which recognizes the scholarship and leadership of students in higher education. There are more than 170 chapters throughout the United States and thousands of inductees who have been honored for their outstanding academic achievements.

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

National Society of Collegiate Scholars

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

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

Phi Alpha Theta

As a UMGC undergraduate student, you may qualify for membership in Phi Alpha Theta, the international honor society in history. To qualify for membership, you must attain a GPA of 3.5 or higher in at least 12 credits of UMGC history courses and have an overall UMGC GPA of 3.4.

Phi Kappa Phi

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

Phi Theta Kappa

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

Pi Gamma Mu

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

You must have completed at least 45 credits toward your degree to be eligible. If you have earned at least 20 credits in social science coursework (including at least 9 credits at UMGC) and have a GPA of 3.6 or higher, you may be invited to join.

SALUTE

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

To be eligible for SALUTE, you must be currently enrolled at UMGC, currently serving in or honorable discharged from the military, have completed at least 12 credit hours with UMGC, have served as a mentor in the One2One mentoring program for at least one term or be an active Vessey Veterans Resource Center (VRC) communicator (posting feedback on articles or to the social wall at least twice per month), display the highest ethical standards, and maintain a GPA of at least 3.0 as an undergraduate student. You are eligible to apply for higher tiers based on your cumulative GPA.

Sigma Phi Omega

Sigma Phi Omega is a national academic honor and professional society in gerontology that seeks to promote scholarship, professionalism, friendship, and services to older persons and to recognize exemplary attainment in gerontology and aging studies and related fields. Student membership is open to undergraduate students majoring or minoring in gerontology and aging services, social science (with a focus on gerontology), and related fields. You must be in at least your second term of enrollment, have completed a minimum of 12 credits at UMGC, and have a GPA of at least 3.3.

Sigma Tau Delta

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

Upsilon Phi Delta

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

Upsilon Pi Epsilon

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

Academic Honors

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

Dean's List

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

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

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



Responsibilities of the Student

Academic Integrity

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

As a UMGC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic integrity in accordance with the university's philosophy of academic integrity (umgc.edu/integrityphil). All forms of academic misconduct, defined as actions that create an unfair academic advantage, are a violation of the principles of academic integrity and will not be permitted. Attempts to engage in academic misconduct or to assist others in doing so are prohibited. Resources to help you uphold the highest standards of academic integrity and UMGC's complete policy on Academic Dishonesty and Plagiarism are available at umgc.edu/academicintegrity.

Appealing a Grade

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

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

- ✦ A final course grade assigned on some basis other than performance in the course; or
- ✦ A final course grade assigned by resorting to unreasonable standards different from those that were applied to other students in that course; or

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

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

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

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

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

Attendance and Participation

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

According to the university's definition of a unit of credit (described in Policy 160.00), you should expect to spend 42 to 45 hours on coursework (online or on-site class discussions and activities, additional study, readings, and preparation of assignments) for each credit you earn. As a rule of thumb, you should expect to devote at least three hours of outside study each week for every credit in which you are enrolled. For example, you would need to devote at least nine hours per week to outside study for a 3-credit course. Courses offered in shorter intensive formats require more time per week. You are expected to achieve the same intended learning outcomes and do the same amount of work in an online or hybrid course as you would in an on-site course. Active participation is required in all courses, and you should expect to log in to your online, on-site, or hybrid courses several times a week.

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

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

Change of Address or Name

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

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

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

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

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

Code of Civility

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

Respect

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

Kindness

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

Truth

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

Responsibility

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

Cooperation

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

Privacy

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

Nondiscrimination

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

Code of Student Conduct

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

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

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

See umgc.edu/policies for additional information about the UMGC Code of Student Conduct.

Connectivity and Technical Fluency

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

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

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

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

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

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

Course Evaluations

UMGC uses your feedback to make decisions about future courses. Your responses are kept confidential.

Examinations

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

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

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

Grievance and Appeal Procedures

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

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

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

Intellectual Property

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

Relocating Within UMGC

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

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

Transfer of Credits from UMGC

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

ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Summary of Student Responsibilities

Meet Admission Requirements	Submission Deadlines
<ul style="list-style-type: none"> Complete online application through MyUMGC (or through GoArmyEd portal for Army students) 	Prior to registration deadline for your classes
<ul style="list-style-type: none"> Validate eligibility—visit UMGC office on-site or virtually to have military ID verified 	As soon as possible after submitting application—no later than first day of classes
<ul style="list-style-type: none"> Pay non-refundable application fee 	During the session you apply (consortium students must submit an Application Fee Waiver Request at the time you apply to have the fee waived)
<ul style="list-style-type: none"> Submit high school transcripts or proof of high school equivalency 	During the first term after you apply, have transcripts sent directly to UMGC Stateside (or submit official college transcripts, if transferring 30 or more credits)
<ul style="list-style-type: none"> Foreign-educated students – submit proof of English proficiency 	Prior to first enrollment
<ul style="list-style-type: none"> Foreign-educated students with fewer than 24 credits from an approved U.S. college or university – submit an evaluation from an approved international agency or GED scores 	By the end of the first term of study
Visit an Academic Advisor	When to Visit (see p. 44 for additional information)
<ul style="list-style-type: none"> Tentative Evaluation (Fast Plan) 	As soon as possible: Provide unofficial transcripts to your academic advisor to receive a no-cost evaluation of credit and find out which courses you need for your degree
<ul style="list-style-type: none"> Official Evaluation 	During your first session, request official transcripts from all previous institutions attended and your military documents to be sent directly to UMGC Stateside for review
<ul style="list-style-type: none"> Contact or visit your academic advisor 	At least once a year; preferably once each term
Register For Courses	Last Date to Register
<ul style="list-style-type: none"> On-site courses 	Start date of the course (various start dates)
<ul style="list-style-type: none"> Hybrid and online courses 	The day before the start date of the session (usually a Tuesday)
<ul style="list-style-type: none"> Field study courses 	Seven days prior to the start date
Change Your Grading Method	Deadline to Choose Pass/Fail, Audit, or Standard
<ul style="list-style-type: none"> 8-week course 	During first week of your course
<ul style="list-style-type: none"> Longer than 8-week course 	During first two weeks of your course
<ul style="list-style-type: none"> Shorter than 8-week course 	During 100 percent drop dates
Withdraw from Courses	Last Date to Withdraw
<ul style="list-style-type: none"> On-site courses 	Day before the course end date
<ul style="list-style-type: none"> Hybrid courses 	9 days before the course end date
<ul style="list-style-type: none"> Online courses 	Before 65 percent of the total days of the course
Apply for Graduation	Application Deadline
<ul style="list-style-type: none"> Fall (30 December) 	15 October
<ul style="list-style-type: none"> Spring (30 May) 	15 February
<ul style="list-style-type: none"> Summer (30 August) 	15 June

Services and Resources

Availability of Services

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

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

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

Academic Advising

Academic advisors provide the information you need to plan your academic program. Their assistance can include reviewing potential transfer credit, helping you clarify education and career goals, and helping you select appropriate courses. Academic advising services are available by phone, email, video conference, and in person at times and places that are convenient to you. For information about academic advising and how to schedule and appointment with your advisor, see p. 44.

Accessibility Services

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

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

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



Once the request is received, Accessibility Services will notify you of the status of your request and schedule an intake appointment, which may be held by phone, via email, or in person. During the appointment, 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 europe.umgc.edu/accessibility or contact Accessibility Services by phone at +1-800-888-8682, ext. 2-2287 or by email at accessibilityservices@umgc.edu.

Admission Assistance

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

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

Alumni Association

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

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

Membership in the UMGC Alumni Association offers an exceptional opportunity to expand personal and professional networks. UMGC currently has more than 246,000 graduates in 47 states and 24 countries. UMGC alumni work in nearly all major international and Fortune 500 organizations, federal agencies, branches of the military, and private industry.

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

Career Services

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

Tools and Resources

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

Job-Search Services

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

Career Development and Planning

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

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

Computer Labs and Services

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

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

Graduation Clearance and Services

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

Certificate/Graduation Application Deadlines

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

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

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

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

MyUMGC > Academic Records > Graduation > Apply for Graduation

Clearance Process for Graduation

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

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

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

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

IMPORTANT INFORMATION FOR DEGREE CANDIDATES

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

Issuance of Diplomas, Official Transcripts, and Letters of Completion

All AA, BA, and BS graduates, as well as certificate recipients, can expect to receive their diplomas/certificates and a complimentary transcript by mail from the Office of the Registrar approximately four weeks after the graduation date.

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

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



Conference Courses

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

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

If the criteria are met, permission from the director, Student Services must be requested in writing.

Note: Mathematics, statistics, foreign language, and most computer, writing, and accounting courses require extensive interaction with a faculty member, either in the classroom or online, and are not offered as conference courses.

The UMGC Library

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

Library Resources

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

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

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

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

Library Instruction and Research Assistance

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

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

MyUMGC

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

Student Advisory Council

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

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

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

Student Organizations

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

Transcript Services

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

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

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

Tutoring and Writing Resources

Students at UMGC have access to free online tutoring in select courses in accounting, computer programming, economics, finance, and statistics via tutoring rooms. In these tutoring rooms, you can correspond with tutors, post questions and review answers, and take advantage of other resources designed to complement the materials in your course classroom.

You may also be able to schedule a synchronous session with a tutor for a specific course and session. Tutoring rooms are accessible via course classrooms, enabling you to take advantage of tutoring services more easily. (Information on these additional services is posted within the tutoring room.) Tutoring for an expanded list of subject areas is planned for later in the academic year. More information about tutoring services is available at umgc.edu/tutoring. Information on tutoring resources for a given course is posted within the classroom.

You can also access writing-related services and resources through the Effective Writing Center, which is available online 24 hours a day, seven days a week. The center's experienced, trained tutors help you develop key writing skills by providing individual online tutoring, self-study modules, and other writing resources. You can submit assignments for review and schedule live online sessions.

There are also a number of other resources hosted by the center, such as the "Online Guide to Writing and Research" and various other multimedia resources. Writing is a constantly developing skill, so if you are returning to school after some time away, the Effective Writing Center can help. The center's goal is to help you become a more skilled and confident writer who understands the tasks before you, so that you are better prepared for your next assignment, whether that is in the classroom or in your career. More information is available at umgc.edu/ewc.

Verification Services

Enrollment Verification

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

If you are a current student, you may request enrollment verification through MyUMGC free of charge. All enrollment verifications requested via MyUMGC are processed in real time and available online for printing on the same day. An enrollment verification will not be processed until all financial obligations to the university have been satisfied.

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

Loan Deferment Form Certification

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

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at umgc.edu/finaidforms) and mail it to UMGc, Student Records—Outgoing Transcripts, 3501 University Boulevard East, Adelphi, MD 20783.

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

Degree Verification

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

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



Academic Advisement

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

You should meet with an academic advisor as early in your college career as possible to ensure that the courses you select meet the requirements for your degree or certificate with UMGC. To make an appointment, access your advisor's contact information through MyUMGC, contact your local UMGC representative, or visit europe.umgc.edu/advising.

Tentative Evaluation (Fast Plan)

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

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

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

Official Evaluation / Academic Advisement Report

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



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

An official evaluation/academic advisement report

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

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

Military Degree Plans

If you are a military servicemember, UMGC provides you a military degree plan that documents credit you have been awarded from other sources (detailed on pp. 11-12). The military degree plan also lists all your remaining degree requirements, including the total number of credits needed for graduation as well as credits required to fulfill general education, major and minor, and elective requirements.

IMPORTANT INFORMATION FOR SERVICEMEMBERS

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

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

Documents Required for an Official Evaluation

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

GoArmyEd Students:

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

Documents required for an official evaluation include

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

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

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

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

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

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

Review of International Records

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

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

Record Submission by Mail

Via U.S. Postal Service

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

Via UPS, FedEx, or other Parcel Service

Attn: Incoming Transcripts
University of Maryland Global Campus
1616 McCormick Drive
Room 2400
Largo, MD 20774

Students Changing Programs

If you are considering a change to your major, minor, or certificate, you must first consult an academic advisor, who can help you determine the impact of changing degree programs.

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

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

If you are a servicemember in the Army, using tuition assistance and the GoArmyEd portal, you will need to contact your Army education counselor to change your major or minor. If you are using veterans education benefits or transferred benefits, you are required to submit certain forms to the VA.

Summary of Academic Advising Services

To help you, UMGC academic advisors

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

To ensure you have a solid academic plan

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

Prepare for your advising appointment:

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

Academic Programs

First-Term Courses

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

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

Preparatory Courses

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

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

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



Required Introductory Bachelor's Course

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

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

Certificate Programs

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

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

The individual certificate coursework requirements specified in the following section are applicable to students who begin continuous enrollment on or after 1 August 2020.

Expectations

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



Requirements

Continuous Enrollment

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

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

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

Overall Requirements

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

More information about certificates, including gainful employment disclosures, is available online at europe.umgc.edu/certificates.

Second Certificate

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

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

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

Army Credentialing Assistance Options

UMGC Europe offers several options eligible for Army credentialing assistance (CA) funding. The undergraduate certificate programs available include

- ✦ accounting foundations certificate
- ✦ computer studies certificate
- ✦ certificate in management

In addition, you may enroll in specific computer information technology (CMIT) courses that will help you prepare for CompTIA Network+ and Security+ certifications, and several other industry certifications.

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

Many graduate certificate programs are also approved for CA funding. Consult the UMGC Europe Graduate Catalog for details.

Contact an academic advisor for more information.

Certificate Programs

Accounting Foundations Certificate*

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

Accounting Core Courses (6 credits)

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

Accounting-Related Courses (12 credits)

Choose from the following courses:

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

(Contact your academic advisor for additional approved courses)

* Certificate program approved for Army CA (credentialing assistance) funding.

Computer Studies Certificate*

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

Computer Studies Core Courses (6 credits)

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

Discipline-Specific Course Sequence (6 credits)

Choose one 6-credit sequence from the following:

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

Computer Studies-Related Courses (6 credits)

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



Foreign Language Area Studies Certificate

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

Arabic and the Middle East

Core Courses (12 credits)

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

Related Area Studies Courses (6 credits)

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

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

(Contact your academic advisor for additional approved courses)

German

Core Courses (12 credits)

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

Related Area Studies Courses (6 credits)

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

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

(Contact your academic advisor for additional approved courses)

More information about certificates, including graduation rates, median debt of students who completed the program, and other information is available online at europe.umgc.edu/certificates.

Italian

Core Courses (12 credits)

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

Related Area Studies Courses (6 credits)

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

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

(Contact your academic advisor for additional approved courses)

Spanish

Core Courses (12 credits)

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

Related Area Studies Courses (6 credits)

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

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

(Contact your academic advisor for additional approved courses)

Certificate in Management*

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

Management-Related Courses (18 credits)

Choose from the following courses:

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

(Contact your academic advisor for additional approved courses)

Women's Studies Certificate

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

Women's Studies Core Course (3 credits)

WMST 200	Introduction to Women's Studies: Women and Society (3)
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Women's Studies-Related Courses (15 credits)

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

* Certificate program approved for Army CA (credentialing assistance) funding.

Associate Degree Program

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

Curriculum Choices

The *general curriculum* is described on p. 54 and the *specialized curricula* are described on pp. 56.

Expectations

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

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

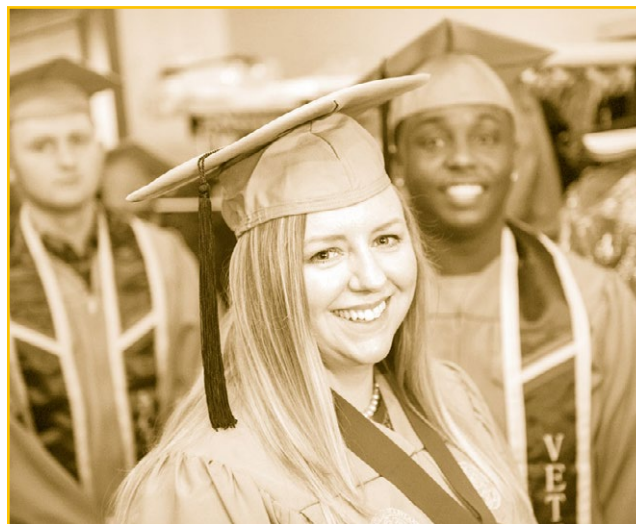
UMGC conducts learning outcomes assessments to measure and improve your learning in these general education areas.

Requirements

Continuous Enrollment

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

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



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

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

The following requirements for the Associate of Arts (AA) are applicable to students who begin continuous enrollment on or after 1 August 2020.

Overall Requirements

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

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

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

ASSOCIATE DEGREE PROGRAM DEGREE REQUIREMENTS

Curriculum Requirements (25 credits)

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

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

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

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

General Education Requirements (35 credits)

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

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

Credits

A. Communications 9

- ✦ **WRTG 111 or another writing course (3 credits)**
All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A or WRTG 486B); COMM 390 and COMM 492; ENGL 102; and JOUR 201 apply.
- ✦ **WRTG 112 (3 credits)**
Must be completed with a grade of C– or better within first 24 credits. May not be earned through Prior Learning (Portfolio or Course Challenge) assessment.
- ✦ **A course in communication, writing, or speech (3 credits)**
ENGL 102, ENGL 281, JOUR 201 and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply.

Note: No more than 3 credits of writing may be earned by examination.

B. Mathematics 3

- ✦ MATH 103, MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department.

Must be completed within the first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses.

Note: Check individual curricula for recommended math courses.

C. Arts and Humanities 6

- ✦ Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language.

D. Behavioral and Social Sciences 6

- ✦ Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only).

E. Biological and Physical Sciences 7

- ✦ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits).
- ✦ Any other science course (3 credits).

Note: Courses from the following disciplines may satisfy both requirements: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.

F. Research and Computing Literacy 4

- ✦ LIBS 150 (1 credit)
- ✦ IFSM 201 or any CMIS, CMIT, CMST, CSIA, CMSC, IFSM, or SDEV course (3 credits)

Total General Education Requirements 35

AA in General Studies Overview

	Credits
Curriculum Courses	25
General Education Courses	35
Total	60

Second Associate Degree

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

- ✦ You must have received the first associate degree to be eligible to begin the second.
- ✦ For a second associate degree you must complete at least 15 credits of new coursework with UMGC (including at least 9 credits in the core or core-related area, depending on the degree program). The combined credit must add up to at least 75 credits.
- ✦ The 15 new credits must be uniquely applicable to the second AA curriculum.
- ✦ Before beginning work toward a second associate degree, you must request an academic advisement report (discussed on p. 44).
- ✦ You may not earn two degrees at the same level (e.g., associate degree level) at the same time using the same credit.
- ✦ You must complete all requirements for the curriculum. All course prerequisites apply.
- ✦ As with other degrees, continuous enrollment at UMGC is required.
- ✦ A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.
- ✦ Consult an academic advisor for more information on earning a second associate degree.

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

Earning an Associate Degree After Earning a Bachelor's Degree

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

Curricula

What You'll Learn

Through your coursework, you will learn how to

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

General Curriculum

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

Degree Requirements

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

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

Courses in the General Curriculum (25 credits)

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

Elective courses (13)

ASSOCIATE DEGREE PROGRAM DEGREE REQUIREMENTS AND CURRICULA

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

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

Specialized Curricula

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

The specialized curricula include

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



Accounting Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in accounting will help you demonstrate competencies in fundamental accounting practices to transition toward a bachelor's degree in accounting and related fields.

Courses in the Accounting Curriculum (25 credits)

ACCT 220 Principles of Accounting I (3)

ACCT 221 Principles of Accounting II (3)

Any ACCT or FINC courses (9)

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

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

Elective course (1)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

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

Business and Management Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in business and management will help students utilize core business concepts and principles to pursue related professional goals.

Courses in the Business and Management Curriculum (25 credits)

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

Business courses (12), chosen from the following:

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

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

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

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

Computer Studies Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in computer studies will help you apply a selected range of fundamental computer-based skills to advance your professional and career goals.

Courses in the Computer Studies Curriculum (25 credits)

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

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

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

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

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

Foreign Language Area Studies Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in foreign language area studies will help you develop intermediate foreign language skills and related cultural knowledge in a variety of personal and professional settings.

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

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

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

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

Elective course (1)

Arabic

Core Courses (12 credits)

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

Related Area Studies Courses (12 credits)

Choose from:

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

Elective (1 credit)

Any course related to interests and goals

German

Core Courses (12 credits)

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

Related Area Studies Courses (12 credits)

Choose from:

- GERM 311 Advanced German I (3)
- GERM 312 Advanced German II (3)
- GERM 314 Modern Germany (3)
- GERM 333 German Society and Culture (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 317A Berlin: Its History and Art (3)
- HIST 317J Heidelberg through the Ages (3)
- Any approved courses in German culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

Italian

Core Courses (12 credits)

ITAL 111	Elementary Italian I (3)
ITAL 112	Elementary Italian II (3)
ITAL 211	Intermediate Italian I (3)
ITAL 212	Intermediate Italian II (3)

Related Area Studies Courses (12 credits)

Choose from:

- ARTH 489G Renaissance Art in Florence (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 317F History and Culture of Naples (3)
- HIST 317F History of Venice (3)
- HIST 321 Ancient Greece and Rome (3)
- HIST 337 Europe's Bloodiest Century (3)
- Any approved courses in Italian culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

Elective (1 credit)

Any course related to interests and goals

Spanish

Core Courses (12 credits)

SPAN 111	Elementary Spanish I (3)
SPAN 112	Elementary Spanish II (3)
SPAN 211	Intermediate Spanish I (3)
SPAN 212	Intermediate Spanish II (3)

Related Area Studies Courses (12 credits)

Choose from:

- ENGL 389Q Hemingway in Madrid (3)
- HIST 141 Western Civilization I (3)
- HIST 142 Western Civilization II (3)
- HIST 337 Europe's Bloodiest Century (3)
- Any approved courses in Spanish culture, history, language, literature, or government and politics (Contact your academic advisor for additional approved courses)

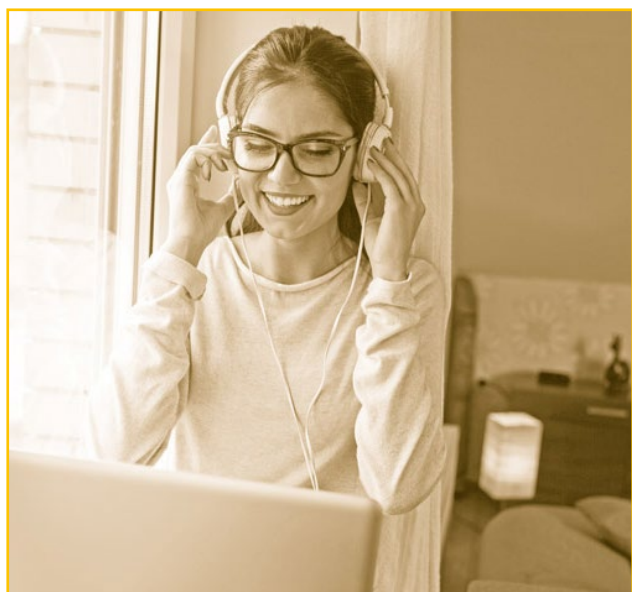
Elective (1 credit)

Any course related to interests and goals

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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



AA WITH FOREIGN LANGUAGE AREA STUDIES CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
Language 111 core course (3)	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
Language 112 core course (3)	Curriculum course
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WR TG 112 Academic Writing II (3)	General education/communications
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
Language 114 or 211 core course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Language 115 or 212 core course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Related area studies course (3)	Curriculum course
Elective (1)	Elective

Management Studies Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in management studies will help you apply knowledge from management-related disciplines to advance your professional and educational goals.

Courses in the Management Studies Curriculum (25 credits)

Management-related courses (15), chosen from the following:

- Any ACCT, BMGT, CMIS, CMST, ECON, FINC, HMG, HRMN, IFSM, and MRKT courses
- PSYC 321 Social Psychology
- COMM 390 Writing for Managers

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

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

AA WITH MANAGEMENT STUDIES CURRICULUM	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
BMGT 110 Principles of Accounting I (3) <i>(requirement for management studies major)</i>	Or other curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3) <i>(related requirement for management studies major)</i>	Or other general education/mathematics
WRWG 112 Academic Writing II (3)	General education/communications
ACCT 220 Principles of Accounting I (3) <i>or ACCT 301 (course for management studies major)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
ECON 201 Principles of Macroeconomics (3) <i>(related elective for management studies major)</i>	Or other general education/behavioral and social sciences
BMGT 364 Management and Organization Theory (3) <i>(requirement for management studies major)</i>	Or other curriculum course
BMGT 365 Organizational Leadership (3) <i>(requirement for management studies major)</i>	Or other curriculum course
BMGT 317 Decision Making (3) <i>(requirement for management studies major)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Mathematics Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in mathematics will help you employ appropriate mathematical methods and technologies to accomplish quantitative tasks in your professional and educational contexts.

Courses in the Mathematics Curriculum (25 credits)

MATH 140	Calculus I (4)
MATH 141	Calculus II (4)
MATH 241	Calculus III (4)
MATH 246	Differential Equations (3) or MATH 340 Linear Algebra
STAT 200	Introduction to Statistics (3)

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

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

Elective courses (3-4)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

AA WITH MATHEMATICS CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
MATH 115 Pre-Calculus (3)	Prerequisite to curriculum courses and general education/mathematics
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 140 Calculus I (4)	Curriculum course
WRTG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
MATH 141 Calculus II (4)	Curriculum course
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
MATH 241 Calculus III (4)	Curriculum course
MATH 301 Concepts of Real Analysis I (3)	Or other curriculum course
MATH 246 Differential Equations (3) or MATH 340	Curriculum course
Elective (3)	Elective
Elective (1)	Elective

Psychology Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in psychology will help you develop knowledge of human behavior.

Courses in the Psychology Curriculum (25 credits)

PSYC 100 Introduction to Psychology (3)

Psychology-related courses (12)—Chosen from the following:

- PSYC 321 Social Psychology *or another PSYC course*
- PSYC 335 Theories of Personality *or another PSYC course*
- PSYC 351 Lifespan Development *or another PSYC course*
- PSYC 353 Abnormal Psychology *or another PSYC course*

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

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

AA WITH PSYCHOLOGY CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3) <i>(requirement for psychology major)</i>	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3) <i>(related requirement for psychology major)</i>	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PSYC 321 Social Psychology (3) <i>(requirement for psychology major)</i>	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and BIOL 102 Laboratory in Biology (1)</i>	Or other general education/biological and physical sciences
BEHS 103 Technology in Contemporary Society (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
SOCY 100 Introduction to Sociology (3)	Or other general education/behavioral and social sciences
PSYC 335 Theories of Personality (3) <i>(requirement for psychology major)</i>	Or other curriculum course
PSYC 351 Lifespan Development (3) <i>(course for psychology major)</i>	Or other curriculum course
PSYC 353 Abnormal Psychology (3) <i>(requirement for psychology major)</i>	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Women's Studies Curriculum

Degree Requirements

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

Within the overall outcomes of the AA degree in General Studies (listed on p. 52), the specialized curriculum in women's studies will help you develop knowledge of the history, status, and experience of women in your professional, personal, and educational contexts.

Courses in the Women's Studies Curriculum (25 credits)

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

Women's studies–related courses (15), chosen from the following:

- BEHS 220 Diversity Awareness
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- ENGL 250 Introduction to Women's Literature
- GERO 311 Gender and Aging
- HIST 377 U.S. Women's History: 1870 to 2000
- PSYC 338 Psychology of Gender
- SOCY 325 The Sociology of Gender
- SOCY 443 Sociology of the Family
- SOCY 462 Women in the Military
- SPCH 324 Communication and Gender

Elective courses (7)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, curriculum, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 52–53 for information on general education and overall requirements for completing an associate degree. Contact an advisor with all questions about your official plan.

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

AA WITH WOMEN'S STUDIES CURRICULUM

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WMST 200 Introduction to Women's Studies: Women and Society (3) (<i>course for women's studies minor</i>)	Curriculum course
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRWG 112 Academic Writing II (3)	General education/communications
BEHS 220 Diversity Awareness (3) (<i>course for women's studies minor</i>)	Or other curriculum course
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 156 History of the United States to 1865 (3)	Or other general education/arts and humanities
GERO 311 Gender and Aging (3) (<i>course for women's studies minor</i>)	Or other curriculum course
SOCY 100 Introduction to Sociology (3)	Or other general education/behavioral and social sciences
PSYC 338 Psychology of Gender (3) (<i>course for women's studies minor</i>)	Or other curriculum course
SOCY 325 The Sociology of Gender (3) (<i>course for women's studies minor</i>)	Or other curriculum course
SPCH 324 Communication and Gender (3) (<i>course for women's studies minor</i>)	Or other curriculum course
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

Bachelor's Degree Programs



Expectations

Within each academic major, a UMGC degree incorporates program-specific and core competencies. The following essential core competencies are emphasized across all programs:

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

UMGC conducts learning outcomes assessments to measure and improve your learning in these areas as well as in specific disciplinary knowledge and skills.

Your academic major (and minor, if you choose one) allows you to master a considerable body of knowledge in a specific academic subject area or group of related subjects. Each major provides clearly articulated learning outcomes for the knowledge, skills, and abilities you are expected to acquire in completing the major.

Requirements

Continuous Enrollment

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

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

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

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

The following requirements for the BA and BS are applicable to students who begin continuous enrollment on or after 1 August 2020.

Overall Bachelor's Degree Requirements

In addition to the general education requirements and the major, minor, and elective requirements, the overall requirements listed here pertain to all bachelor's degrees:

1. You must be admitted as an undergraduate UMGC student.
2. You must complete a minimum of 120 credits.
3. You must maintain a minimum grade point average of 2.0 (C) overall and a minimum grade of C (2.0) for any course applied to the academic major or minor.
4. You must complete all general education requirements listed here.
5. You must complete all coursework required for an academic major, which typically requires from 30 to 36 credits.
6. At least 36 credits must be upper level (i.e., earned in courses numbered 300 to 499) and include at least one-half of the credits required for the major. The remaining upper-level credits may be earned in any part of the curriculum.
7. At least half the required number of credits for any academic major or minor must be earned through graded coursework. Credits earned by examination, portfolio assessment, and noncollegiate training do not count as graded coursework.
8. Within the 120 credits required, the following coursework must be taken through UMGC:
 - ✦ 30 credits (normally the final 30)
 - ✦ Half of the required number of credits within both the major (if you are not majoring in general studies, described on p. 88) and the minor (if you choose a minor)
 - ✦ 15 credits at the upper level (i.e., earned in courses numbered 300 to 499), preferably within the major or minor (if you choose a minor)

General Education Requirements

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

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

	Credits
A. Communications	12
<ul style="list-style-type: none"> ✦ WRTG 111 or another writing course (3 credits) All 3-credit WRTG courses (except WRTG 288, WRTG 388, WRTG 486A, or WRTG 486B), COMM 390, COMM 492, ENGL 102, and JOUR 201 apply. ✦ WRTG 112 (3 credits) Must be completed with a grade of C- or better within first 24 credits. May not be earned through Prior Learning (Portfolio Assessment or Course Challenge) assessment. ✦ A course in communication, writing, or speech (3 credits) ENGL 102, ENGL 281, JOUR 201, and all 3-credit COMM, SPCH, and WRTG courses (except those numbered 486A and 486B) apply. ✦ An upper-level advanced writing course (3 credits) WRTG 391, WRTG 393, and WRTG 394 apply. Note: No more than 3 credits of writing credit may be earned by examination. 	
B. Mathematics	3
<ul style="list-style-type: none"> ✦ MATH 103, MATH 105, MATH 107, MATH 115, MATH 140, STAT 200, or a mathematics course approved by the department. Must be completed within first 24 credits. Prerequisites must be fulfilled before taking MATH 108, MATH 140, or any higher-numbered MATH or STAT courses. Note: Check individual majors for recommended math courses and related requirements. 	

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

	Credits
C. Arts and Humanities	6
<ul style="list-style-type: none"> ✦ Two 3-credit courses chosen from the following disciplines: ARTH, ARTT, ASTD (depending on course content), ENGL (except ENGL 281 and ENGL 384), GRCO, HIST, HUMN, MUSC, PHIL, THET, dance, literature, or foreign language. 	
D. Behavioral and Social Sciences	6
<ul style="list-style-type: none"> ✦ Two 3-credit courses chosen from the following disciplines: AASP (AASP 201 only), ANTH, ASTD (depending on course content), BEHS, CCJS (CCJS 100, CCJS 105, CCJS 350, CCJS 360, and CCJS 461 only), ECON, GEOG, GERO (except GERO 342 and GERO 351), GVPT, PSYC, SOCY, or WMST (WMST 200 only). 	
E. Biological and Physical Sciences	7
<ul style="list-style-type: none"> ✦ A science lecture course (3 credits) with related laboratory course (1 credit) or a science course combining lecture and laboratory (4 credits). ✦ Any other science course (3 credits). <p>Note: Courses from the following disciplines apply: ASTR, BIOL, CHEM, GEOL, NSCI, NUTR, or PHYS. Science courses in other disciplines may also apply.</p>	
F. Research and Computing Literacy	7
<ul style="list-style-type: none"> ✦ Professional exploration course (3 credits) Should preferably be taken within the first 6 credits. PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, and PACE 111T apply. ✦ LIBS 150, CAPL 398A, or a general education elective (1 credit) ✦ One course in computing or information technology (3 credits) Unless otherwise specified, upper- or lower-level courses designated CMIS, CMIT, CMSC, CMST, CSIA, IFSM, and SDEV and ACCT 326 apply. Refer to your specific major for requirements or recommendations. 	
Total General Education Requirements	41

Major, Minor, and Elective Requirements

	Credits
A. Academic Major	30–36
<p>The number of credits required to complete an academic major varies according to academic program. At least half the credits earned within the major must be upper level (i.e., earned in courses numbered 300 and higher) and must be earned through UMGC. No grade may be lower than C. Specific coursework is prescribed for each major and is described in the following section.</p>	
B. Academic Minor	15–18
<p>Choosing a minor is strongly encouraged even though it is optional. You may not take a major and minor in the same area and may not receive a double minor. The number of credits required to complete an academic minor varies according to academic program. At least half the credits earned within the minor must be upper level (unless otherwise specified) and must be earned through UMGC. No grade may be lower than C. Specific coursework is prescribed for each minor and is described in a following section.</p>	
C. Electives	25–34
<p>Electives may be taken in any academic discipline. Pass/fail credit, up to a maximum of 18 credits, may be applied toward electives only.</p>	
Total Major, Minor, and Elective Requirements	79

SUMMARY OF BACHELOR'S DEGREE REQUIREMENTS

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

A cumulative grade point average of at least 2.0 (C)

Minimum 36 credits of upper-level credit.

A minimum of 30 credits at UMGC, including at least half the credits earned for the major and at least half for the minor, and including at least 15 credits of upper-level credit.

Double Major

You can earn a double major upon completion of all requirements for both majors, including the required minimum number of credits for each major and all related requirements for both majors. The same course cannot be used to fulfill requirements for more than one major. Certain restrictions (including use of credit and acceptable combinations of majors) apply for double majors. You cannot major in two programs with excessive overlap of required coursework. Contact an academic advisor before selecting a double major.

Second Bachelor's Degree

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

- ❖ You must have received the first bachelor's degree to be eligible to begin a second.
- ❖ For a second bachelor's degree, you need to complete at least 30 new credits through UMGC after completing the first degree. The combined credit in both degrees must add up to at least 150 credits.
- ❖ You may not earn a second bachelor's degree with a double major. You may not earn a second degree in general studies and may not obtain a second associate degree within the second bachelor's degree.
- ❖ To qualify for academic honors in a second bachelor's degree, you must complete at least 30 new credits through UMGC with the requisite grade point average.
- ❖ You must complete all requirements for the major. All course prerequisites apply.
- ❖ If any major requirements were satisfied in the previous degree, the remainder necessary to complete the minimum 30 credits of new coursework should be satisfied with courses related to the major. For purposes of determining what major requirements apply, the applicable date is the date you started coursework at UMGC after being admitted into the second undergraduate degree program.
- ❖ As with other degrees, continuous enrollment at UMGC is required.
- ❖ A minimum grade point average of 2.0 in all courses taken through UMGC is required for graduation.

Before beginning work or considering nontraditional options toward a second degree, consult an academic advisor. Academic advisors will be glad to explain the requirements for a second bachelor's degree and clarify its limitations. The general studies major may not be selected as a second bachelor's degree.

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

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

	major	minor
Accounting	✓	✓
Art history		✓
Biology		✓
Business administration	✓	✓
Communication studies	✓	✓
Computer networks and cybersecurity	✓	
Computer science	✓	✓
Criminal justice	✓	✓
Cybersecurity		✓
Cybersecurity management and policy	✓	
Digital media and web technology	✓	✓
Diversity awareness		✓
Economics		✓
English	✓	✓
Forensics		✓
General studies	✓	
History	✓	✓
Homeland security	✓	✓
Humanities	✓	
Human resource management	✓	✓
Information systems management	✓	✓
Management studies	✓	
Marketing	✓	✓
Philosophy		✓
Political science	✓	✓
Psychology	✓	✓
Social science	✓	
Social work *	✓	
Sociology		✓
Terrorism and critical infrastructure		✓
Women's studies		✓

BACHELOR'S DEGREE PROGRAMS

DEGREE REQUIREMENTS

Majors Available for the Bachelor of Arts

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

Majors Available for the Bachelor of Science

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

Additional Program Choices

These UMGC degree programs are open to you from virtually anywhere in the world through online study. For full descriptions of these programs, please refer to the UMGC Stateside 2020-2021 Undergraduate Catalog found at umgc.edu/catalogs.

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

* *The Bachelor of Arts in Social Work program is offered by our partner institution, Salisbury University, and administered by UMGC Europe. See p. 118 for program details.*

The following pages provide descriptions of the degree programs available through UMGC Europe, including all degree requirements.

Accounting

You may seek either an academic major or minor in accounting.

Major in Accounting

The major in accounting combines theory and practice to help prepare you to analyze and report on the economic activities of organizations. You'll develop skills in managerial accounting, budgeting, accounting systems, internal controls, financial analysis, financial reporting, internal and external auditing, taxation, and international accounting.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Communicate with financial and nonfinancial audiences in a clear and concise manner and make appropriate financial decisions
- ❖ Research, prepare, analyze, and review financial and business data by applying accounting and business management principles to produce financial and business reports
- ❖ Use current technology and analytical tools to work collaboratively and facilitate decision making
- ❖ Employ analysis, critical thinking, and problem solving to identify, test, and validate processes, systems, and financial data
- ❖ Define, develop, and demonstrate ethical business practices and accountability by identifying and addressing current and emerging issues
- ❖ Conduct fraud detection and deterrence planning, analysis, and communication
- ❖ Perform a range of functions, including auditing and financial reporting, to manage finances for federal agencies
- ❖ Create reports and conduct disclosure analysis

Industry Certification

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

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

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in accounting, a vertical pathway between UMGC undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Accounting and Financial Management, Accounting and Information Systems, or the Management with a specialization in accounting at UMGC by 6 credits (two courses). Details are on p. 16.

Degree Requirements

Required Major Courses (36 credits)

ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
ACCT 310	Intermediate Accounting I (3)
ACCT 311	Intermediate Accounting II (3)
ACCT 321	Cost Accounting (3)
ACCT 323	Federal Income Tax I (3)
ACCT 326	Accounting Information Systems (3)
ACCT 410	Accounting for Government and Not-for-Profit Organizations (3) <i>or any upper-level ACCT course</i>
ACCT 422	Auditing Theory and Practice (3)
ACCT 424	Advanced Accounting (3)
ACCT 436	Internal Auditing (3) <i>or any upper-level ACCT course</i>
ACCT 438	Fraud and Forensic Accounting (3) <i>or any upper-level ACCT course</i>

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

BMGT 364	Management and Organization Theory (3)
BMGT 380	Business Law I (3)
ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
FINC 330	Business Finance (3)
MRKT 310	Marketing Principles (3)
STAT 200	Introduction to Statistics (3)
ACCT 411	Ethics and Professionalism in Accounting (3) <i>or BMGT 496 Business Ethics</i>
WRTG 293	Introduction to Professional Writing (3) <i>or COMM 390 Writing for Managers or WRTG 394 Advanced Business Writing</i>

*Requirements for CPA certification vary from state to state. See p. 195 or umgc.edu/professional-licensure for more information.

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

BS in Accounting Overview

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN ACCOUNTING

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ACCT 220 Principles of Accounting I (3)	Major
WR TG 112 Academic Writing II (3)	General education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WR TG 293 Introduction to Professional Writing (3) <i>or</i> COMM 390 <i>or</i> WR TG 394	Related and general education/communications
ACCT 221 Principles of Accounting II (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences

ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
CSIA 300 Cybersecurity for Leaders and Managers (3)	Or other elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences
ACCT 310 Intermediate Accounting I (3)	Major
IFSM 300 Foundations of Information Systems Management (3)	Or other elective
ACCT 311 Intermediate Accounting II (3)	Major
Elective (3)	Elective
ACCT 326 Accounting Information Systems (3)	Major
CSIA 310 Cybersecurity Processes and Technologies (3)	Or other elective
ACCT 321 Cost Accounting (3)	Major
WR TG 394 Advanced Business Writing (3)	Or other general education/communications
FINC 328 Small Business Finance (3)	Or other elective
ACCT 323 Federal Income Tax I (3)	Major
ACCT 411 Ethics and Professionalism in Accounting (3) <i>or</i> BMGT 496	Related and elective
Elective (3)	Elective
ACCT 410 Accounting for Government and Not-for-Profit Organizations (3) <i>or</i> other upper-level ACCT course	Major
BMGT 364 Management and Organization Theory (3)	Related and elective
IFSM 438 Information Systems Project Management (3)	Or other elective
ACCT 422 Auditing Theory and Practice (3)	Major
BMGT 380 Business Law I (3)	Related and elective
Elective (3)	Elective
ACCT 424 Advanced Accounting (3)	Major
FINC 330 Business Finance (3)	Related and elective
Elective (3)	Elective
ACCT 436 Internal Auditing (3) <i>or</i> other upper-level ACCT course	Major
MRKT 310 Marketing Principles (3)	Related and elective
ACCT 438 Fraud and Forensic Accounting (3) <i>or</i> other upper-level ACCT course	Major
Elective (1)	Elective

Business Administration

You may seek either an academic major or minor in business administration.

Major in Business Administration

In the business administration major, you'll gain a well-rounded education that provides foundational, workplace-relevant management skills, organizational theory, and operational knowledge.

UMGC's career-focused bachelor's degree program in business administration is designed to help you compete for the jobs of today and tomorrow by building a comprehensive base of knowledge. This major will help you prepare for a variety of positions in for-profit, nonprofit, and public-sector organizations.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Plan and communicate a shared vision for the organization that will drive strategy, assist with decision making, and position the organization competitively
- ❖ Design and create management and leadership plans
- ❖ Evaluate qualitative and quantitative data
- ❖ Communicate effectively across all levels of an organization
- ❖ Develop, communicate, and implement policies and procedures to reduce cost and organizational risk and promote ethical practices
- ❖ Manage people, time, and resources by using effective employment practices, encouraging team building, and mentoring junior members of the staff
- ❖ Design and execute personal and employee development systems to enhance job performance and leadership skills

Degree Requirements

BS in Business Administration Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

BMGT 110	Introduction to Business and Management (3)
ACCT 220	Principles of Accounting I (3)
ACCT 221	Principles of Accounting II (3)
BMGT 364	Management and Organization Theory (3)
BMGT 365	Organizational Leadership (3)
MRKT 310	Marketing Principles (3)
BMGT 380	Business Law I (3)
HRMN 300	Human Resource Management (3)
FINC 330	Business Finance (3)
BMGT 496	Business Ethics (3)
BMGT 495	Strategic Management (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
IFSM 300	Information Systems in Organizations
STAT 200	Introduction to Statistics

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN BUSINESS ADMINISTRATION	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111B	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
WRWG 112 Academic Writing II (3)	General education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
BMGT 110 Introduction to Business and Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 220 Principles of Accounting I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences

ACCT 221 Principles of Accounting II (3)	Major
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
BMGT 365 Organizational Leadership (3)	Major
Elective (3)	Elective
MRKT 310 Marketing Principles (3)	Major
WRWG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
BMGT 380 Business Law I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 300 Human Resource Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 330 Business Finance (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 495 Strategic Management (3)	Major/capstone
Elective (1)	Elective

Communication Studies

You may seek either an academic major or minor in communication studies.

Major in Communication Studies

Whether you're interested in journalism, public relations, business, or digital communications, you can build a firm base of knowledge while you earn a bachelor's degree in communication studies at UMGC. In this major, you'll learn about and apply communication theories and best practices to communicate about events and ideas to various populations. In addition, you'll learn to work with individuals and groups professionally and manage communications within ethical, legal, and financial parameters.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Apply analytical skills in interpreting, using, and delivering information, particularly through mass media
- ❖ Create professional and appropriate written, oral, and visual communications for specific purposes and diverse audiences
- ❖ Design, create, and select multimedia components and integrate them into print, broadcast, and online formats
- ❖ Work with individuals and groups in ways that reflect an understanding of both communication theory and professional expectations
- ❖ Understand diverse and intercultural perspectives as they affect communication
- ❖ Design and employ specific research methods and tools to gather information

Degree Requirements

BA in Communication Studies Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- SPCH 100 Foundations of Oral Communication (3)
or any SPCH course
- COMM 207 Understanding Visual Communication (3)
or any COMM course
- JOUR 201 Introduction to News Writing (3)
- COMM 300 Communication Theory (3)
- COMM 302 Mass Communication and Media Studies (3)
- SPCH 324 Communication and Gender (3)
- JOUR 330 Public Relations Theory (3)
or any upper-level JOUR course
- COMM 400 Mass Media Law (3)
or any upper-level COMM course
- SPCH 470 Effective Listening (3)
or any upper-level SPCH course
- COMM 390 Writing for Managers (3)
or any upper-level COMM course
- COMM 495 Senior Seminar in Communication Studies (3)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BA IN COMMUNICATION STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
SPCH 100 Foundations of Oral Communication (3) <i>or any SPCH course</i>	Major
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
COMM 207 Understanding Visual Communication (3) <i>or any COMM course</i>	Major
WRWG 112 Academic Writing II (3)	General education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
COMM 202 Media and Society (3)	Or other general education/communications
JOUR 201 Introduction to News Writing (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

COMM 300 Communication Theory (3)	Major
Elective (3)	Elective
COMM 302 Mass Communication and Media Studies (3)	Major
Elective (3)	Elective
SPCH 324 Communication and Gender (3)	Major
Elective (3)	Elective
JOUR 330 Public Relations Theory (3) <i>or any upper-level JOUR course</i>	Major
WRWG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
COMM 400 Mass Media Law (3) <i>or any upper-level COMM course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
SPCH 470 Effective Listening (3) <i>or any upper-level SPCH course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
COMM 390 Writing for Managers (3) <i>or any upper-level COMM course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
COMM 495 Senior Seminar in Communication Studies (3)	Major/capstone
Elective (1)	Elective

Computer Networks and Cybersecurity

You may seek an academic major in computer networks and cybersecurity.

Major in Computer Networks and Cybersecurity

In UMGC's award-winning program in computer networks and cybersecurity, you'll learn the operational procedures and technologies to design, implement, administer, secure, and troubleshoot corporate networks.

Designed to combine the benefits of a traditional college education with hands-on training in state-of-the-art computer technology, the computer networks and cybersecurity curriculum integrates technical skill with communication skills and superior general education knowledge.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security. UMGC is also a designated National Center of Digital Forensics Academic Excellence (CDFAE) institution.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design, implement, and administer local-area and wide-area networks to satisfy organizational goals
- ✦ Resolve IT system problems and meet the needs of end users by applying troubleshooting methodologies
- ✦ Apply relevant policies and procedures to effectively secure and monitor IT systems
- ✦ Communicate IT knowledge effectively using a wide range of presentation styles
- ✦ Meet organizational goals using effective workforce skills, best practices, and ethical principles

Industry Certification

This program is designed to help prepare you for the following certification exams:

- ✦ AWS Certified Cloud Practitioner
- ✦ Certified Computer Examiner (CCE)
- ✦ Certified Ethical Hacker (CEH)
- ✦ Certified Information Systems Security Professional (CISSP)
- ✦ Cisco Certified Network Associate (CCNA)
- ✦ CompTIA A+
- ✦ CompTIA Cloud+
- ✦ CompTIA Cybersecurity Analyst

- ✦ CompTIA Linux+ and LPIC-1
- ✦ CompTIA Network+
- ✦ CompTIA Security+
- ✦ Computer Security Incident Handler (CSIH)

The computer networks and cybersecurity curriculum is closely aligned to industry standards and certifications. Changes related to leading industry certifications may lead to adjustments in course offerings. Visit the program web page for updates.

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in computer networks and cybersecurity, a vertical pathway between the undergraduate and graduate programs in this field allows you to earn 6 credits toward the Master of Science in Cloud Computing Architecture, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation and/or a certificate in Cloud Computing and Networking, Cyber Operations, Cybersecurity Management and Policy, Cybersecurity Technology, or Digital Forensics and Cyber Investigation. Details are on p. 17.

Degree Requirements

BS in Computer Networks and Cybersecurity Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

CMIT 202	Fundamentals of Computer Troubleshooting (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CMIT 321	Ethical Hacking (3)
CMIT 326	Cloud Technologies (3)
CMIT 350	Interconnecting Cisco Devices (3)
CMIT 391	Linux System Administration (3)
CMIT 495	Current Trends and Projects in Computer Networks and Cybersecurity (3)
Three upper-level courses chosen from any upper-level CMIT courses and CCJS 321 (9)	

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN COMPUTER NETWORKS AND CYBERSECURITY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMIT 202 Fundamentals of Computer Troubleshooting (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 107 College Algebra (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIT 265 Fundamentals of Networking (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
CMIT 320 Network Security (3)	Major

Elective (3)	Elective
CMIT 321 Ethical Hacking (3)	Major
Elective (3)	Elective
CMIT 350 Interconnecting Cisco Devices (3)	Major
Elective (3)	Elective
CMIT 326 Cloud Technologies (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CMIT 391 Linux System Administration (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 421 Threat Management and Vulnerability Assessment (3) or other upper-level CMIT course or CCJS 321	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 425 Advanced Information System Security (3) or other upper-level CMIT course or CCJS 321	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 321 Digital Forensics in the Criminal Justice System (3) or other upper-level CMIT course	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CMIT 495 Current Trends and Projects in Computer Networks and Cybersecurity (3)	Major/capstone
Elective (1)	Elective

Computer Science

You may seek either an academic major or minor in computer science.

Major in Computer Science

With a bachelor's degree in computer science, you'll be able to plan, design, and optimize computer software and hardware systems for commercial and government environments. This versatile major provides you with a foundation in programming languages, software development, complex algorithms, and graphics and visualization.

What You'll Learn

Through your coursework, you will learn how to

- Identify and respond to emerging technology, models, methodologies, systems, and trends in human/computer interaction, including social networking, gaming, modeling, and simulation
- Apply logic and mathematical principles to the design, development, and verification of secure, high-performance, and reliable computing systems
- Analyze, design, develop, and document secure technical solutions for computing systems and networking infrastructure
- Plan, design, and optimize computing architecture, software applications, data, and systems
- Adhere to local, national, and international technical standards, ethics, and intellectual property regulations when developing computer applications and systems
- Analyze, compare, and contrast algorithms, programming languages, compilers, and operating systems to select or develop solutions to problems

Degree Requirements

BS in Computer Science Overview	
	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Required Major Courses (36 credits)

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

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

MATH 140	Calculus I
MATH 141	Calculus II
CMSC 150	Introduction to Discrete Structures
CMIS 102	Introduction to Problem Solving and Algorithm Design

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN COMPUTER SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMIS 141 Introductory Programming (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 140 Calculus I (4)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
CMIS 242 Intermediate Programming (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
CMSC 150 Introduction to Discrete Structures (3)	Related and elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
CMIS 310 Computer Systems and Architecture (3)	Major

MATH 141 Calculus II (4)	Related and elective
SDEV 300 Building Secure Python Applications (3)	Major
Elective (3)	Elective
CMSC 350 Data Structures and Analysis (3)	Major
Elective (3)	Elective
CMSC 330 Advanced Programming Languages (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CMSC 335 Object-Oriented and Concurrent Programming (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 430 Compiler Theory and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 451 Design and Analysis of Computer Algorithms (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMSC 412 Operating Systems (3)	Major
Elective (3)	Elective
CMSC 405 Computer Graphics (3)	Major
Elective (3)	Elective
CMSC 495 Current Trends and Projects in Computer Science (3)	Major/capstone
Elective (2)	Elective

Criminal Justice

You may seek either an academic major or minor in criminal justice.

Major in Criminal Justice

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

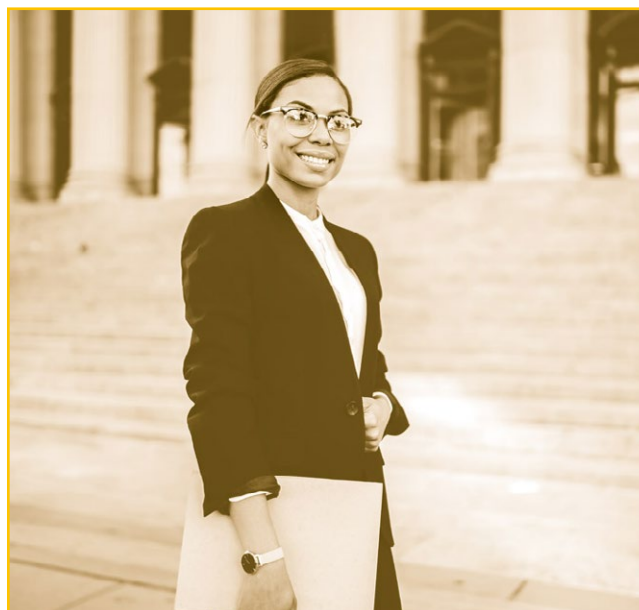
What You'll Learn

Through your coursework, you will learn how to

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

Vertical Pathway

If you complete your undergraduate degree at UMGCC with a major in criminal justice, a vertical pathway between UMGCC's undergraduate and graduate programs in that field allows you to reduce your total coursework for the Master of Science in Management with an area of concentration in criminal justice management at UMGCC by 6 credits (two courses). Details are on p. 17.



Degree Requirements

BS in Criminal Justice Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

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

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan. Major and related requirements are listed in **bold**.

BS IN CRIMINAL JUSTICE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111P	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CCJS 100 Introduction to Criminal Justice (3) <i>or</i> CCJS 105 Introduction to Criminology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRWG 112 Academic Writing II (3)	General education/communications
CCJS 230 Criminal Law in Action (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
CCJS 340 Law Enforcement Administration (3)	Major

Elective (3)	Elective
CCJS 497 Correctional Administration (3)	Major
Elective (3)	Elective
CCJS 345 Introduction to Security Management (3)	Major
Elective (3)	Elective
CCJS 350 Juvenile Delinquency (3) <i>or any upper-level CCJS course</i>	Major
WRWG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
CCJS 360 Victimology (3) <i>or any upper-level CCJS course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 380 Ethical Behavior in Criminal Justice (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 341 Criminal Investigation (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CCJS 352 Drugs and Crime (3) <i>or any upper-level CCJS course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CCJS 495 Issues in Criminal Justice (3)	Major/capstone
Elective (1)	Elective

Cybersecurity Management and Policy

You may seek an academic major in cybersecurity management and policy. A related minor is available in cybersecurity (p.112).

Major in Cybersecurity Management and Policy

In UMGC's bachelor's degree program in cybersecurity management and policy, you can prepare to become a leader in the protection of data. This innovative, world-class program uses a multidisciplinary approach—drawing from fields such as management, law, science, business, technology, and psychology—to provide you with the most current knowledge and skills for protecting critical cyber infrastructure and assets.

UMGC was named a National Center of Academic Excellence in Cyber Defense Education by the National Security Agency and the Department of Homeland Security.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Protect an organization's critical information and assets by ethically integrating cybersecurity best practices and risk management throughout an enterprise
- ✦ Integrate continuous monitoring and real-time security solutions with information collection, sharing, collaboration, and analysis capabilities to improve situational awareness and deployment of countermeasures in industry and government
- ✦ Evaluate and assess the use of technology to support cybersecurity goals and objectives
- ✦ Participate in the investigation of cyber incidents and assist in recovery of operations
- ✦ Formulate, update, and communicate short- and long-term organizational cybersecurity strategies and policies

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Certified Information Privacy Professional/US (CIPP/US)
- ✦ Certified Information Systems Security Professional (CISSP)
- ✦ CompTIA Network+
- ✦ CompTIA Security+
- ✦ EC-Council Certified Chief Information Security Officer (CCISO)



- ✦ EC-Council Certified Incident Handler (ECIH)
- ✦ EC-Council Certified Secure Computer User (CSCU)
- ✦ EC-Council Information Security Manager (EISM)

Degree Requirements

BS in Cybersecurity Management and Policy Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 304	Ethics in Information Technology (3)
CMIT 265	Fundamentals of Networking (3)
CMIT 320	Network Security (3)
CSIA 310	Cybersecurity Processes and Technologies (3)
CSIA 350	Cybersecurity in Business and Industry (3)
CSIA 360	Cybersecurity in Government Organizations (3)
CSIA 413	Cybersecurity Policy, Plans, and Programs (3)
CSIA 459	Evaluating Emerging Technologies (3)
CMIT 425	Advanced Information Systems Security (3)
CSIA 485	Practical Applications in Cybersecurity Management and Policy (3)

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN CYBERSECURITY MANAGEMENT AND POLICY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
IFSM 201 Concepts and Applications of Information Technology (3)	Prerequisite and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 107 College Algebra (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	Or other general education/communications
IFSM 304 Ethics in Information Technology (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

CMIT 265 Fundamentals of Networking (3)	Major
Elective (3)	Elective
CMIT 320 Network Security (3)	Major
Elective (3)	Elective
CSIA 310 Cybersecurity Processes and Technologies (3)	Major
Elective (3)	Elective
CSIA 350 Cybersecurity in Business and Industry (3)	Major
WRTG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CSIA 360 Cybersecurity in Government Organizations (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 413 Cybersecurity Policy, Plans, and Programs (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CSIA 459 Evaluating Emerging Technologies (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMIT 425 Advanced Information Systems Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CSIA 485 Practical Applications in Cybersecurity Management and Policy (3)	Major/capstone
Elective (1)	Elective

Digital Media and Web Technology

You may seek either an academic major or minor in digital media and web technology.

Major in Digital Media and Web Technology

You can follow your interests and prepare for a career in digital design with UMGC's bachelor's degree program in digital media and web technology, which allows you to explore web or digital design. In this major, you'll learn how to create digital works using industry-standard software and incorporating design theory and efficient workflows. Through your coursework, you can gain hands-on experience in web design, electronic publishing, motion graphics, multimedia, animation, and graphic design.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Design, develop, and manage digital media using current and emerging technologies that adhere to industry standards
- ✦ Analyze needs and effectively manage projects and resources, applying sound business principles and technology
- ✦ Design and develop digital, interactive, and web-based media to meet customer requirements and usability standards
- ✦ Develop, test, and implement web and multimedia applications using techniques for scripting and programming
- ✦ Apply relevant theories, practices, and principles effectively when designing and developing works in digital media

Degree Requirements

BS in Digital Media and Web Technology Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120



Required Major Courses (30 credits)

- CMST 290 Introduction to Interactive Design (3)
- CMST 295 Fundamentals of Digital Media (3)
- CMST 495 Current Trends and Projects in Digital Media and Web Technology (3)

Any upper-level CMST courses (21)—Focused study in web or digital design recommended, as follows:

Web Design

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

Digital Design

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

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN DIGITAL MEDIA AND WEB TECHNOLOGY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
CMST 290 Introduction to Interactive Design (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 107 College Algebra (3)	Or other general education/mathematics
WR TG 112 Academic Writing II (3)	General education/communications
CMST 295 Fundamentals of Digital Media (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

CMST 385 Principles of Web Design and Technology I <i>or</i> CMST 310 Fundamentals of Electronic Publishing (3)	Major
Elective (3)	Elective
CMST 386 Principles of Web Design and Technology II <i>or</i> CMST 311 Advanced Electronic Publishing (3)	Major
Elective (3)	Elective
CMST 325 Image Editing (3)	Major
Elective (3)	Elective
CMST 320 Illustration Graphics (3)	Major
WR TG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
CMST 388 Fundamentals of JavaScript <i>or</i> CMST 425 Advanced Image Editing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 450 Web Development Using XML <i>or</i> CMST 341 Principles of Multimedia I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 488 Advanced JavaScript <i>or</i> CMST 351 Motion Graphics I (3)	Major
Elective (3)	Elective
Elective (3)	Elective
CMST 495 Current Trends and Projects in Digital Media and Web Technology (3)	Major/capstone
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (1)	Elective

English

You may seek either an academic major or minor in English.

Major in English

Like other liberal arts majors, a major in English at UMGC offers a solid base of critical thinking on which to build a career or further graduate study. In-demand skills in research and writing that have a wide application in the job market are also honed. If you are intrigued by literature, the English major may be right for you.

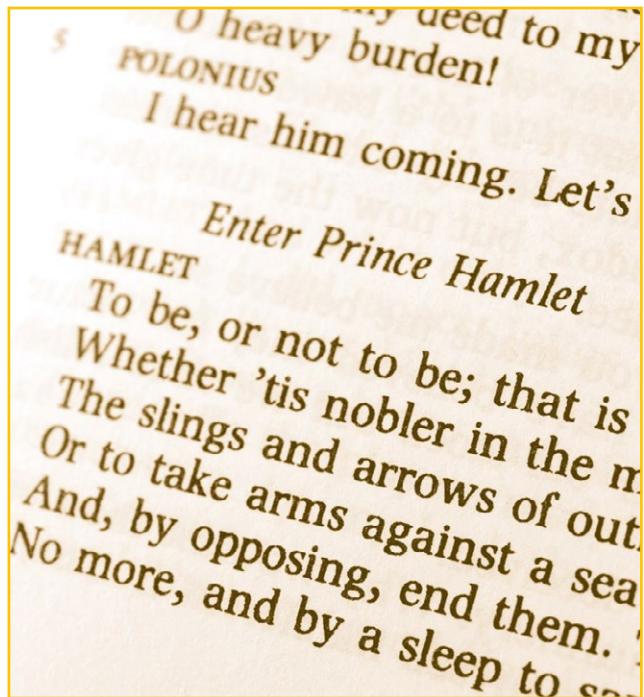
What You'll Learn

Through your coursework, you will learn how to

- ❖ Demonstrate knowledge of a range of English-language literary texts, genres, and terms
- ❖ Analyze literary texts to explain stylistic, historical, sociocultural, and ethical significance
- ❖ Apply critical theory to literary texts to enhance interpretation and analysis
- ❖ Conduct effective research across a range of media
- ❖ Create writing that effectively argues, persuades, illuminates, and/or informs
- ❖ Create presentations in various media to demonstrate the results of academic inquiry

Degree Requirements

BA in English Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

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

BACHELOR'S DEGREE PROGRAMS

ACADEMIC MAJORS

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan. Major and related requirements are listed in **bold**.

BA IN ENGLISH	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111C	General education/computing and research
WRWG 112 Academic Writing II (3)	General education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ENGL 102 Composition and Literature (3)	Or other general education/communications
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	Major
ENGL 281 Standard English Grammar (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
ENGL 303 Critical Approaches to Literature (3)	Major

Elective (3)	Elective
ENGL 386 History of the English Language (3) or any upper-level ENGL course	Major
Elective (3)	Elective
ENGL 310 Renaissance Literature (3)	Major
Elective (3)	Elective
ENGL 311 The Long 18th-Century British Literature (3) or any upper-level ENGL course	Major
WRWG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
ENGL 312 19th-Century British Literature (3) or any upper-level ENGL course	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL430 American Literature: Discovery to 1914 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 433 Modern American Literature: 1914–1945 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 441 Postmodern American Literature: 1945 to 1999 (3) or any upper-level ENGL course	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
ENGL 495 Advanced Seminar in English Language, Literature, and Writing (3)	Major/capstone
Elective (1)	Elective

General Studies

You may seek an academic major in general studies.

Major in General Studies

The bachelor's degree program in general studies allows you to take an active role in designing your educational experience through a flexible curriculum while maximizing your ability to transfer previously earned credit. This personalized learning path, coupled with a focus on your specific interests and areas of study, provides a solid, well-rounded foundation in preparation for a variety of careers.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Improve oral and written communication skills
- ❖ Apply critical thinking and problem-solving skills
- ❖ Analyze insights about personal and professional goals
- ❖ Apply skills and knowledge from different academic disciplines
- ❖ Synthesize concepts and theories in core content courses and focus areas

Degree Requirements

BS in General Studies Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120



Requirements for the Major (30 credits)

- ❖ 6 credits of coursework in one discipline area (e.g., HRMN)
- ❖ 6 credits from a second discipline area (e.g., PSYC)
- ❖ 15 credits from any discipline area(s)
- ❖ CAPL 495 General Studies Capstone (3)

Note: No more than 21 credits of coursework in a single discipline area may be applied to the major.

Overall Requirements for the Degree

Overall requirements for a bachelor's degree in general studies differ slightly from those listed on pp. 66–67. You must meet the 30-credit requirement for coursework taken at UMGC, but those credits may be earned in any combination across major, general education, and elective courses.

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN GENERAL STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3)	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
Major Course - Discipline I (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WR TG 112 Academic Writing II (3)	General education/communications
Major Course - Discipline I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
Major Course - Discipline II (3)	Major
Elective (3)	Elective

Major Course - Discipline II (3)	Major
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
WR TG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Major Course - Any Discipline (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
CAPL 495 General Studies Capstone (3)	Major/capstone
Elective (1)	Elective

History

You may seek either an academic major or minor in history.

Major in History

Like other liberal arts majors, a major in history offers a solid base of critical thinking on which to build a career or further graduate study.

One of the very first schools to offer a degree program in history online, UMGC brings you nearly two decades of experience in teaching history in an online environment. Plus, if you're based in the Washington, D.C., area, you'll have myriad opportunities to find internships and part-time and full-time jobs in the field via public institutions and federal positions. Our alumni have gone on to work at such agencies as the National Archives and the National Park Service.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Research, interpret, and present historical knowledge
- ✦ Write and speak clearly and appropriately about historical information for diverse audiences
- ✦ Engage in history as a moral and ethical practice, recognizing a wide range of backgrounds and perspectives
- ✦ Apply historical precedents to contemporary life and develop self-reflection
- ✦ Achieve a deep understanding of the different peoples, events, and cultures that have shaped human civilization

Degree Requirements

BA in History Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- HIST 115 World History I (3)
or HIST 141 Western Civilization I
- HIST 116 World History II (3)
or HIST 142 Western Civilization II
- HIST 156 History of the United States to 1865 (3)
- HIST 157 History of the United States Since 1865 (3)
- HIST 289 Historical Methods (3)
- HIST 309 Historical Writing (3)
- HIST 495 Senior Thesis in History (3)

Upper-level HIST courses (12 credits)—Focused study in U.S. or world history recommended, as follows:

U.S. History

- HIST 316L The American West
- HIST 365 Recent America: 1945 to the Present
- HIST 377 U.S. Women's History: 1870 to 2000
- HIST 461 African American History: 1865 to the Present

World History

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

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BA IN HISTORY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
HIST 115 World History I (3) <i>or</i> HIST 141 Western Civilization I (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
HIST 116 World History II (3) <i>or</i> HIST 142 Western Civilization II (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 125 Technological Transformations (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

HIST 156 History of the United States to 1865 (3)	Major
Elective (3)	Elective
HIST 157 History of the United States Since 1865 (3)	Major
Elective (3)	Elective
HIST 289 Historical Methods (3)	Major
Elective (3)	Elective
HIST 309 Historical Writing (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
HIST 316L The American West <i>or</i> HIST 326 The Roman Republic (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 365 Recent America: 1945 to the Present <i>or</i> HIST 337 Europe's Bloodiest Century (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 377 U.S. Women's History: 1870 to 2000 <i>or</i> HIST 392 History of the Contemporary Middle East (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HIST 461 African American History: 1865 to the Present <i>or</i> HIST 480 History of China to 1912 (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HIST 495 Senior Thesis in History (3)	Major/capstone
Elective (1)	Elective

Homeland Security

You may seek either an academic major or minor in homeland security.

Major in Homeland Security

A major in homeland security can help you develop the knowledge, skills, and abilities needed for management and leadership in homeland security. The coursework has been developed by practitioner-scholars who work in a variety of homeland security roles and is designed to provide you with a global outlook, interpersonal skills, leadership abilities, and awareness of current issues in domestic and international security. You'll use actual homeland security information, taken straight from governmental sources, in your assignments.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Lead, manage, and motivate others, developing their knowledge and skills, to establish and achieve strategic and operational homeland security goals and interface with internal and external audiences
- ❖ Manage technology and information for the protection and recovery of critical infrastructure/information in a hostile or emergency environment
- ❖ Navigate the financial, personnel, legal, and political information of public or private organizations to identify, evaluate, and address organizational needs, requirements, and resources
- ❖ Research, analyze, and synthesize complex intelligence information using various methods to formulate risk assessments and responses to emerging threats
- ❖ Communicate, negotiate, and educate strategically and tactically across cultural boundaries with diverse partners and stakeholders within homeland security
- ❖ Write concise and succinct policy, planning, and procedure documents for a variety of audiences to support homeland security operations

Vertical Pathway

If you complete your undergraduate degree at UMGC with a major in homeland security, a vertical pathway between UMGC's undergraduate and graduate programs in that field allows you to reduce their total coursework for the Master of Science in Management or in Information Technology with an area of concentration in homeland security at UMGC by 6 credits (two courses). Details are on p. 17 and in the UMGC Europe Graduate Catalog.



Degree Requirements

BS in Homeland Security Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

HMLS 302	Introduction to Homeland Security (3)
HMLS 310	Homeland Security Response to Critical Incidents (3)
HMLS 406	Legal and Political Issues in Homeland Security (3)
HMLS 408	Infrastructure in Homeland Security (3)
HMLS 414	Homeland Security and Intelligence (3)
HMLS 416	Homeland Security and International Relations (3)
PSAD 410	Public Safety Research and Technology (3)
PSAD 414	Public Safety Administration Ethics (3)
PSAD 416	Public Safety Leadership (3)
HMLS 304	Strategic Planning in Homeland Security (3)
HMLS 495	Homeland Security Issues and Challenges (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

IFSM 300	Information Systems in Organizations
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Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN HOMELAND SECURITY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111P	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	General education/communications
HMLS 302 Introduction to Homeland Security (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HMLS 406 Legal and Political Issues in Homeland Security (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

HMLS 310 Homeland Security Response to Critical Incidents(3)	Major
Elective (3)	Elective
HMLS 408 Infrastructure in Homeland Security (3)	Major
Elective (3)	Elective
HMLS 414 Homeland Security and Intelligence (3)	Major
Elective (3)	Elective
HMLS 416 Homeland Security and International Relations (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
PSAD 410 Public Safety Research and Technology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 414 Public Safety Administration Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSAD 416 Public Safety Leadership (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HMLS 304 Strategic Planning in Homeland Security (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HMLS 495 Homeland Security Issues and Challenges (3)	Major/capstone
Elective (1)	Elective

Humanities

You may seek an academic major in humanities.

Major in Humanities

Like other liberal arts majors, a major in humanities offers a solid base of critical thinking on which to build a career or further study. This major will broaden your understanding of yourself and your interaction with the world and provide a perspective on cultural and intellectual heritage while offering tools to use that knowledge in the real world.

You'll explore how individuals and groups understand their existence, their place within their cultures, and their responsibility to others and the physical world.

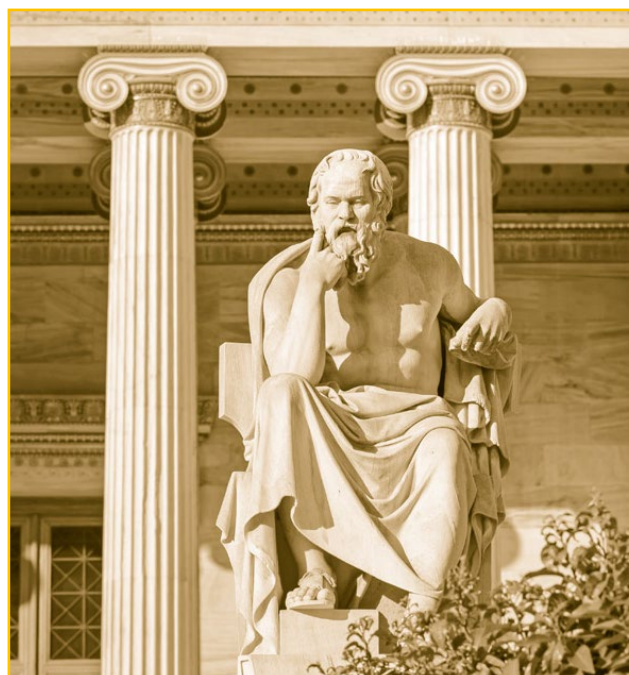
What You'll Learn

Through your coursework, you will learn how to

- ✦ Plan, communicate, and implement coherent and justifiable practices that improve human conditions
- ✦ Analyze ideas critically and defend recommendations for improving the conditions of society
- ✦ Act in a personally and socially responsible manner, recognizing the complexity and diversity of the human experience
- ✦ Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information that educates and influences others

Degree Requirements

BA in Humanities Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- HUMN 100 Introduction to Humanities (3)
- PHIL 100 Introduction to Philosophy (3)
- PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)
- HIST 115 World History I (3)
*or HIST 116 World History II
or HIST 141 Western Civilization I
or HIST 142 Western Civilization II*
- MUSC 210 Music as Cultural Expression (3)
or any MUSC course
- ARTH 372 History of Western Art I (3)
or any upper-level ARTH course
- PHIL 304 Contemporary Social Justice Issues (3)
or any upper-level PHIL course
- HUMN 351 Myth in the World (3)
or any upper-level HUMN course
- PHIL 349 Religions of the West (3)
or any upper-level PHIL course
- ENGL 406 Shakespeare Studies (3)
or any upper-level ENGL course
- HUMN 495 Humanities Seminar (3)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BA IN HUMANITIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111C	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
HUMN 100 Introduction to Humanities (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
PHIL 100 Introduction to Philosophy (3)	Major
ENGL 240 Introduction to Fiction, Poetry, and Drama (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Major

Elective (3)	Elective
HIST 115 World History I (3) <i>or</i> HIST 116 <i>or</i> HIST 141 <i>or</i> HIST 142	Major
Elective (3)	Elective
MUSC 210 Music as Cultural Expression (3) <i>or</i> any MUSC course	Major
Elective (3)	Elective
ARTH 372 History of Western Art I (3) <i>or</i> any upper-level ARTH course	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
PHIL 304 Contemporary Social Justice Issues (3) <i>or</i> any upper-level PHIL course	Major
Elective (3)	Elective
Elective (3)	Elective
HUMN 351 Myth in the World (3) <i>or</i> any upper-level HUMN course	Major
Elective (3)	Elective
Elective (3)	Elective
PHIL 349 Religions of the West (3) <i>or</i> any upper-level PHIL course	Major
Elective (3)	Elective
Elective (3)	Elective
ENGL 406 Shakespeare Studies (3) <i>or</i> any upper-level ENGL course	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
HUMN 495 Humanities Seminar (3)	Major/capstone
Elective (1)	Elective

Human Resource Management

You may seek either an academic major or minor in human resource management.

Major in Human Resource Management

With a degree in human resource management from UMGC, you'll find employment opportunities in nearly every industry. Our bachelor's degree program is perfect for those who have some experience in HR, as well as those who want to transition into the HR profession.

You'll gain a comprehensive understanding of human resource functions—such as resource planning; recruitment, selection, placement, and orientation of employees; training and career development; labor relations; performance appraisal and rewards programs; and development of personnel policies and procedures— in private- and public-sector settings. Additionally, you'll explore the ways that human behavior, laws, labor relations, and diversity issues can intersect and affect a company's culture and ultimately its progress.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply business knowledge, reflective practices, and ethical leadership skills that drive learning and self-improvement
- ✦ Apply knowledge of human behavior, labor relations, and current laws and regulations to produce a working environment that is safe, fair, and compliant with regulations
- ✦ Help create a culture in which all employees are motivated and valued
- ✦ Create, implement, and assess training, development, and rewards programs that foster employee and organizational learning and development
- ✦ Recognize the diversity of cultures and worldviews that inform human behavior and respond constructively to differences in workplaces, communities, and organizations
- ✦ Identify and use technology to research, collect, analyze, and interpret data and effectively communicate information in a professional manner

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Global Professional in Human Resources (GPHR)
- ✦ Professional in Human Resources (PHR)
- ✦ Senior Professional in Human Resources (SPHR)
- ✦ SHRM-Certified Professional (SHRM-CP)

Degree Requirements

BS in Human Resource Management Overview

	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120

Required Major Courses (36 credits)

HRMN 300	Human Resource Management (3)
HRMN 302	Organizational Communication (3)
HRMN 362	Labor Relations (3)
HRMN 367	Organizational Culture and Change (3)
HRMN 395	The Total Rewards Approach to Compensation Management (3)
HRMN 400	Human Resource Management: Issues and Problems (3)
HRMN 406	Employee Training and Development (3)
BMGT 364	Management and Organization Theory (3)
FINC 331	Finance for the Nonfinancial Manager (3)
HRMN 408	Employment Law for Business (3)
HRMN 467	Global Human Resource Management (3)
HRMN 495	Contemporary Issues in Human Resource Management Practice (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

IFSM 300	Information Systems in Organizations
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Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN HUMAN RESOURCE MANAGEMENT

Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WR TG 112 Academic Writing II (3)	General education/communications
HRMN 300 Human Resource Management (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
HRMN 302 Organizational Communication (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
HRMN 362 Labor Relations (3)	Major

Elective (3)	Elective
HRMN 367 Organizational Culture and Change (3)	Major
Elective (3)	Elective
HRMN 395 The Total Rewards Approach to Compensation Management (3)	Major
Elective (3)	Elective
HRMN 400 Human Resource Management: Issues and Problems (3)	Major
WR TG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
HRMN 406 Employee Training and Development (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
Elective (3)	Elective
FINC 331 Finance for the Nonfinancial Manager (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 408 Employment Law for Business (3)	Major
Elective (3)	Elective
Elective (3)	Elective
HRMN 467 Global Human Resource Management (3)	Major
Elective (3)	Elective
HRMN 495 Contemporary Issues in Human Resource Management Practice (3)	Major/capstone
Elective (1)	Elective

Information Systems Management

You may seek either an academic major or minor in information systems management.

Major in Information Systems Management

Information systems management is a critical part of the strategic decision-making process in virtually all of today's public and private organizations. That means managers who can lead the teams that integrate information systems with general business processes are in high demand.

Developed by chief information officers and other high-level IT professionals, the bachelor's degree program in information systems management at UMGC is well suited for those looking to move into a management position and bridge the gap between an organization's functional users and technical developers.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Evaluate, select, and apply analytical and measurement methods/tools and system development life-cycle methodologies to meet organizational needs
- ✦ Research, assess, recommend, select, and implement information technology that aligns with organizational needs, provides continuity, and meets business objectives
- ✦ Communicate effectively orally, visually, and in writing to determine stakeholders' business requirements, explain how the requirements will be met, and provide ongoing information
- ✦ Protect organizations' critical information assets responsibly by integrating cybersecurity best practices and risk management throughout global enterprises
- ✦ Plan, execute, and evaluate technology solutions to achieve strategic goals by managing high-performing teams and projects

Industry Certification

This program is designed to help prepare you for the following certification exams, listed in alphabetical order:

- ✦ Certified Associate in Project Management (CAPM)
- ✦ PMI Agile Certified Practitioner (PMI-ACP)
- ✦ Project Management Professional (PMP)

Degree Requirements

BS in Information Systems Management Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120

Required Major Courses (33 credits)

IFSM 300	Information Systems in Organizations (3)
IFSM 301	Foundations of Information Systems Management (3)
IFSM 304	Ethics in Information Technology (3)
CSIA 300	Cybersecurity for Leaders and Managers (3)
IFSM 310	Software and Hardware Infrastructure Concepts (3)
IFSM 311	Enterprise Architecture (3)
IFSM 330	Business Intelligence and Data Analytics (3)
IFSM 370	Telecommunications in Information Systems (3)
IFSM 438	Information Systems Project Management (3)
IFSM 461	Systems Analysis and Design (3)
IFSM 495	Trends and Practical Applications in Information Systems Management (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

CMIS 102	Introduction to Problem Solving and Algorithm Design
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Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN INFORMATION SYSTEMS MANAGEMENT	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111T	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
CMIS 102 Introduction to Problem Solving and Algorithm Design (3)	Related and general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
IFSM 300 Information Systems in Organizations (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Or other general education/mathematics
WR TG 112 Academic Writing II (3)	General education/communications
IFSM 301 Foundations of Information Systems Management (3)	Major
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

IFSM 304 Ethics in Information Technology (3)	Major
Elective (3)	Elective
CSIA 300 Cybersecurity for Leaders and Managers (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 310 Software and Hardware Infrastructure Concepts (3)	Major
WR TG 393 Advanced Technical Writing (3)	Or other general education/communications
Elective (3)	Elective
IFSM 330 Business Intelligence and Data Analytics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 311 Enterprise Architecture (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 370 Telecommunications in Information Systems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 438 Information Systems Project Management (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 461 Systems Analysis and Design (3)	Major
Elective (3)	Elective
Elective (3)	Elective
IFSM 495 Trends and Practical Applications in Information Systems Management (3)	Major/capstone
Elective (1)	Elective

Management Studies

You may seek an academic major in management studies.

Major in Management Studies

Today, many business, government, public service, and technical environments require knowledge of management principles from multiple disciplines. UMGC's program in management studies can help you gain that expertise through a course of study focused on decision making, problem solving, and leadership.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Apply leadership skills to promote communication, ethical behavior, and quality performance
- ❖ Implement employment practices, encourage team building, and mentor staff members
- ❖ Communicate effectively with culturally diverse audiences using a variety of formats and technologies
- ❖ Assess and develop performance measures, feedback, and coaching that facilitates employee development
- ❖ Employ self-reflection and mindfulness of individual and cultural differences when interacting with others
- ❖ Research, plan, and develop processes and procedures that ensure organizational performance

Degree Requirements

BS in Management Studies Overview

	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- BMGT 110 Introduction to Business and Management (3)
- ACCT 301 Accounting for Nonaccounting Managers (3)
or ACCT 220 Principles of Accounting I
- BMGT 364 Management and Organization Theory (3)
- BMGT 365 Organizational Leadership (3)
- BMGT 304 Managing E-Commerce in Organizations (3)
or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
- BMGT 305 Knowledge Management (3)
or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
- BMGT 484 Managing Teams in Organizations (3)
or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course
- BMGT 317 Decision Making (3)
- BMGT 464 Organizational Behavior (3)
or BMGT 465 Organizational Development and Transformation
- BMGT 496 Business Ethics (3)
- BMGT 485 Leadership for the 21st Century (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

- ECON 201 Principles of Macroeconomics
or ECON 203 Principles of Microeconomics
- IFSM 300 Information Systems in Organizations
- STAT 200 Introduction to Statistics

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN MANAGEMENT STUDIES	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WRTG 112 Academic Writing II (3)	General education/communications
BMGT 110 Introduction to Business and Management (3)	Major
COMM 390 Writing for Managers (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
ACCT 301 Accounting for Nonaccounting Managers (3) <i>or</i> ACCT 220 Principles of Accounting I (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3) <i>or</i> ECON 203	Related and general education/behavioral and social sciences

BMGT 364 Management and Organization Theory (3)	Major
Elective (3)	Elective
BMGT 365 Organizational Leadership (3)	Major
Elective (3)	Elective
BMGT 304 Managing E-Commerce in Organizations (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>	Major
Elective (3)	Elective
BMGT 305 Knowledge Management (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
Elective (3)	Elective
BMGT 484 Managing Teams in Organizations (3) <i>or any upper-level ACCT, BMGT, FINC, HRMN, or MRKT course</i>	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 317 Decision Making (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 464 Organizational Behavior (3) <i>or</i> BMGT 465 Organizational Development and Transformation (3)	Major
Elective (3)	Elective
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BMGT 485 Leadership for the 21st Century (3)	Major/capstone
Elective (1)	Elective

Marketing

You may seek either an academic major or minor in marketing.

Major in Marketing

Fueled by increasing globalization and the developing role of the internet in business, the field of marketing is constantly evolving. As global competition intensifies, organizations increasingly rely on skilled professionals to identify and develop profitable new products and markets.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply marketing knowledge and skills to meet organizational goals through analytic and managerial techniques related to customers, executives, finance, information technology, law, operational domains, and customer relations
- ✦ Employ strategic marketing skills, including scenario planning, market intelligence, customer profiles, marketing plans, and competitive analysis, to respond to organizational marketing challenges
- ✦ Conduct research, analyze data, create effective marketing plans, and support decisions that meet the needs and desires of global customers
- ✦ Act with personal and professional integrity in the global marketplace of employers, peers, and customers
- ✦ Cultivate and maintain positive interpersonal relationships based on engagement and positive interaction with teams, managers, and customers

Degree Requirements

BS in Marketing Overview	
	Credits
General Education Courses	41
Required Major Courses	36
Minor and Elective Courses	43
Total	120



Required Major Courses (36 credits)

BMGT 110	Introduction to Business Management (3)
ACCT 301	Accounting for Nonaccounting Managers (3)
BMGT 496	Business Ethics (3)
MRKT 310	Marketing Principles (3)
MRKT 354	Integrated Marketing Communications (3)
MRKT 395	Managing Customer Relationships (3)
MRKT 410	Consumer Behavior (3)
MRKT 412	Marketing Research (3)
MRKT 454	Global Marketing (3)
MRKT 457	Digital Marketing (3)
MRKT 314	Nonprofit Marketing (3) <i>or any MRKT course</i>
MRKT 495	Strategic Marketing Management (3)

Related Required Courses

Note: The following related required courses may be applied to general education or elective requirements.

ECON 201	Principles of Macroeconomics
ECON 203	Principles of Microeconomics
IFSM 300	Information Systems in Organizations

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN MARKETING	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111B	General education/computing and research
WR TG 111 Academic Writing I (3)	Or other general education/communications
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
WR TG 112 Academic Writing II (3)	Or other general education/communications
MRKT 310 Marketing Principles (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
IFSM 300 Information Systems in Organizations (3)	Related and general education/computing and research
BMGT 110 Introduction to Business and Management (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
ECON 201 Principles of Macroeconomics (3)	Related and general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 203 Principles of Microeconomics (3)	Related and general education/behavioral and social sciences

MRKT 354 Integrated Marketing Communications (3)	Major
Elective (3)	Elective
ACCT 301 Accounting for Nonaccounting Managers (3)	Major
Elective (3)	Elective
MRKT 395 Managing Customer Relationships (3)	Major
Elective (3)	Elective
MRKT 410 Consumer Behavior (3)	Major
WR TG 394 Advanced Business Writing (3)	Or other general education/communications
Elective (3)	Elective
BMGT 496 Business Ethics (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 412 Marketing Research (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 454 Global Marketing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 457 Digital Marketing (3)	Major
Elective (3)	Elective
MRKT 314 Nonprofit Marketing (3)	Major
Elective (3)	Elective
Elective (3)	Elective
MRKT 495 Strategic Marketing Management (3)	Major/capstone
Elective (1)	Elective

Political Science

You may seek either an academic major or minor in political science.

Major in Political Science

With a major in political science, you'll develop a comprehensive understanding of U.S. government and global politics. By analyzing political structures, theory, and problems, you'll learn to interpret complex political problems in both the public and private sectors and propose potential solutions. You'll also have an opportunity to enhance your professionalism and fine-tune your communication and organizational skills.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Analyze and participate in the creation of public policy at local, state, federal, and international levels by building consensus and using effective lobbying methods
- ✦ Participate in and influence government at all levels based on an understanding of the establishment, structure, and interaction of governmental institutions
- ✦ Use effective writing, research, analysis, advocacy, identification techniques, and coalition-building skills to develop and influence policy at the national and international levels
- ✦ Conduct, analyze, and evaluate theoretical and empirical research for specific problems to affect domestic and international policy by applying political theory, systems, and processes in organizational environments
- ✦ Apply knowledge of ethical principles and issues to public policy and politics

Degree Requirements

BS in Political Science Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120



Required Major Courses (30 credits)

- GVPT 100 Introduction to Political Science (3)
- GVPT 101 Introduction to Political Theory (3)
- GVPT 170 American Government (3)
or GVPT 200 International Political Relations
- GVPT 280 Comparative Politics and Governments (3)
- GVPT 306 Global Political Economy (3)
- GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)
or any upper-level GVPT course
- GVPT 403 Law, Morality, and War (3)
or any upper-level GVPT course
- GVPT 406 Global Terrorism (3)
- GVPT 457 American Foreign Relations (3)
or any upper-level GVPT course
- GVPT 495 Advanced Seminar in Political Science (3)

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN POLITICAL SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111P	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/communications
CMIS 111 Social Networking and Cybersecurity Best Practices (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
GVPT 100 Introduction to Political Science (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
MATH 105 Topics for Mathematical Literacy (3)	Or other general education/mathematics
WRTG 112 Academic Writing II (3)	General education/communications
GVPT 101 Introduction to Political Theory (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Or other general education/behavioral and social sciences
HIST 157 History of the United States Since 1865 (3)	Or other general education/arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences

GVPT 170 American Government (3) or GVPT 200 International Political Relations (3)	Major
Elective (3)	Elective
GVPT 280 Comparative Politics and Governments (3)	Major
Elective (3)	Elective
GVPT 306 Global Political Economy (3)	Major
Elective (3)	Elective
Elective (3)	Elective
WRTG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3) or any upper-level GVPT course	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 403 Law, Morality, and War (3) or any upper-level GVPT course	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 406 Global Terrorism (3)	Major
Elective (3)	Elective
Elective (3)	Elective
GVPT 457 American Foreign Relations (3) or any upper-level GVPT course	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
GVPT 495 Advanced Seminar in Political Science (3)	Major/capstone
Elective (1)	Elective

Psychology

You may seek either an academic major or minor in psychology.

Major in Psychology

UMGC's bachelor's degree program in psychology will help prepare you for graduate study or a multitude of careers in the field. While acquiring a knowledge base of theory, research, and practice in psychological sciences, you'll hone your quantitative skills, written and oral communication proficiencies, analytical and scientific reasoning, and ability to analyze human behavior.

What You'll Learn

Through your coursework, you will learn how to

- ✦ Apply major concepts, theoretical perspectives, empirical findings, and historical trends in psychology to prepare for graduate study or relevant careers
- ✦ Apply basic knowledge of research methodology, statistics, measurement, guidelines, ethical standards, laws, and regulations to design, participate in, and evaluate research in a variety of contexts
- ✦ Apply knowledge of human behavior to inform personal growth; communicate effectively; solve problems; make decisions; and interact with individuals, communities, and organizations
- ✦ Use critical and creative thinking, skeptical inquiry, technology, and the scientific approach to solve problems related to current and emerging trends in psychology
- ✦ Value diversity and different perspectives, tolerate ambiguity, and act ethically to communicate appropriately with various populations

Degree Requirements

BS in Psychology Overview	
	Credits
General Education Courses	41
Required Major Courses	33
Minor and Elective Courses	46
Total	120



Required Major Courses (33 credits)

- PSYC 100 Introduction to Psychology (3)
- PSYC 300 Research Methods in Psychology (3)
- PSYC 301 Biological Basis of Behavior (3)
- PSYC 310 Sensation and Perception (3)
or any upper-level PSYC course
- PSYC 321 Social Psychology (3)
- PSYC 335 Theories of Personality (3)
- PSYC 341 Memory and Cognition (3)
or any upper-level PSYC course
- PSYC 351 Lifespan Development (3)
or any upper-level PSYC course
- PSYC 353 Abnormal Psychology (3)
- PSYC 436 Introduction to Clinical Psychology (3)
- PSYC 495 Senior Seminar in Psychology (3)

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

- STAT 200 Introduction to Statistics

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN PSYCHOLOGY	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/ computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) or PACE 111S	General education/computing and research
WRTG 111 Academic Writing I (3)	Or other general education/ communications
CMST 301 Digital Media and Society (3)	Or other general education/ computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/ biological and physical sciences
PSYC 100 Introduction to Psychology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/ communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRTG 112 Academic Writing II (3)	General education/ communications
PSYC 300 Research Methods in Psychology (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/ arts and humanities
BIOL 101 Concepts of Biology (3) and BIOL 102 Laboratory in Biology (1)	Or other general education/ biological and physical sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Or other general education/ behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/ arts and humanities
Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/ behavioral and social sciences
PSYC 301 Biological Basis of Behavior (3)	Major

Elective (3)	Elective
PSYC 310 Sensation and Perception (3) or any upper-level PSYC course	Major
Elective (3)	Elective
PSYC 321 Social Psychology (3)	Major
Elective (3)	Elective
PSYC 335 Theories of Personality (3)	Major
WRTG 391 Advanced Research Writing (3)	Or other general education/ communications
Elective (3)	Elective
PSYC 341 Memory and Cognition (3) or any upper-level PSYC course	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 351 Lifespan Development (3) or any upper-level PSYC course	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 353 Abnormal Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
PSYC 436 Introduction to Clinical Psychology (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
PSYC 495 Senior Seminar in Psychology (3)	Major/capstone
Elective (1)	Elective

Social Science

You may seek an academic major in social science.

Major in Social Science

In UMGC's bachelor's degree program in social science, you'll gain a breadth of knowledge through interdisciplinary study that encompasses perspectives from the fields of anthropology, behavioral sciences, gerontology, psychology, and sociology. You'll also have the opportunity to drill down and focus closely on one of these fields.

What You'll Learn

Through your coursework, you will learn how to

- ❖ Integrate theoretical perspectives and research findings in the social sciences by using quantitative and qualitative data and applying social science research methods
- ❖ Communicate effectively to a variety of audiences
- ❖ Explain how micro- and macro-level factors are linked in the social lives of individuals, communities, and societies
- ❖ Analyze complex social problems and work toward realistic solutions using awareness, acceptance, and appreciation of diversity, social factors, and global multicultural perspectives
- ❖ Recognize the ethical principles and standards for professional conduct that guide the work of social scientists
- ❖ Apply critical and creative thinking, information literacy, technology, and interdisciplinary perspectives to solve practical problems in the social sciences

Degree Requirements

BS in Social Science Overview	
	Credits
General Education Courses	41
Required Major Courses	30
Minor and Elective Courses	49
Total	120

Required Major Courses (30 credits)

Two introductory (100-level) social science courses (6)—Chosen from the following:

- ANTH 102 Introduction to Cultural Anthropology
- GERO 100 Contemporary Issues in Aging
- PSYC 100 Introduction to Psychology
- SOCY 100 Introduction to Sociology

Required courses:

- BEHS 210 Introduction to Social Sciences (3)
- BEHS 220 Diversity Awareness (3)
- BEHS 300 Research Methods in Social Sciences (3)
- BEHS 495 Advanced Seminar in Social Sciences (3)

Upper-level ANTH, BEHS, GERO, PSYC, and SOCY courses (12)—Focused study in anthropology, gerontology, psychology, or sociology recommended, as follows:

Anthropology

- ANTH 345 World Prehistory and Archaeology
- ANTH 346 Anthropology of Language and Communication
- ANTH 350 Health, Illness, and Healing
- ANTH 351 Anthropology in Forensic Investigations

Gerontology

- GERO 302 Health and Aging
- GERO 311 Gender and Aging
- GERO 427 Culture and Aging
- GERO 320 Psychosocial Aspects of Aging

Psychology

- PSYC 321 Social Psychology
- PSYC 338 Psychology of Gender
- PSYC 351 Lifespan Development
- PSYC 354 Cross-Cultural Psychology

Sociology

- SOCY 313 The Individual and Society
- SOCY 325 The Sociology of Gender
- SOCY 423 Race and Ethnicity: A Global Perspective
- SOCY 350 Contemporary Social Problems

Related Required Course

Note: The following related required course may be applied to general education or elective requirements.

- STAT 200 Introduction to Statistics

Suggested Course Sequencing

The following table is designed to provide an optimal order for taking both required and recommended general education, major, and elective courses for this program. Your plan will be unique to you, based on your previous education and credit earned. See pp. 66–67 for information on general education and overall requirements for completing a bachelor's degree. Contact an academic advisor with all questions about your official plan.

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

BS IN SOCIAL SCIENCE	
Recommended and Required Courses	Requirement(s)
LIBS 150 Introduction to Research (1)	Or other general education/computing and research
PACE 111M Program and Career Exploration in Multidisciplinary Studies (3) <i>or</i> PACE 111S	General education/computing and research
WRWG 111 Academic Writing I (3)	Or other general education/communications
CMST 301 Digital Media and Society (3)	Or other general education/computing and research
NUTR 100 Elements of Nutrition (3)	Or other general education/biological and physical sciences
ANTH 102 Introduction to Cultural Anthropology <i>or</i> GERO 100 Contemporary Issues in Aging <i>or</i> PSYC 100 Introduction to Psychology <i>or</i> SOCY 100 Introduction to Sociology (3)	Major
SPCH 100 Foundations of Oral Communication (3)	Or other general education/communications
STAT 200 Introduction to Statistics (3)	Related and general education/mathematics
WRWG 112 Academic Writing II (3)	General education/communications
SOCY 100 Introduction to Sociology <i>or</i> ANTH 102 Introduction to Cultural Anthropology <i>or</i> GERO 100 Contemporary Issues in Aging <i>or</i> PSYC 100 Introduction to Psychology (3)	Major
HUMN 100 Introduction to Humanities (3)	Or other general education/arts and humanities
BIOL 101 Concepts of Biology (3) <i>and</i> BIOL 102 Laboratory in Biology (1)	Or other general education/biological and physical sciences
PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)	Or other general education/behavioral and social sciences
ARTH 334 Understanding Movies (3)	Or other general education/arts and humanities

Elective (3)	Elective
ECON 201 Principles of Macroeconomics (3)	Or other general education/behavioral and social sciences
BEHS 210 Introduction to Social Sciences (3)	Major
Elective (3)	Elective
BEHS 220 Diversity Awareness (3)	Major
Elective (3)	Elective
BEHS 300 Research Methods in Social Sciences (3)	Major
Elective (3)	Elective
ANTH 345 World Prehistory and Archaeology <i>or</i> GERO 302 Health and Aging <i>or</i> PSYC 321 Social Psychology <i>or</i> SOCY 313 The Individual and Society (3)	Major
WRWG 391 Advanced Research Writing (3)	Or other general education/communications
Elective (3)	Elective
ANTH 346 Anthropology of Language and Communication <i>or</i> GERO 311 Gender and Aging <i>or</i> PSYC 338 Psychology of Gender <i>or</i> SOCY 325 The Sociology of Gender (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 350 Health, Illness, and Healing <i>or</i> GERO 427 Culture and Aging <i>or</i> PSYC 351 Lifespan Development <i>or</i> SOCY 423 Race and Ethnicity: A Global Perspective (3)	Major
Elective (3)	Elective
Elective (3)	Elective
ANTH 351 Anthropology in Forensic Investigations <i>or</i> GERO 320 Psychosocial Aspects of Aging <i>or</i> PSYC 354 Cross-Cultural Psychology <i>or</i> SOCY 350 Contemporary Social Problems (3)	Major
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
Elective (3)	Elective
BEHS 495 Advanced Seminar in Social Sciences (3)	Major/capstone
Elective (1)	Elective

Academic Minors

Choosing a minor is strongly encouraged even though it is optional. You may not take a major and minor in the same area and may not receive a dual minor. The number of credits required to complete an academic minor varies according to academic program. For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 65-66.

Common Requirements for Completing a Minor

- At least half the credits you earn within the minor must be upper level (numbered 300 or above) unless otherwise specified and must be earned through UMGC.
- No grade may be lower than a C in the coursework for the minor.
- Courses already applied toward other degree requirements (e.g. major or general education) may not be applied toward the minor.
- Prerequisites apply for all courses.



Minor in Accounting

The accounting minor complements the skills you gain in your major discipline by providing a study of how the accounting environment measures and communicates the economic activities of organizations to enable stakeholders to make informed decisions regarding the allocation of limited resources.

Courses in the minor (15 credits)

A minor in accounting requires the completion of 15 credits of coursework in accounting. Any ACCT courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Art History

The art history minor complements the skills you gain in your major discipline by helping to develop skills in historical and cultural interpretation and critical analysis of works of architecture, sculpture, painting, and the allied arts.

Courses in the minor (15 credits)

A minor in art history requires the completion of the following courses:

ARTH 204	Film and American Culture Studies (3)
ARTH 334	Understanding Movies (3)
ARTH 372	History of Western Art I (3)
ARTH 373	History of Western Art II (3)
ARTH 375	History of Graphic Art (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Biology

The biology minor complements the skills you gain in your major discipline by helping to provide an underlying scientific base upon which to build a career in the life sciences, allied health fields, bioinformatics, environmental management, science journalism, or science education.

Courses in the minor (15 credits)

A minor in biology requires the completion of 15 credits of coursework in biology. Any BIOL courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Business Administration

The business administration minor complements the skills you gain in your major discipline by providing a study of principles and techniques used in organizing, planning, managing, and leading within various organizations.

Courses in the minor (15 credits)

A minor in business administration requires the completion of 15 credits of coursework in business administration. Any ACCT, BMGT, FINC, HMG, HRMN, and MRKT courses apply. It is recommended that you take BMGT 364 as the first course in the minor (if you have not already applied the course to other requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Communication Studies

The communication studies minor complements the skills you gain in your major discipline by helping you develop specialized skills in workplace communication, including written and oral communication skills and a greater understanding of human interaction.

Courses in the minor (15 credits)

A minor in communication studies requires the completion of 15 credits of coursework in communication studies. All COMM, JOUR, SPCH, and WRTG courses apply. It is recommended that you take COMM 300 early in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Computer Science

The computer science minor complements the skills you gain in your major discipline by providing the foundations for designing and programming computer applications in support of most occupations and developing a process for solving challenging problems.

Courses in the minor (15 credits)

A minor in computer science requires the completion of 15 credits in computer science coursework, including the following two-course sequence in programming:

CMIS 141	Introductory Programming (3)
CMIS 242	Intermediate Programming (3)

The remaining 9 credits may be chosen from any upper-level CMSC courses (i.e., courses numbered 300 or above).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Criminal Justice

The criminal justice minor complements the skills you gain in your major discipline by providing a study of crime, law enforcement, courts, corrections, security, and investigative forensics.

Courses in the minor (15 credits)

A minor in criminal justice requires the completion of 15 credits of coursework in criminal justice. Any CCJS courses apply. It is recommended that you take CCJS 100 or CCJS 105 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Cybersecurity

The cybersecurity minor complements the skills you gain in your major discipline by providing a study of the principles, issues, and technologies pertinent to the field of cybersecurity.

Courses in the minor (15 credits)

A minor in cybersecurity requires the completion of 15 credits of coursework in cybersecurity. All CSIA and CMIT courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Digital Media and Web Technology

The digital media and web technology minor complements the skills you gain in your major discipline by providing a study of the principles, best practices, and technologies that govern the design of digital media.

Courses in the minor (15 credits)

A minor in digital media and web technology requires the completion of 15 credits of coursework in computer studies. You must complete either CMST 290 or CMST 295. The remaining credits may be chosen from any CMST courses.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.



Minor in Diversity Awareness

The diversity awareness minor complements the skills you gain in your major discipline by providing an interdisciplinary perspective on diversity in contemporary society, conceptually grounded in social science, to promote and cultivate the intercultural awareness and effective communication skills that are necessary in today's professional and social settings.

Courses in the minor (15 credits)

A minor in diversity awareness requires the completion of 15 credits of coursework, chosen from the following courses:

- ANTH 346 Anthropology of Language and Communication
- BEHS 220 Diversity Awareness
- BEHS 320 Disability Studies
- GERO 311 Gender and Aging
- GERO 427 Culture and Aging
- PSYC 338 Psychology of Gender
- PSYC 354 Cross-Cultural Psychology
- SOCY 325 The Sociology of Gender
- SOCY 423 Race and Ethnicity: A Global Perspective
- SOCY 426 Sociology of Religion
- SPCH 324 Communication and Gender
- SPCH 482 Intercultural Communication
- WMST 200 Introduction to Women's Studies: Women and Society

It is recommended that you take BEHS 220 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Economics

The economics minor complements the skills you gain in your major discipline by providing a study of the forces that determine production and distribution, price levels, and income distribution, as well as other economic factors that influence the quality of life.

Courses in the minor (15 credits)

A minor in economics requires the completion of the following courses:

ECON 201	Principles of Macroeconomics (3)
ECON 203	Principles of Microeconomics (3)
ECON 305	Intermediate Macroeconomic Theory and Policy (3)
ECON 306	Intermediate Microeconomic Theory (3)
ECON 430	Money and Banking (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in English

The English minor complements the skills you gain in your major discipline by providing exposure to literary analysis, critical thinking and reading, and the study of the relationship of literature to contemporary intellectual issues.

Courses in the minor (15 credits)

A minor in English requires the completion of the following courses:

ENGL 240	Introduction to Fiction, Poetry, and Drama (3)
ENGL 281	Standard English Grammar (3)
ENGL 303	Critical Approaches to Literature (3)
ENGL 310	Renaissance Literature (3)
ENGL 433	Modern American Literature: 1914–1945 (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Forensics

The minor in forensics complements the skills you gain in your major discipline by providing interdisciplinary study in selected areas of criminal justice, natural science, social science, investigation and security, information and computer systems, psychology, and sociology. It combines laboratory and field skills in the collection and analysis of physical evidence with further study in the various subfields of forensics.

Courses in the minor (15 credits)

A minor in forensics requires the completion of 15 credits of coursework in forensics, chosen from the following:

- CCJS 101 Introduction to Investigative Forensics
- CCJS 234 Criminal Procedure and Evidence
- CCJS 301 Criminalistics I: The Comparative Disciplines
- CCJS 302 Criminalistics II: The Scientific Disciplines
- CCJS 342 Crime Scene Investigation
- CCJS 390 Cybercrime and Security
- CCJS 420 Medical and Legal Investigations of Death
- CCJS 421 Principles of Digital Analysis
- CCJS 440 Fingerprint Analysis
- CCJS 441 Firearms and Toolmarks Analysis

It is recommended that you take CCJS 101 and CCJS 234 as the first courses for the minor (if you have not already applied the courses toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in History

The history minor complements the skills you gain in your major discipline by offering a historical perspective and by helping you to develop critical thinking and an appreciation of the major contributions of various events and individuals to human civilization.

Courses in the minor (15 credits)

A minor in history requires the completion of 15 credits of coursework in history, as follows:

- ✦ A 100-level HIST course
(Courses counted toward this requirement include HIST 115, HIST 116, HIST 141, HIST 142, HIST 156, and HIST 157.)
- ✦ HIST 289 Historical Methods
- ✦ Any 9 credits in upper-level HIST courses

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Homeland Security

The homeland security minor complements the skills you gain in your major discipline by providing knowledge of the concepts of domestic and international security.

Courses in the minor (15 credits)

A minor in homeland security requires the completion of the following courses:

- | | |
|----------|---|
| HMLS 302 | Introduction to Homeland Security (3) |
| HMLS 406 | Legal and Political Issues of Homeland Security (3) |
| HMLS 408 | Infrastructure in Homeland Security (3) |
| HMLS 414 | Homeland Security and Intelligence (3) |
| HMLS 416 | Homeland Security and International Relations (3) |

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Human Resource Management

The human resource management minor complements the skills you gain in your major discipline by examining the human resource functions in a private- or public-sector organizational setting. These functions include human resource planning; recruitment, selection, and placement; employee appraisal and compensation; employee training and career development; management of labor relations; and development of a human resource department implementation plan.

Courses in the minor (15 credits)

A minor in human resource management requires the completion of 15 credits of coursework in human resource management. Any HRMN course applies. It is recommended that you take HRMN 300 and 400 for the minor (if you have not already applied the courses elsewhere in the degree).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Information Systems Management

The information systems management minor complements the skills you gain in your major discipline by helping you develop your abilities to conceptualize and manage the design and implementation of high-quality information systems.

Courses in the minor (15 credits)

A minor in information systems management requires the completion of 15 credits of coursework in information systems management. All IFSM courses apply.

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Marketing

The marketing minor complements the skills you gain in your major discipline by enhancing the knowledge and skills related to marketing situations and processes and the emerging global marketplace.

Courses in the minor (15 credits)

A minor in marketing requires the completion of 15 credits of coursework in marketing. All MRKT courses apply. It is recommended that you take MRKT 310 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.



Minor in Philosophy

The philosophy minor complements the skills you gain in your major discipline by providing a study of the relationships between personal opinions and real-world issues faced by members of a pluralistic, open society.

Courses in the minor (15 credits)

A minor in philosophy requires the completion of the following courses:

PHIL 100	Introduction to Philosophy (3)
PHIL 110	Practical Reasoning (3)
PHIL 304	Contemporary Social Justice Issues (3)
PHIL 336	Ideas Shaping the 21st Century (3)
PHIL 348	Religions of the East (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Political Science

The political science minor complements the skills you gain in your major discipline by providing a systematic study of politics and government. It exposes you to the basic concepts, theories, policies, and roles of government at local, state, and national levels in domestic and foreign settings.

Courses in the minor (15 credits)

A minor in political science requires the completion of 15 credits of coursework in government and politics. All GVPT courses apply. It is recommended that you take GVPT 100, GVPT 101, or GVPT 170 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Psychology

The psychology minor complements the skills you gain in your major discipline by investigating the nature of mind and behavior, including the biological basis of behavior, perception, memory and cognition, the influence of environmental and social forces on the individual, personality, lifespan development and adjustment, research methods, and statistical analysis.

Courses in the minor (15 credits)

A minor in psychology requires the completion of 15 credits of coursework in psychology as follows.

- ✦ One of the following foundation courses (3):

PSYC 100	Introduction to Psychology
PSYC 300	Research Methods in Psychology
STAT 200	Introduction to Statistics
- ✦ One course from each of the following groupings:

Biological (3):	PSYC 301, PSYC 310, PSYC 341
Social (3):	PSYC 321, PSYC 351, PSYC 354
Professional (3):	PSYC 335, PSYC 353, PSYC 436
- ✦ An additional PSYC course (3)

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Sociology

The sociology minor complements the skills you gain in your major discipline by providing a study of contemporary sociological theory and research and applying it to social issues, including globalization, social inequality, diversity, health care, education, family, work, and religion.

Courses in the minor (15 credits)

A minor in sociology requires the completion of 15 credits of coursework in sociology. All SOCY courses apply. You should take SOCY 100 as the first course in the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Terrorism and Critical Infrastructure

The terrorism and critical infrastructure minor complements the knowledge and skills you develop in your major discipline by offering you an understanding of the principle components of protecting both public and private critical infrastructure from acts of terrorism.

Courses in the minor (15 credits)

A minor in terrorism and critical infrastructure requires the completion of 15 credits of coursework focusing on terrorism and critical infrastructure, chosen from the following courses:

- CCJS 341 Criminal Investigation
- CCJS 390 Cybercrime and Security
- GVPT 406 Global Terrorism
- GVPT 407 State Terrorism
- GVPT 408 Counterterrorism
- GVPT 409 Terrorism, Antiterrorism, and Homeland Security
- HIST 392 History of the Contemporary Middle East
- HMLS 302 Introduction to Homeland Security
- HMLS 406 Legal and Political Issues of Homeland Security
- HMLS 408 Infrastructure in Homeland Security

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.

Minor in Women's Studies

The women's studies minor complements the skills you gain in your major discipline by providing an interdisciplinary study of the history, status, and experiences of women.

Courses in the minor (15 credits)

A minor in women's studies requires the completion of 15 credits of coursework in women's studies, chosen from the following courses:

- WMST Any courses
- BEHS 220 Diversity Awareness
- BEHS 343 Parenting Today
- BEHS 453 Domestic Violence
- ENGL 250 Introduction to Women's Literature
- GERO 311 Gender and Aging
- HIST 377 U.S. Women's History: 1870 to 2000
- PSYC 338 Psychology of Gender
- SOCY 325 The Sociology of Gender
- SOCY 443 Sociology of the Family
- SOCY 462 Women in the Military
- SPCH 324 Communication and Gender

It is recommended that you take WMST 200 as the first course for the minor (if you have not already applied the course toward other degree requirements).

Courses already applied toward other degree requirements (e.g., major or general education) may not be applied toward the minor. At least 9 credits must be earned in upper-level courses (numbered 300 or above). Prerequisites apply for all courses.

For a listing of all the requirements for the bachelor's degree, refer to your major and pp. 66–67.



Bachelor of Arts in Social Work



Major in Social Work

The major in social work allows students to prepare for a profession making a difference in the lives of people and their communities. Offered by Salisbury University (SU) and administered by UMGC Europe, the Bachelor of Arts in Social Work (BASW) helps prepare you for entry-level generalist social work practice and advanced graduate education. The BASW is a professional degree accredited by the Council on Social Work Education, which is essential for your licensure after graduation.

In a combination of hands-on practice in the community and theoretical study in the classroom, you will learn how to work with individuals, families, groups, organizations, and communities. The goal of this comprehensive program is to provide you with the knowledge, skills, and values necessary for private and public sector entry-level social work practice.

What You'll Learn

When you graduate with a major in social work, you should be able to

- ✦ Have a solid foundation for entry into professional social work practice.
- ✦ Utilize the appropriate knowledge, values, and skills for entry-level intervention with individuals, families, groups, and communities.
- ✦ Maintain a professional identity consistent with social work values and ethics.
- ✦ Apply valuable hands-on experience with various client populations, including diverse racial and ethnic groups, and at-risk populations.
- ✦ Evolve a practice style consistent with your personal strengths and capabilities.
- ✦ Work within a human service agency or organization.

Hands-On Practice

Field education is an integral component of the social work curriculum during which you will engage in supervised social work practice. This practice provides you the opportunity to apply your classroom learning in a field setting. All field education courses are graded.

PARTNERSHIP PROGRAM

BACHELOR OF ARTS IN SOCIAL WORK

Degree Requirements

BA in Social Work Overview	
	Credits
General Education Courses	38
Required Major Courses	54
Elective Courses	28
Total	120

A degree with a major in social work requires the successful completion of 120 credits of coursework, with 54 credits required for the major, including 8 credits of supervised field instruction.

Since some recommended courses fulfill more than one requirement, substituting courses for those listed may require you to take additional courses to meet degree requirements. You should consult your academic advisor whenever taking advantage of other options.

Required Core Courses (54 credits)

SOWK 200	Introduction to the Social Work Profession (4)
SOWK 300	Human Behavior in the Social Environment I (4)
SOWK 302	Human Behavior in the Social Environment II (4)
SOWK 306	Social Welfare History and Contemporary Issues (4)
SOWK 309	Privilege and Oppression (4)
SOWK 310	Basic Interviewing: Skills and Techniques (2)
SOWK 320	Social Work Practice I (4)
SOWK 330	Policy Practice: Analyst and Advocate (4)
SOWK 400	Social Work Practice II (4)
SOWK 410	Social Work Practice III (4)
SOWK 416	Social Work Research I (4)
SOWK 417	Social Work Research II (4)
SOWK 420	Field Instruction in Social Work I (4)
SOWK 421	Field Instruction in Social Work II (4)

Required Related Courses

Note: The following related required course may be applied to general education or elective requirements.

PSYC 100	Introduction to Psychology (3)
SOCY 100	Introduction to Sociology (3) <i>or ANTH 102 Introduction to Cultural Anthropology (3) or BEHS 210 Introduction to Social Sciences (3) or ECON 103 Economics in the Information Age (3) or GVPT 170 American Government (3)</i>
STAT 200	Introduction to Statistics(3)

General Education Courses (38 credits)

- ❖ **Group I: English and Literature (2 courses)**
 - WRTG 112 Introduction to Academic Writing II (3)
 - Choose from: ENGL 240, ENGL 303, ENGL 310, ENGL 311, ENGL 312, ENGL 364, ENGL 406, or ENGL 439
- ❖ **Group II: History (2 courses)**
 - HIST 115 World History I (3)
or HIST 116 World History II (3)
 - Any HIST course
- ❖ **Group III: Humanities and Social Science (3 courses)**
 - PSYC 100 Introduction to Psychology (3)
 - SOCY 100 Introduction to Sociology (3)
or ANTH 102, BEHS 210, ECON 103, or GVPT 170
 - Any ARTH, ARTT, COMM, DANC, HUMN, THET, foreign language, MUSC, or PHIL course
- ❖ **Group IV: Natural Science, Math, and Computer Science (4 courses)**
 - BIOL 101 Concepts of Biology (3)
*and BIOL 102 Laboratory in Biology (1)
or BIOL 103 Introduction to Biology (4)*
 - NSCI 100 Introduction to Physical Science (3)
*and NSCI 101 Physical Science Laboratory (1)
or any CHEM, GEOL, or PHYS with a lab*
 - MATH 103 College Mathematics (3)
or higher MATH, science, or computer course
 - STAT 200 Introduction to Statistics (3)
- ❖ **Group V: Health Fitness (1 course)**
 - FTWL 106 Lifelong Fitness and Wellness (3)

Elective Courses (28 credits)

Total credits for BA in Social Work

120

Course Descriptions

If you are interested in exploring the field of social work, you may take the following introductory courses.

Additional courses may be found on the UMGC Europe website at europe.umgc.edu/courses.

SOWK 200 Introduction to the Social Work Profession (4)

Introduces the social work profession and provides an overview of fields of social welfare services. Explores the various professional roles social workers play in working in each field. Examines the social welfare system as a society's responses to human need and structure for delivery of social services. Thirty hours of volunteer service (or alternative assignment) in a social agency required.

SOWK 300 Human Behavior in the Social Environment I (4)

Prerequisites: SOWK 200 or permission of instructor. Examines human development in the social environment using the bio-psycho-social-cultural-spiritual perspective. Explores developmental theories to help inform social work assessment at the micro and mezzo levels of practice. Examines both the developmental and problematic aspects of the stages of the life cycle. Discusses the social systems of individual, family, group, community, and society. Develops foundation assessment skills.

SOWK 302 Human Behavior in the Social Environment II (4)

Prerequisites: SOWK 200, SOWK 300, or permission of instructor. Examines communities, groups, and organizations as social systems and environmental contexts. Reflects social work's values and principles in the macro social environment, and the integration of theories drawn from sociology, psychology, biology, anthropology, and economics to understand and critically analyze the multiple influences on human behavior as affected by race, class, gender, age, and sexual orientation. Develops macro assessment skills within the framework of empowerment.

SOWK 306 Social Welfare History and Contemporary Issues (4)

Provides an introduction to the field of social welfare, primarily in the United States and major social movements. Examines the history of the social welfare system and social work profession, in the context of societal factors with particular attention to the intersectionality of race, class, and gender. Explores the impact of values and beliefs on the development of the modern U.S. social welfare system. Investigates the dynamics of privilege and oppression as part of the political, economic, and social factors that influence the policies and services provided by social work practitioners.

SOWK 310 Basic Interviewing: Skills and Techniques (2)

Develops basic interviewing skills for assessing, goal setting, and intervention for use in home service and social work settings. Emphasizes skill application with diverse populations.

Program Calendar 2020-2021

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

For more information, visit europe.umgc.edu/calendars.

On-Site, Hybrid, & Online Classes (7-14 weeks)	
FALL 2020 SESSION 1	31 August - 19 October 2020 Register by 30 August 2020
FALL 2020 SESSION 2	21 October - 11 December 2020 Register by 20 October 2020
FALL 2020 FULL SESSION	31 August - 11 December 2020 Register by 30 August 2020
SPRING 2021 SESSION 1	25 January - 12 March 2021 Register by 24 January 2021
SPRING 2021 SESSION 2	22 March - 7 May 2021 Register by 21 March 2021
SPRING 2021 FULL SESSION	25 January - 7 May 2021 Register by 24 January 2021
SUMMER 2021 SESSION	2 June - 21 July 2021 Register by 1 June 2021

Admission Process

To begin the program, you should apply for admission to UMGC Europe through the online application for admission and select Salisbury Undergraduate and no minor for level of study.

Prior to being fully admitted into the BASW program, you must complete the pre-admission requirements. Completion of all pre-admission requirements does not guarantee your acceptance into the program. To meet pre-admission requirements, you must successfully complete 45 credits of coursework, to include the following courses:

- ❖ PSYC 100 Introduction to Psychology (3)
- ❖ STAT 200 Introduction to Statistics (3)
- ❖ SOCY 100 Introduction to Sociology (3)
or ANTH 102, BEHS 210, ECON 103, or GVPT 170
- ❖ SOWK 200 Introduction to the Social Work Profession (SU)
- ❖ SOWK 300 Human Behavior in the Social Environment I (SU)
- ❖ SOWK 310 Basic Interviewing: Skills and Techniques (SU)

In addition, each applicant for the BASW program must submit a Salisbury University application and written personal statements. You must meet these general BASW admission requirements:

- ❖ Achieve junior standing with at least 45 completed credits (preferably closer to 60)
- ❖ Have an overall GPA of 2.5, including all transfer credits
- ❖ Have an overall GPA of 2.7 in social work courses, including the pre-admission requirements

When these requirements have been completed, your record will be reviewed for admission to the program, and you will be contacted about the next steps toward completing your degree.

Vertical Pathway

If you complete your baccalaureate degree in social work from UMGC Europe/Salisbury University or another undergraduate social work program accredited by the Council on Social Work Education within the last three years, you are eligible to apply for the advanced standing program for the Master of Social Work, reducing your coursework from 62 credits to 32 credits. Applicants who have graduated within the last five years and have worked in human services for at least two of those years will also be considered. Consult the UMGC Europe Graduate Catalog for details.

Salisbury University Policies

- ❖ You are expected to demonstrate professional behavior while completing the BASW and to become a professional social worker
- ❖ You may not repeat any social work class more than once without permission
- ❖ You must earn a grade of C or better in all core courses
- ❖ The required courses may not equal 120 credit hours; therefore, you must register for additional electives to complete 120 credits required for graduation
- ❖ You must have a minimum of 30 credits of upper-level (300-499) courses

Contact Us

Visit europe.umgc.edu/socialwork for full program details. If you are interested in pursuing this program, it is recommended that you contact the UMGC Europe Social Work Office for assistance with getting started.

UMGC Europe Social Work Office

Email: socialwork-europe@umgc.edu

Tel: +49-(0)631-534-80315

ABOUT OUR PARTNER INSTITUTION SALISBURY UNIVERSITY

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

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

salisbury.edu/socialwork

Field Study



Travel and Learn with Field Study Courses

With a UMGC Europe field study course, you can have a one-of-a-kind learning experience exploring the beautiful sights and rich culture of Europe while earning university credit.

A field study course typically offers 3 credit hours and the same 48 contact hours as other courses, but in an intensive hybrid format combining on-site and online instruction. The course also includes seven adventure-filled days in a European city where the subject matter being studied has its roots. You will visit historical sites and museums, as well as participate in lectures that integrate course concepts with an intense cultural immersion for a unique, hands-on learning experience.

Before enrolling in a field study course, you should contact a UMGC academic advisor to determine how the course may apply toward a specific degree program. The tuition for the course is the same cost per credit as any course. In addition, there is a field study fee which includes lodging, museum tickets and fees, and excursions (see p. 9). Other costs associated with field study courses, which will not be collected by UMGC, include transportation to and from the field study location, meals, and other personal expenses.

The following entries describe the most frequently taught field study courses offered by UMGC Europe.

ARTH 489F Northern Renaissance Art in Brussels and Paris (3)

An examination of artistic developments in the Netherlands and northern France during the 15th and 16th centuries. Emphasis is on painting, but architecture, sculpture, and tapestry are also studied. The relationship between the development of bourgeois communal society and Northern Realism and the artistic exchanges and influences between Italy and the North are explored. Visits to Bruges, Gent, and Antwerp are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199F or ARTH 489F.

ARTH 489G Renaissance Art in Florence (3)

A study tour of Florence, the birthplace of Renaissance art. The artistic, historical, and cultural milieu into which Renaissance art was born is explored. Museum visits within the city and field trips to Siena, San Gimignano, and Arezzo are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199G or ARTH 489G.

ARTH 489H Baroque Art in Rome: An Introduction (3)

An exploration of Baroque art in Rome. Topics include the Baroque obsession with death, with space and the heavens; the expression of sensuality; and the Age of Enlightenment's triumph of science over faith. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ARTH 199H or ARTH 489H.

ENGL 388I Scotland: Culture, Literature, and History (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the culture of Europe's northernmost Celtic peoples—the Scots. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288I or ENGL 388I.

ENGL 388J Dublin, Ireland: A Brief Literary History (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to the literary history of Ireland. Emphasis is on poets, dramatists, and fiction writers of the 20th century (Lady Gregory, Yeats, Synge, O'Casey, Beckett, and Joyce). Visits to Trinity College, the Abbey Theatre, St. Stephen's Green, St. Patrick's Cathedral, Christ Church, Dublinia, and a number of important literary museums, as well as attendance at several evening theatre performances are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288J or ENGL 388J.

ENGL 388Q Hemingway in Madrid (3)

Prerequisite: WRTG 112. A study tour of Madrid's influence upon Ernest Hemingway and his body of work. Students will explore sites within the city that influenced Hemingway, many of which appeared in his novels and short stories. Museum visits within the city are included to examine the works of painters who had an impact on Hemingway's own artistic sensibilities. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: ENGL 288Q or ENGL 388Q.

HIST 218J Battle of the Bulge (1)

A thorough review of the military strategy and tactics leading up to and during the Battle of the Bulge. A visit to the Ardennes battlefield area is included. Students may receive credit for only one of the following courses: HIST 218J or HIST 318J.

HIST 318G D-Day and Normandy Campaign of 1944 (1)

A study of the military strategy and tactics behind D-Day and the Normandy campaign of World War II and their significance. Students may receive credit for only one of the following courses: HIST 218G or HIST 318G.

HIST 317A Berlin: Its History and Art (3)

A detailed exploration of Berlin's history and art since the 17th century. Visits to historic sites, monuments, and museums as well as other locations of interest (such as Potsdam, the Kiez, and No-Man's Land) are included. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217A or HIST 317A.

HIST 317B Cultural History of London I (3)

A study of the history, art, and architecture of London from the Roman occupation through the 16th century. Topics include the Norman invasion, the rise of the corporate city of London under the Guilds and Lord Mayor, and the transformation of the city under the Tudors. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217B or HIST 317B.

HIST 317C Cultural History of London II (3)

A study of the history, art, and architecture of London from 1603. Topics include the reign of the Stuarts, the Commonwealth, the Restoration, the rebuilding of London by Wren after the great fire, the Glorious Revolution and the Enlightenment, the reign of the Hanover kings, the Regency, the prosperity of London and the Empire, and 20th-century London after World War II. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217C or HIST 317C.



HIST 317F History and Culture of Naples (3)

A study of the history of Naples from its founding by Greek colonists in the 5th century B.C. to the present. The successive dynasties who ruled the city (Greek, Roman, Byzantine, Neapolitan, Norman, Hohenstaufen, Angevin, Aragon, Austrian, French, Piedmontese, Fascist) and more recent political groups under the Republic of Italy are surveyed. Three major periods in the city's history are examined in depth: the Angevin period, the Bourbon Kingdom, and post-World War II Naples. Specific sites related to these periods are visited. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217F or HIST 317F.

HIST 317J Heidelberg Through the Ages (3)

A study of the geographical, historical, and economic background that created the complex structures of Heidelberg. Topics include relevant monuments and documents of art and architecture and their relation to the cultural and historical developments. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217J or HIST 317J.

HIST 317K History of Venice (3)

A historical overview of the Venetian Republic. Topics include its origins in the Venetian lagoon, its permanent location in the Rialto area (circa 800 A.D.), and its fall in 1797. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HIST 217K or HIST 317K.

**HIST 318L A Bridge too Far: The Market Garden Campaign (1)**

A field study of the American and British advance toward Germany after the Normandy invasion in the Operation Market Garden campaign. The aim is to analyze the strengths of the Allied and German armies and evaluate the role of the Market Garden campaign in the course of the war. Topics include competition for resources (such as gasoline), British problems in Antwerp, the combined airborne/armored operation through Holland, and the relationship between Montgomery and Eisenhower. A visit to the Market Garden campaign area in the Netherlands is included. Students may receive credit for only one of the following courses: HIST 218L or HIST 318L.

HIST 319Z The Third Reich and the Rise of Nazism (1)

A field study examination of Germany in the 1920s and 1930s focusing on the emergence and establishment of Nazism. The goal is to describe the conditions that led to the rise of Nazism in Germany and evaluate the main components of the Nazi ideology through a focus on the city of Nuremberg. Topics include the use of media and spectacle to develop and consolidate power. A visit to relevant sites is included.

HUMN 398C Cultural Studies: Cambridge (3)

An introduction to the city and the University of Cambridge. Topics include the origins of the city; the rise of the university and its colleges; the development and function of buildings, chapels, dining halls, gardens, and other academic institutions; and the character of student life during the past and in the present. Assignments include advanced reading and research. Students may receive credit for only one of the following courses: HUMN 198C or HUMN 398C.

Information on Courses

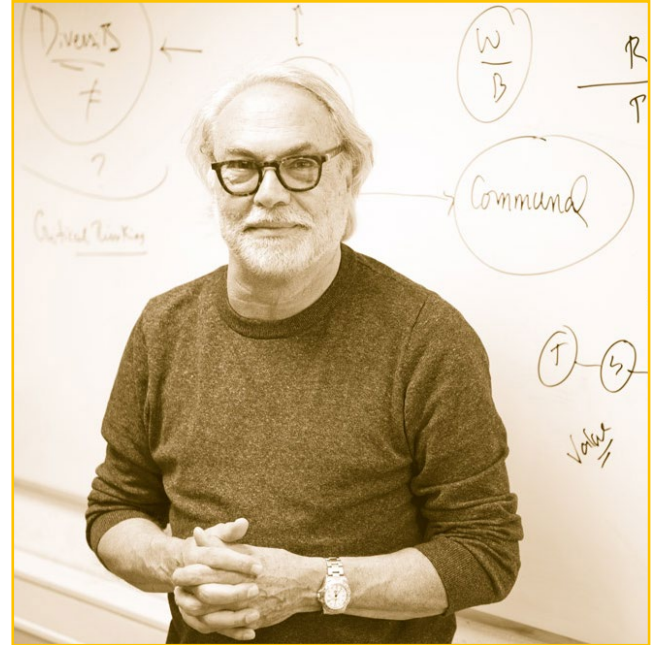
Overview

University of Maryland Global Campus offers courses that are primarily focused on your needs as a student. Courses are carefully selected and scheduled based on input from local education services officers, assessment of the academic and logistical needs of students, and availability of qualified faculty. The most frequently taught courses are listed in this catalog. Courses listed in other UMGC catalogs may also be offered when demand warrants and qualified faculty and academic facilities (laboratory, etc.) are available.

The Unit of Credit

The unit of credit defines the amount of university-level credit to be awarded for course completion, transfer of coursework from another institution, or evaluation of college-level prior learning. One credit is awarded on the basis of one of the following, according to 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 are expected to have before enrolling in a given course. You may be barred from enrolling in or may be removed from courses for which you do not have the necessary prerequisites. Courses listed as “corequisite” are required, but may be taken at the same time. Taking courses listed as “recommended” is advisable, but not absolutely required.

It is your responsibility to check the prerequisites listed in the course description and make certain that you are academically prepared to take a course. If you did not take the prerequisite course recently, you should consult your academic advisor or the academic department about whether you are sufficiently prepared to perform well in a given course. Faculty members are not expected to repeat material listed as being prerequisite.

Prerequisites may also be fulfilled by Prior Learning credit for the appropriate course earned through course-challenge examinations or Portfolio Assessment (described earlier in this catalog). Academic advisors can explain the procedures for seeking this credit.

Some courses are not eligible for challenge examination or Portfolio Assessment, and you may not take course-challenge examinations or seek Portfolio Assessment credit for lower-level courses that are prerequisite to courses for which you have already received credit.

WRTG 112 Academic Writing II is prerequisite to any higher-level course in English, communication studies, or writing, as well as many other advanced courses. MATH 107 College Algebra is prerequisite to any higher-level course in mathematics. Many other prerequisites for advanced courses may be found in the course descriptions.

Placement tests are not required for introductory writing (English composition) or mathematics courses (e.g., MATH 103, MATH 105, MATH 107, MATH 115, or STAT 200), nor do these courses require completion of prerequisite coursework.

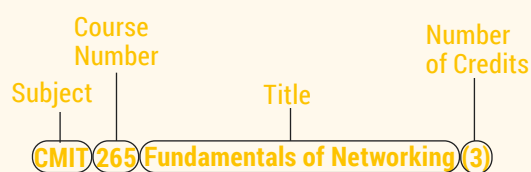
If you have prior language experience in a foreign language, you should take a placement test to assess appropriate level. For information on language placement tests, consult your academic advisor or email the department at languages@umgc.edu.

Key to Course Descriptions

Course descriptions include very important information for you as a student. The courses are listed alphabetically by academic discipline or subject. The number of credits is shown by an Arabic numeral in parentheses—e.g., (3)—after the title of the course.

Course numbers are designated as follows:

- 000-099 Noncredit and institutional credit courses (which do not count toward any degree or certificate)
- 100-199 Primarily freshman courses
- 200-299 Primarily sophomore courses
- 300-399 Upper-level, primarily junior courses
- 400-499 Upper-level, primarily senior courses
- 500-599 Senior-level courses acceptable for credit toward some graduate degrees



(Designed to help prepare for the CompTIA Network+ certification exam.)¹ Prerequisite: IFSM 201.² An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols.³ Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.⁴

- 1 Explanatory material, if needed, may
 - ✦ explain course sequence, purpose, or audience
 - ✦ identify courses fulfilling general education requirements
 - ✦ identify courses requiring a special fee, equipment, or materials
- 2 Prerequisites represent the level of knowledge a student should have acquired before enrolling in this course. A prerequisite is usually stated as a specific numbered course; sometimes the prerequisite calls for a specific course "or equivalent experience."
- 3 The course description describes the focus and level of the course.
- 4 Statements beginning "Students may receive credit for only one of the following courses" are designed to avoid course duplication and, therefore, loss of credit. The courses listed are courses that duplicate or significantly overlap content. If a course in the list is not described elsewhere in the catalog, it has changed the designator or number over the years or is not offered at all UMGC locations.

Course Descriptions



The following entries describe the most frequently taught courses offered on-site by UMGC Europe. Requirements pertain only to degrees conferred by UMGC. To determine how these courses may transfer and be applied toward degrees offered by other institutions, you should consult those institutions. Transferability is determined by the receiving institution. In transferring to UMGC—particularly from a community college—you should be careful not to enroll in courses that duplicate your previous studies.

Accounting

Courses in accounting (designated ACCT) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in accounting, business administration, management studies, or marketing
- ✦ a minor in accounting or business administration
- ✦ an AA in General Studies with accounting, business and management, or management studies curricula
- ✦ a certificate in accounting foundations
- ✦ the general education requirement in computing (Note: Only ACCT 326 applies)
- ✦ electives

ACCT 220 Principles of Accounting I (3)

An introduction to the basic theory and techniques of contemporary financial accounting. The objective is to identify the fundamental principles of accounting, identify and analyze business transactions, prepare financial statements, and communicate this information to users with different needs. Topics include the accounting cycle, transactions, and the preparation of financial statements for single-owner business organizations that operate as service companies or merchandisers. Students may receive credit for only one of the following courses: ACCT 220 or BMGT 220.

ACCT 221 Principles of Accounting II (3)

Prerequisite: ACCT 220. Further study of contemporary accounting practices, with an emphasis on financial and managerial accounting. The goal is to identify and analyze business transactions, define the characteristics of business entities, identify the interdependency of financial statements, employ managerial accounting techniques, and communicate this information to users with different needs. Financial accounting topics include liabilities, equities, investments, and business entities. Managerial accounting topics include job-order and process costing, cost-volume-profit analysis, and budgets. Students may receive credit for only one of the following courses: ACCT 221 or BMGT 221.

ACCT 301 Accounting for Nonaccounting Managers (3)

(May not be applied toward a major in accounting.) A survey of accounting principles relevant in making business decisions on the basis of financial information. The aim is to apply critical thinking skills and ethical principles to accounting issues. Topics include internal controls, financial reporting, analysis of financial statements, and elements of managerial accounting and budgeting. Students may receive credit for only one of the following courses: ACCT 301, MGMT 301, or MGST 301.

ACCT 310 Intermediate Accounting I (3)

(Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 221 within the last two years may have difficulty.) Prerequisite: ACCT 221. A comprehensive analysis of financial accounting topics involved in preparing financial statements for external reporting. The objective is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 310 or BMGT 310.

ACCT 311 Intermediate Accounting II (3)

(A continuation of ACCT 310. Students should be cautious about enrolling in ACCT 310 or ACCT 311. These are professional courses requiring intensive study and analysis and are not to be undertaken casually. Students who have not taken ACCT 310 within the last two years may have difficulty.) Prerequisite: ACCT 310. A comprehensive analysis of financial accounting topics, including preparation of financial statements and external reports. The aim is to identify and analyze complex business transactions and their impact on financial statements. Students may receive credit for only one of the following courses: ACCT 311 or BMGT 311.

ACCT 321 Cost Accounting (3)

Prerequisite: ACCT 221. A study of basic cost accounting concepts. The goal is to apply basic cost accounting concepts, use technology to prepare financial deliverables, evaluate business and financial data, and communicate financial information. Topics include the evaluation of business and financial data to make profit-maximizing decisions, ethics, and corporate social responsibility. Discussion also covers the role of accountants in decision making, cost behavior, and cost planning and control and costing methods, such as standard costing, budgeting, and inventory valuation. Students may receive credit for only one of the following courses: ACCT 321 or BMGT 321.

ACCT 323 Federal Income Tax I (3)

Prerequisite: ACCT 220. Recommended: ACCT 310 and ACCT 311. A study of federal income tax for individuals and other entities. The objective is to identify the legislative process, conduct tax research, evaluate tax implications, and complete an individual tax return. Topics include the legislative process, tax policy, research, and the evaluation of transactions and decisions for planning and compliance. Emphasis is on ethics and professional responsibilities. Students may receive credit for only one of the following courses: ACCT 323 or BMGT 323.

ACCT 326 Accounting Information Systems (3)

Prerequisite: ACCT 221. An introduction to accounting information systems (AIS) concepts. The objective is to evaluate how AIS tools are used to record, process, and analyze financial data; determine how best to integrate AIS tools and processes in a given organization; review and recommend controls to secure AIS applications and processes; and evaluate how technology can be used in AIS applications. Topics include transactional processing concepts and core AIS transactional cycles; basic control frameworks used to secure AIS applications and processes; strategies for implementing or upgrading AIS applications; information technology and accounting standards; and e-commerce and e-business. Students may receive credit for only one of the following courses: ACCT 326, BMGT 320, or BMGT 326.

ACCT 422 Auditing Theory and Practice (3)

Prerequisite: ACCT 311. Recommended: ACCT 326.

A study of the auditing profession, audit process, and other assurance and nonassurance services related to the CPA profession. The objective is to design an audit plan, apply audit procedures, evaluate audit findings, and assess the impact of standards and emerging issues. Topics include generally accepted auditing standards, tests of controls and substantive tests, statistical sampling, report forms, and opinions. Various techniques are used to study auditing concepts and practices; these may include the use of problem sets, case studies, computer applications, and other materials. Students may receive credit for only one of the following courses: ACCT 422 or BMGT 422.

ACCT 425 International Accounting (3)

Prerequisite: ACCT 311. A study of accounting in a multinational context. Discussion covers the historical development and current status of international financial reporting standards. The goal is to recognize the influence of politics and culture on the development of accounting systems, prepare financial statements according to international financial reporting standards, and analyze the financial statements of a multinational enterprise. Strategies to manage and hedge against foreign currency exposure are developed. Topics include evolving international accounting and reporting standards, foreign exchange and taxation, intercompany transfer pricing, and emerging issues in international accounting. Students may receive credit for only one of the following courses: ACCT 425 or ACCT 498A.

ACCT 495 Contemporary Issues in Accounting Practice (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: ACCT 311, ACCT 321, ACCT 422, and BMGT 364. An intensive study of accounting that integrates knowledge gained through previous coursework and experience and builds on that conceptual foundation through integrative analysis, practical application, and critical thinking. The aim is to use current technology, research, and analytical tools proficiently to perform accounting and business functions, work collaboratively, facilitate decision making, and communicate to financial and nonfinancial audiences. Focus is on researching and analyzing emerging issues in accounting, business transactions, and financing. Students may receive credit for only one of the following courses: ACCT 495 or ACCT 498C.

African American Studies

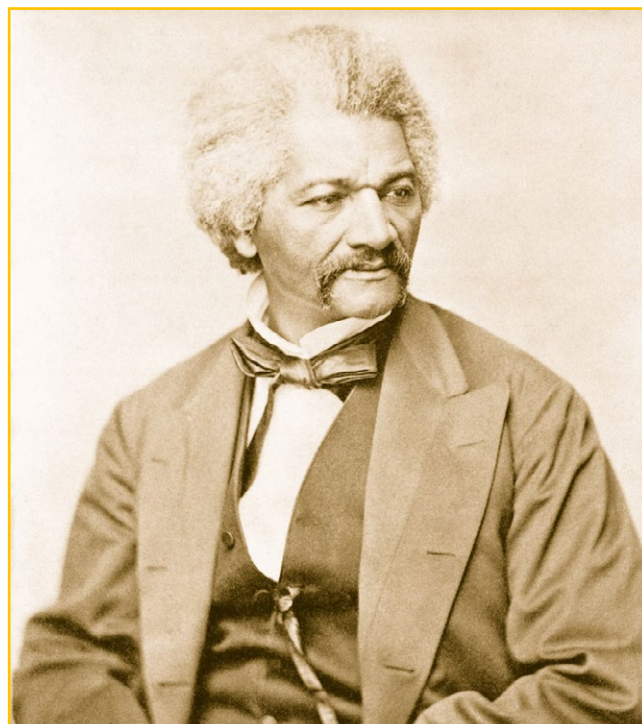
Courses in African American studies (designated AASP) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in behavioral and social sciences
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

AASP 201 Introduction to African American Studies (3)

(Fulfills the general education requirement in behavioral and social sciences.) An interdisciplinary study of significant aspects of African American history and culture, emphasizing the development of African American communities from the Middle Passage to the present. The objective is to conduct research, apply critical thinking skills, and articulate diverse historical perspectives in the context of African American history and culture. Topics include definitions of African American identity, influences, and achievements within American culture, as well as issues confronting African Americans. Students may receive credit for only one of the following courses: AASP 100 or AASP 201.



Anthropology

Courses in anthropology (designated ANTH) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in social science
- ✦ a minor in diversity awareness
- ✦ electives

ANTH 101 Introduction to Biological Anthropology (3)

A survey of general patterns in the development of human culture, addressing the biological and morphological aspects of humans viewed in their cultural setting. The aim is to apply anthropological knowledge to understanding human origins and how human populations adapt to the environment. Discussion examines human evolution and adaptation, including biocultural patterns in humans and other primates. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 102 Introduction to Cultural Anthropology (3)

A survey of social and cultural principles inherent in ethnographic descriptions. The objective is to apply anthropological knowledge of human behavior to everyday situations and problems. Students who complete both ANTH 101 and ANTH 102 may not receive credit for ANTH 340, BEHS 340, or BEHS 341.

ANTH 345 World Prehistory and Archaeology (3)

An intermediate-level exploration of world prehistory and archaeology. The goal is to analyze the cultural and subsistence patterns of prehistoric humans and relate these patterns to contemporary human societies and populations. Discussion includes archaeological theories and methods, subsistence strategies, and the application of archaeology to community, regional, and global issues and concerns.

ANTH 346 Anthropology of Language and Communication (3)

An intermediate-level, anthropological study of language, communication, and culture. The aim is to assess how the concepts, approaches, and methods of linguistic anthropology explain communication in changing cultural environments, recognizing how language both shapes and is shaped by culture. Topics include the evolution and history of human language, structural elements of verbal and nonverbal language, language as social action, speech communities, and linguistic diversity in the contemporary world.

Arabic

Courses in Arabic (designated ARAB) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

For further information, students should refer to Foreign Languages.

ARAB 111 Elementary Arabic I (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

ARAB 112 Elementary Arabic II (3)

(Not open to native speakers of Arabic; assumes no prior knowledge of Arabic. Students with prior experience with the Arabic language should take a placement test to assess appropriate level.) An introduction to spoken and written modern standard Arabic. The objective is to communicate in Arabic in some concrete, real-life situations, using culturally appropriate language and etiquette. Ample practice in Arabic pronunciation and the structures needed for everyday communication are provided.

Art

Courses in art (designated ARTT) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ electives

ARTT 110 Introduction to Drawing (3)

A hands-on introduction to various drawing media and related techniques. The objective is to translate the three-dimensional world into two dimensions, communicate through a visual medium, and critique visual works of art. Projects are based on nature and still life.

ARTT 152 Basics of Photography (3)

(Access to a digital camera with manual settings is required.) An introduction to basic photographic procedures with an emphasis on composing, taking, and editing photographs. Discussion covers the historical development of photography. Students may receive credit for only one of the following courses: ARTT 152 or PHOT 198.

ARTT 205 Art Appreciation (3)

An introduction to a variety of two- and three-dimensional art forms, with particular emphasis on two-dimensional art. The goal is to examine the elements and principles of design, materials, and techniques used in personal and professional settings. Examples from different media (including illustration; painting with oils, acrylics, and watercolors; and sculpture) are used to consider form, light, color, perspective, and other elements of art.

ARTT 210 Intermediate Drawing (3)

Prerequisite: ARTT 110. A continuing examination of materials and techniques of drawing. The objective is to apply drawing techniques and visual principles to various subjects, communicate through drawing, and critique works of art. More advanced media, compositions, techniques, and subjects are explored. Students may receive credit for only one of the following courses: ARTS 210 or ARTT 210.

ARTT 320 Painting (3)

Prerequisite: ARTT 110. Practice in the basic tools and vocabulary of painting. The goal is to apply an understanding of compositional strategies, visual principles, and basic materials and techniques to produce paintings using oil/watercolor/acrylic paints.

Art History

Courses in art history (designated ARTH) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirements in the arts and humanities
- ✦ a major in humanities
- ✦ a minor in art history
- ✦ electives

UMGC offers a limited number of ARTH courses each session. To complete a minor, students may need to take courses at other institutions in the University System of Maryland or extend the time spent fulfilling the degree requirements. Students are advised to consult an advisor before selecting this discipline.

ARTH 204 Film and American Culture Studies (3)

An introductory study of the relationship between film and American culture. The objective is to improve one's ability to understand a film's message and to expand one's cultural awareness. Discussion covers the way one of our most popular media portrays American culture and influences our interpretation of cultural issues. Various films, filmmaking issues, and representative filmmakers' work are examined. Students may receive credit for only one of the following courses: ARTH 204, AMST 204, or HUMN 204.

ARTH 334 Understanding Movies (3)

(Formerly HUMN 334.) An analysis of one of the most important means of artistic expression of the 20th century. The goal is to acquire a deeper understanding of the aesthetic qualities of film by considering the stylistic elements of film as it has evolved throughout the century and weighing the special relationship between cinema and literature. Students may receive credit for only one of the following courses: ARTH 334, HUMN 334, or HUMN 498D.

Astronomy

Courses in astronomy (designated ASTR) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the biological and physical sciences
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

ASTR 100 Introduction to Astronomy (3)

Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An examination of the major areas of astronomy. Topics include the solar system, stars and stellar evolution, and galaxies. Current topics in astronomy are also discussed. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to space science. Students may receive credit for only one of the following courses: ASTR 100, ASTR 101, ASTR 120, or GNSC 125.

ASTR 110 Astronomy Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for ASTR 100. Not for students majoring or minoring in science.) Prerequisite or corequisite: ASTR 100. A laboratory course including experiments, observations, and exercises to illustrate the basic concepts of astronomy, as well as the use of astronomical instruments and tools.

Behavioral and Social Sciences

Courses in behavioral and social sciences (designated BEHS) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in social science
- ✦ a minor in diversity awareness or women's studies
- ✦ an AA in General Studies with women's studies curriculum
- ✦ a certificate in women's studies
- ✦ electives

BEHS 210 Introduction to Social Sciences (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S.

An interdisciplinary introduction to the study of society that addresses the issue of what it is to be a social scientist from a variety of social science perspectives. The objective is to use the empirical and theoretical contributions of the different social science disciplines to better understand the nature of society. Topics include research methods in the social science disciplines and the relationships among the different social science disciplines. Discussion surveys the various social sciences, including psychology, sociology, anthropology, and gerontology. A historical overview of the development of the social sciences is provided, and an analysis of social phenomena that integrates insights from the social sciences is presented. Students may receive credit for only one of the following courses: BEHS 201 or BEHS 210.

BEHS 220 Diversity Awareness (3)

An examination of the many dimensions of diversity within the framework of modern culture and principles of social justice. The aim is to interact and communicate effectively and appropriately within a diverse society. Emphasis is on raising consciousness of diversity and using critical thinking with respect to stereotypes, prejudice, and discrimination. Discussion covers issues related to age, disability, race, religion, gender, sexual orientation, national origin, and socioeconomic status, as well as current issues in diversity studies.

BEHS 343 Parenting Today (3)

An overview of critical issues of parenthood in the United States today using an interdisciplinary perspective. The objective is to apply research and theory in family development to practical decision making. Topics include characteristics of effective parenting styles, disciplinary strategies, the role of diverse family structures, and the social forces that cause changes in parent/child relationships.

Biology

Courses in biology (designated BIOL) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the biological and physical sciences
- ✦ a minor in biology
- ✦ electives

BIOL 101 Concepts of Biology (3)

(For students not majoring in biotechnology or laboratory management.) An introduction to the structure and function of living organisms. The objective is to use knowledge about biological principles and scientific reasoning to make informed decisions about the natural world. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and the interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Students may receive credit for only one of the following courses: BIOL 101, BIOL 103, BIOL 105, or BSCI 105.

BIOL 102 Laboratory in Biology (1)

(For students not majoring in biotechnology or laboratory management. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 101.) Prerequisite or corequisite: BIOL 101. A hands-on study of the structure and function of living organisms. The goal is to apply the scientific method and to use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Laboratory exercises emphasize the scientific method and explore topics such as the chemical foundations of living organisms, cell structure and function, and the classification of organisms. Students may receive credit for only one of the following courses: BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 103 Introduction to Biology (4)

(For students not majoring in biotechnology or laboratory management. Not open to students who have completed BIOL 101 or BIOL 102. Fulfills the laboratory science requirement.) An introduction to the structure and function of living organisms. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the biological sciences. Topics include the chemical foundations of life, cell biology, genetics, evolution, ecosystems, and interdependence of living organisms. Discussion also covers the importance of the scientific method to biological inquiry and the impact of biological knowledge and technology on human societies. Laboratory activities emphasize the scientific method. Students may receive credit for only one of the following: BIOL 101–BIOL 102, BIOL 103, BIOL 105, or BSCI 105.

BIOL 160 Human Biology (3)

(Science background not required.) A general introduction to human structure, functions, genetics, evolution, and ecology. The aim is to use scientific reasoning to make informed decisions about topics related to human biology. The human organism is examined from the basic cellular level and genetics, through organ systems, to interaction with the outside world. Discussion also covers pertinent health topics. Students may receive credit for only one of the following courses: BIOL 160 or GNSC 160.

BIOL 161 Laboratory in Human Biology (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 160.) Prerequisite or corequisite: BIOL 160. A laboratory study that uses the human organism as an example to illustrate the concepts underlying the organization and interrelationships of all living organisms.

BIOL 181 Life in the Oceans (3)

An introductory study of the major groups of plants and animals in various marine environments, as well as their interactions with each other and the nonliving components of the ocean. The objective is to use scientific reasoning to make informed decisions about topics related to marine biology. Discussion covers the impact of human activity on life in the ocean and the potential uses and misuses of the ocean. Students may receive credit for only one of the following courses: BIOL 181 or ZOOL 181.

BIOL 182 Marine Biology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 181 or NSCI 110.) Prerequisite or corequisite: BIOL 181 or NSCI 110. An introduction to the environmental and biological factors that affect life in the oceans, including chemical and physical properties such as salinity, oxygen concentration, depth, tides, currents, and light. The investigations may include field exercises examining life in specific habitats, such as coral reefs, estuaries, and intertidal areas.

BIOL 201 Human Anatomy and Physiology I (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 103, or BIOL 160. A thorough introduction to the anatomy and physiology of the integumentary, skeletal, muscular, and nervous systems of human beings. An overview of cellular physiology is included. Students may receive credit for only one of the following courses: BIOL 201 or ZOO 201.

BIOL 202 Human Anatomy and Physiology II (4)

(Fulfills the laboratory science requirement.) Prerequisite: BIOL 101, BIOL 103, or BIOL 160. An introduction to the anatomy and physiology of the sensory, cardiovascular, endocrine, lymphatic, respiratory, digestive, excretory, immune, and reproductive systems. Intermediary metabolism and endocrine relationships are also studied. Students may receive credit for only one of the following courses: BIOL 202 or ZOO 202.

BIOL 211 Environmental Science (3)

A survey of ecological principles as they apply to the interrelated dilemmas of sustainability. Topics include overpopulation, pollution, over-consumption of natural resources, and the ethics of land use. Students may receive credit for only one of the following courses: BIOL 211, BOTN 211, or PBIO 235.

BIOL 212 Environmental Science Laboratory (1)

(For students not majoring in science. Fulfills the laboratory science requirement only with previous or concurrent credit for BIOL 211.) Prerequisite or corequisite: BIOL 211. A laboratory study investigating human interactions with our environment. Scientific objectivity and methodology are employed to gather and analyze data pertaining to the varied and interrelated forms of human environmental impact. Topics explored include principles of ecology, population dynamics, food supply alternatives and impact, sustainable water supplies, energy alternatives, pollution control, greenhouse gases, recycling, and conservation technologies.

BIOL 230 General Microbiology (4)

(For students majoring or minoring in a science. Fulfills the laboratory science requirement.) Prerequisite: BIOL 105 or other introductory biology course with laboratory. An investigation of fundamental concepts in morphology, physiology, genetics, immunology, ecology, and pathogenic microbiology. Applications of microbiology to medicine, the food industry, and biotechnology are considered. Student may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 301 Human Health and Disease (3)

(For students majoring in both science and nonscience disciplines.) A survey of the mechanisms of disease and their expression in major organ systems of the human body. The goal is to use scientific reasoning to make informed decisions about matters related to human biology and health. Topics include infections, cancer, heart disease, lung disease, diabetes, stroke, malnutrition, poisoning by environmental toxins, stress, inflammation, disorders of the immune system, and aging. Emphasis is on analysis of factors that cause disruption of healthy body functions leading to disease, and on prevention of disease through control of risk factors and early detection. Students may receive credit for only one of the following courses: BIOL 301 or BIOL 398H.

BIOL 302 Bacteria, Viruses, and Health (3)

(For students majoring in both science and nonscience disciplines.) An introductory study of the basic structure, genetic and regulatory systems, and life cycles of bacteria and viruses and how they relate to health, infectious disease, and illness. The objective is to apply knowledge of cellular and molecular processes and communicate synthesized knowledge of microbial pathogenesis and disease prevention methods. Students may receive credit for only one of the following courses: BIOL 230, BIOL 302, BIOL 331, BIOL 398G, BSCI 223, MICB 200, or MICB 388A.

BIOL 304 The Biology of Cancer (3)

(For students majoring in both science and nonscience disciplines.) An overview of the biological basis of cancer. The goal is to apply knowledge of cancer biology to adopt appropriate lifestyle strategies and evaluate current treatments. The causes, development, and progression of cancer are considered at the level of cell structure and function. The roles of genes and proteins are also examined. Students may receive credit for only one of the following courses: BIOL 304 or GNSC 398C.

Business and Management

Courses in business and management (designated BMGT) may be applied as appropriate (according to individual program requirements) toward

- ❖ a major in business administration, human resource management, management studies, or marketing
- ❖ a minor in business administration
- ❖ an AA in General Studies with business and management curriculum
- ❖ a certificate in management
- ❖ electives

BMGT 110 Introduction to Business and Management (3)

(For students with little or no business background. Recommended preparation for many other BMGT courses.) An introduction to the fundamental concepts of business management and leadership. The objective is to understand the interrelated dynamics of business, society, and the economy. Discussion covers business principles and practices in the context of everyday business events and human affairs and from a historical perspective.

BMGT 330 Entrepreneurship and New Venture Planning (3)

Recommended: BMGT 364. An overview of entrepreneurship and planning new business ventures for aspiring entrepreneurs and managers. The objective is to create and present a high-quality business plan for a new venture using marketing research and financial analytical techniques. Topics include profiles of entrepreneurs; benefits, risks, and challenges; financial management; access to capital; and franchising. Students may receive credit for only one of the following courses: BMGT 330, FINC 310, MGMT 330, or SBUS 200.

BMGT 335 Small Business Management (3)

Recommended: BMGT 317. A comprehensive review of the management principles underlying organizational development and growth and business life-cycle segments of emerging enterprises. The goal is to demonstrate an understanding of small business management in a global context, differentiate between micro- and macro-organizational structures, and identify the critical elements of business sustainability. Topics include entrepreneurship, financing/capitalization, innovation, and human resource and strategic planning. Core components of small business management are explored and evaluated through a multifaceted approach.



BMGT 364 Management and Organization Theory (3)

Recommended: BMGT 110. An examination of the four functions of management—planning, organizing, leading, and controlling—with emphasis on the application of management concepts and theories to achieve organizational goals. The aim is to develop strategies, goals, and objectives to enhance performance and sustainability. Topics include ethics, social responsibility, globalization, and change and innovation. Students may receive credit for only one of the following courses: BMGT 364, TEMN 202, TEMN 300, TMGT 301, or TMGT 302.

BMGT 365 Organizational Leadership (3)

Prerequisite: BMGT 110 or BMGT 364. An exploration of leadership as a critical skill for the 21st century, when change occurs rapidly and consistently. The objective is to use leadership theory and assessment tools to evaluate one's own leadership skills. Focus is on the leadership skills needed to develop committed and productive individuals and high-performing organizations. Topics include vision, values, culture, ethics, and the interaction between the organization and the external environment. Students may receive credit for only one of the following courses: BMGT 365, MGMT 300, MGST 310, or TEMN 310.

BMGT 380 Business Law I (3)

(Strongly recommended for students seeking careers as CPAs, lawyers, or managers.) A conceptual and functional analysis and application of legal principles and concepts relevant to the conduct and understanding of commercial business transactions in the domestic and global environments. The aim is to evaluate sources of law, legal process, procedures, and remedies and to analyze tort, criminal, and contractual rights, obligations, liabilities, and remedies in the business environment. Topics include the legal, ethical, and social environments of business; civil and criminal law; agency; types of business organizations; and contracts and sales agreements.

BMGT 392 Global Business (3)

Recommended: BMGT 110. An overview of key concepts and issues relevant to conducting business in the global environment. Emphasis is on applying fundamental knowledge of global business and analyzing and evaluating global business variables for informed decision making. The objective is to analyze property rights, obligations, liabilities, and remedies; evaluate regulations in the business environment; and assess implications of transactions and negotiable instruments in the business environment. Topics include the nature and scope of global business; cultural, political, legal, and economic environments; marketing; trade; and foreign investments. Students may receive credit for only one of the following courses: BMGT 392, MGMT 305, or TMGT 390.

BMGT 464 Organizational Behavior (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: BMGT 110. An examination of research and theory on the forces underlying the way members of an organization behave and their effect on employee and organizational productivity and effectiveness. The aim is to participate, lead, and manage teams and maximize individual contributions to an organization. Topics include the impact that individual characteristics; group dynamics; and organizational structure, policies, and culture have on employee behaviors and organizational outcomes (i.e., productivity, absenteeism, turnover, deviant workplace behavior, satisfaction, and citizenship).

BMGT 465 Organizational Development and Transformation (3)

Prerequisites: BMGT 364 and BMGT 365. Recommended: STAT 200. An introduction to organizational development (OD)—a systematic process of data collection, diagnosis, action planning, intervention, and evaluation aimed at increasing the effectiveness of the organization and developing the potential of all individuals. The goal is to identify and diagnose organizational problems and opportunities and apply management principles to support organizational change. Students may receive credit for only one of the following courses: BMGT 465, MGMT 398K, MGMT 465, or TMGT 350.

BMGT 495 Strategic Management (3)

(Access to spreadsheet, word processing, and presentation software required. Intended as a final, capstone course to be taken in a student's last 15 credits.) Prerequisites: BMGT 364, BMGT 365, FINC 330 (or BMGT 340), and MRKT 310. A study of strategic management that focuses on integrating management, marketing, finance/accounting, production/operations, services, research and development, and information systems functions to achieve organizational success. The aim is to apply integrative analysis, practical application, and critical thinking to the conceptual foundation gained through previous study and personal experience. Emphasis is on developing an organizational vision and mission, developing and implementing strategic plans, and evaluating outcomes. Students may receive credit for only one of the following courses: BMGT 495, HMG 430, MGMT 495, or TMGT 380.

BMGT 496 Business Ethics (3)

A study of the relationship of business ethics and social responsibility in both domestic and global settings. The aim is to explore ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies. Emphasis is on the definition, scope, application, and analysis of ethical values as they relate to issues of public and organizational consequence and business decision making in the domestic and global business environments.

Career and Academic Planning

Courses in career and academic planning (designated CAPL) may be applied toward

- ✦ the general education requirement in research
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

CAPL 398A Career Planning Management (1)

A survey of strategies for managing career change. Focus is on examining, evaluating, and assessing individual skill sets; networking; and researching career and economic markets. The objective is to formulate a career path and develop the resources needed to enter that path. Topics include resume and cover letter development, interviewing techniques, negotiation strategies, and tools for ongoing career planning.

CAPL 495 General Studies Capstone (3)

(Intended as a final, capstone course to be taken in a student's last 15 credits.) The analysis and evaluation of knowledge and skills gained from previous study. A capstone project connects an area of study to a real-world scenario and includes the presentation of a portfolio linking one's experience with personal and professional goals.



Chemistry

Courses in chemistry (designated CHEM) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the physical and biological sciences
- ✦ electives

CHEM 103 General Chemistry I (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: MATH 107. The first course in chemistry intended for students majoring or minoring in science. A study of the nature and composition of matter. Elements, inorganic compounds, and chemical calculations are covered. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 105, CHEM 107, or CHEM 121.

CHEM 113 General Chemistry II (4)

(For students majoring or minoring in a science; not appropriate for nonscience students fulfilling general education requirements. Fulfills the laboratory science requirement.) Prerequisite: CHEM 103 or CHEM 105. A study of kinetics; homogeneous, heterogeneous, and ionic equilibria; oxidation/reduction reactions; electrochemistry; and chemistry of the elements. Students may receive credit for only one of the following courses: CHEM 113 or CHEM 115.

CHEM 121 Chemistry in the Modern World (3)

(For students not majoring or minoring in science.) An exploration of chemistry as it relates to human life and the environment. The goal is to use a working knowledge of chemical principles, scientific reasoning, and quantitative reasoning to make informed decisions about health and safety matters. Discussion examines natural processes and human factors in the modern world using the principles of chemistry and the scientific method. Students may receive credit for only one of the following courses: CHEM 102, CHEM 103, CHEM 104, CHEM 105, CHEM 107, CHEM 121, CHEM 297, or GNSC 140.

Communication Studies

Courses in communication studies (designated COMM) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in communications
- ✦ a major in communication studies
- ✦ a minor in communication studies
- ✦ electives

COMM 200 Military Communication and Writing (3)

(Fulfills the general education requirement in communications.) A study of business communication management in a military context. The objective is to develop appropriate and effective communication products for military audiences and within military environments through the application of accepted business communication practices. Topics include communication theories; research methods; organization of information; formats; writing and editing strategies; and techniques for guiding subordinate communication, conducting interviews, and managing meetings. Assignments may include making speech presentations; instructing a class; conducting interviews; managing meetings; and writing and editing reports, letters, emails, proposals, and personnel evaluations.

COMM 207 Understanding Visual Communication (3)

A study of the creation and interpretation of visual language. The aim is to understand how images are used to effectively communicate ideas in a variety of channels, including news, advertising, and public relations. Topics include aesthetics, principles of composition, color systems, content awareness, and historical and cultural perspectives. Emphasis is on critical thinking and analysis of images from both theoretical and practical perspectives.

COMM 300 Communication Theory (3)

(Fulfills the general education requirement in communications but is not a writing course.)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.
An introduction to communication theory. The objective is to apply communication theory and evaluate communication situations. The basic theories of human communication, mass communication, and new media and technology are explored. Focus is on the relationships among communication theory, research, and practice. Topics include intra- and interpersonal communication, public communication, mass media, and contemporary issues associated with mediated communication.

COMM 302 Mass Communication and Media Studies (3)

(Fulfills the general education requirement in communications but is not a writing course.)
Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.
A survey of mass communication designed to enhance media literacy. The goal is to interpret, evaluate, and produce media messages. Topics include media industries and the impact of the media, as well as regulation, policy, and ethical issues. Emphasis is on critical thinking and analysis of vital aspects of pervasive elements of popular culture, such as news, advertising, children's entertainment, and a free press. Students may receive credit for only one of the following courses: COMM 302 or COMM 379A.

COMM 390 Writing for Managers (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A practicum in the kinds of communication skills that managers need for the workplace. The goal is to develop persuasive managerial communication for organizational decision making and action. Students may receive credit for only one of the following courses: COMM 390, HUMN 390, WRTG 390, or WRTG 490.

Computer and Information Science

Courses in computer and information science (designated CMIS) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in computer science or information systems management
- ✦ a minor in computer science
- ✦ an AA in General Studies with computer studies curriculum
- ✦ a certificate in computer studies or management
- ✦ electives

Students without recent experience in problem solving with computers must take CMIS 102. It is recommended that for the first two academic sessions students should not take two (or more) courses that involve programming.

CMIS 102 Introduction to Problem Solving and Algorithm Design (3)

A study of techniques for finding solutions to problems through structured programming and step-wise refinement. The objective is to design programs using pseudocode and implement them in an appropriate programming language. Hands-on practice in debugging, testing, and documenting is provided. Topics include principles of programming, the logic of constructing a computer program, and the practical aspects of integrating program modules into a cohesive application. Algorithms are used to demonstrate programming as an approach to problem solving. Students may receive credit for only one of the following courses: CMIS 102, CMIS 102A, or CMSC 101.

CMIS 111 Social Networking and Cybersecurity Best Practices (3)

A hands-on study of current social networking applications and approaches to protect against cyber attacks and enhance personal cybersecurity. The goal is to collaborate and interact through personal and professional social networking while developing and using computer security best practices. Discussion covers issues associated with the impact of social computing on individuals and society. Projects include creating and maintaining accounts on selected social networking sites.

CMIS 141 Introductory Programming (3)

(Not open to students who have taken CMIS 340. The first in a sequence of courses in Java.) Prerequisite: CMIS 102 or prior programming experience. Recommended: MATH 107. A study of structured and object-oriented programming using the Java language. The goal is to design, implement, test, debug, and document Java programs, using appropriate development tools. Projects require use of algorithms, simple data structures, and object-oriented concepts. Students may receive credit for only one of the following courses: CMIS 141, CMIS 141A, or CMSC 130.

CMIS 242 Intermediate Programming (3)

Prerequisite: CMIS 141. Further study of the Java programming language. The objective is to design, implement, test, debug, and document Java programs, using appropriate development tools. Topics include object-oriented design, event-driven programming, exceptions, recursion, arrays, and data structures.

CMIS 310 Computer Systems and Architecture (3)

(Not open to students who have completed CMSC 311.) Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of the fundamental concepts of computer architecture and factors that influence the performance of a system. The aim is to apply practical skills to computer systems architecture. Topics include data representation, assembly language, central processing unit architecture, memory architecture, and input/output (I/O) architecture. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

CMIS 320 Relational Database Concepts and Applications (3)

Prerequisite: CMIS 102 or CMIS 141. A study of the functions, underlying concepts, and applications of enterprise relational database management systems (RDBMS) in a business environment. The aim is to appropriately use databases to meet business requirements. Discussion covers entity/relationship diagrams, relational theory, normalization, integrity constraints, the Structured Query Language (SQL), and physical and logical design. Business case studies and projects include hands-on work using an industry-standard RDBMS. Students may receive credit for only one of the following courses: CMIS 320 or IFSM 410.

CMIS 330 Software Engineering Principles and Techniques (3)

Prerequisite: CMIS 115, CMIS 125, or CMIS 141. A study of software engineering from initial concept through design, development, testing, and maintenance of the product. Discussion covers software development life-cycle models. The goal is to analyze, customize, and document multiple processes to solve information technology problems. Topics include configuration management, quality, validation and verification, security, human factors, and organizational structures. Students may receive credit for only one of the following courses: CMIS 330 or CMIS 388A.

Computer Information Technology

Courses in computer information technology (designated CMIT) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in computer networks and cybersecurity or cybersecurity management and policy
- ✦ a minor in cybersecurity
- ✦ an AA in General Studies with computer studies curriculum
- ✦ a certificate in computer studies
- ✦ electives

CMIT 202 Fundamentals of Computer Troubleshooting (3)

(Designed to help prepare for the CompTIA A+ exams.) Prerequisite: IFSM 201. A thorough review of computer hardware and software, with emphasis on the application of current and appropriate computing safety and environmental practices. The goal is to evaluate, install, configure, maintain, and troubleshoot computer hardware components and operating systems.

CMIT 265 Fundamentals of Networking (3)

(Designed to help prepare for the CompTIA Network+ certification exam.) Prerequisite: IFSM 201. An introduction to networking technologies for local area networks, wide area networks, and wireless networks. The aim is to recognize the type of network design appropriate for a given scenario. Topics include the OSI (open system interconnection) model, security, and networking protocols. Students may receive credit for only one of the following courses: CMIT 265 or CMIT 265M.

CMIT 320 Network Security (3)

(Designed to help prepare for the CompTIA Security+ exam.) Prerequisite: CMIT 265, CSIA 302, or CompTIA Network+ certification. A study of the fundamental concepts of computer security and its implementation. The aim is to assess and mitigate risk, evaluate and select appropriate technologies, and apply proper security safeguards.

CMIT 321 Ethical Hacking (3)

(Formerly CMIT 398E. Designed to help prepare for the EC-Council Certified Ethical Hacker certifications.) Prerequisite: CMIT 320. Development of the structured knowledge base needed to discover vulnerabilities and recommend solutions for tightening network security and protecting data from potential attackers. Focus is on penetration-testing tools and techniques to protect computer networks. Students may receive credit for only one of the following courses: CMIT 321 or CMIT 398E.

CMIT 326 Cloud Technologies (3)

(Designed to help prepare for the CompTIA Cloud+ and AWS Certified Cloud Practitioner certification exams.) Prerequisite: IFSM 201. A hands-on study of basic cloud technologies. The aim is to apply the techniques and tools used in cloud environments, especially the AWS (Amazon Web Services) cloud. Topics include the global infrastructure of the cloud, deployment and operation in various cloud environments, high availability, scalability, elasticity, security, and troubleshooting. AWS, Microsoft Azure, and Google Cloud are compared.

CMIT 350 Interconnecting Cisco Devices (3)

(Designed to help prepare for the Cisco Certified Network Associate (CCNA) examination.) Prerequisite: CMIT 265. A hands-on introduction to Cisco internetworking devices. The goal is to configure and manage Cisco switches within multiprotocol internetworks. Topics include VoIP (voice over Internet protocol), wireless network protocols, and routing protocols. Students may receive credit for only one of the following courses: CAPP 498E, CMIT 350, or CMIT 499D.

CMIT 421 Threat Management and Vulnerability Assessment (3)

(Designed to help prepare for the CompTIA Cybersecurity Analyst (CySA+) certification.) Prerequisite: CMIT 320. A study of the analysis of data in threat and vulnerability management. The goal is to properly utilize various cybersecurity tools and technologies. Discussion covers the analysis of threats and the impact on incident response, as well as the tools and equipment used in a forensic investigation. Various industry and government frameworks and regulatory compliance are highlighted.

Computer Science

Courses in computer science (designated CMSC) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in computer science
- ✦ a minor in computer science
- ✦ an AA in General Studies with computer studies, management studies, or mathematics curricula
- ✦ a certificate in computer studies
- ✦ electives

CMSC 150 Introduction to Discrete Structures (3)

Prerequisite or corequisite: MATH 140. A survey of fundamental mathematical concepts relevant to computer science. The objective is to address problems in computer science. Proof techniques presented are those used for modeling and solving problems in computer science. Discussion covers functions, relations, infinite sets, and propositional logic. Topics also include graphs and trees, as well as selected applications. Students may receive credit for only one of the following courses: CMSC 150 or CMSC 250.

CMSC 307 Artificial Intelligence Applications (3)

(No programming or math background required.) An interactive, hands-on study of current artificial intelligence (AI) applications spanning multiple disciplines and domains, including business, science, communications, and computing. The goal is to use datasets with AI and machine learning applications from leading cloud vendors, including Amazon and Microsoft. Projects and laboratory exercises demonstrate how AI can be used to solve problems across a wide variety of disciplines.

Computer Studies

Courses in computer studies (designated CMST) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major or minor in digital media and web technology
- ✦ an AA in General Studies with computer studies or mathematics curricula
- ✦ a certificate in computer studies
- ✦ electives

CMST 100B Word Processing (1)

(Not open to students who have completed CMST 303.) An introduction to word processing. The goal is to use word processing applications effectively to produce professional documents for business and personal communication. Topics include creating, formatting, and editing word-processing documents. Hands-on practice with industry-standard word-processing software is provided. Students may receive credit for only one of the following courses: CAPP 100B, CMST 100B, CAPP 103, or CMST 103.

CMST 100D Presentation Graphics (1)

(Not open to students who have completed CMST 303.) An introduction to the principles of presentation graphics. The goal is to use presentation graphics applications effectively to produce electronic presentations for professional and personal communication. Topics include planning and creating effective presentations. Hands-on practice with industry-standard presentation graphics software is provided. Students may receive credit for only one of the following courses: CAPP 100D, CMST 100D, CAPP 103, or CMST 103.

CMST 100F Database Applications (1)

(Not open to students who have completed CMST 303.) An introduction to database systems, their terminology, and the principles of database management. The goal is to use database management applications effectively to create professional databases. Topics include how best to organize, manage, and access stored data; how to protect databases; and how to extract useful information. Hands-on practice with industry-standard database software is provided. Students may receive credit for only one of the following courses: CAPP 100F, CMST 100F, CAPP 103, or CMST 103.

CMST 100G Spreadsheet Applications (1)

(Not open to students who have completed CMST 303.)
An introduction to the use of electronic spreadsheets to analyze numerical data, including basic terminology, formats, and other applications. The goal is to use spreadsheet applications to produce professional electronic spreadsheets effectively for business and personal use. Hands-on practice with industry-standard spreadsheet software is provided. Students may receive credit for only one of the following courses: CAPP 100G, CMST 100G, CAPP 103, or CMST 103.

CMST 290 Introduction to Interactive Design (3)

An introduction to the principles, practices, techniques, and theories that govern the use of programming languages in the design and development of digital media. The objective is to effectively use proven programming theory to support digital media design for print, web, and mobile devices. Topics include the logic of constructing a computer program, the practical aspects of integrating program modules as a unified whole, the use of algorithms as an approach to problem solving, and the basic features of object-oriented languages. Projects involve creation of pseudo code and actual code.

CMST 295 Fundamentals of Digital Media (3)

An overview of the principles, practices, techniques, and theories that govern the design and development of digital media in web technology, digital design, and motion graphics. The goal is to effectively follow proven design theory in creating digital media for print, web, and mobile devices. Topics include usability, accessibility, ethics, and emerging technologies. Career paths in the digital media industry are analyzed.

CMST 301 Digital Media and Society (3)

A survey of technological advancements in the field of digital media and their impact. The objective is to explain how digital media has transformed the communication of ideas in society and to make responsible choices in the creation and consumption of digital media based on awareness of global, social, ethical, and legal contexts. Topics include social media, the visual display of information, ethics and privacy, participatory media, and the impact of digital media on culture.

CMST 303 Advanced Application Software (3)

Prerequisite: Extensive experience with office application software, including word processing, spreadsheet, presentation, and database programs. A hands-on, project-based survey of advanced features of office application software. The aim is to use advanced application features to produce documents for professional and personal communication. Topics include information systems, application integration, computer hardware and software, storage, and networking. Students may receive credit for only one of the following courses: CAPP 303 or CMST 303.

CMST 310 Fundamentals of Electronic Publishing (3)

Recommended: CMST 295. A hands-on, project-based introduction to the tools, concepts, processes, and methods of electronic (desktop) publishing. The aim is to use Adobe InDesign (or another professional electronic publishing software program) to create electronic publications for various media formats following fundamental design principles. Topics include the history and evolution of publishing, working with color, incorporating graphics, principles and elements of design, publication workflow, emerging technologies, careers in the field, ethical and legal considerations, and collaborative design. Students may receive credit for only one of the following courses: CAPP 310, CAPP 398B, or CMST 310.

CMST 385 Principles of Web Design and Technology I (3)

Prerequisite: CMST 290. Recommended: CMST 295. A study of web design, tools and technology principles. The goal is to plan and produce a professional website. Topics include Internet protocols; usability; accessibility; and social, ethical, and legal issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML) and cascading style sheets (CSS). Students may receive credit for only one of the following courses: CAPP 385 or CMST 385.

CMST 386 Principles of Web Design and Technology II (3)

Prerequisite: CMST 385. Continuation of the study of web design, tools, and technology principles. The objective is to create a website promotion strategy, with search engine optimization, and produce a professional website that incorporates multimedia and scripting. Topics include website marketing, web analytics, performance, privacy, and security issues related to website production. Focus is on Extensible HyperText Markup Language (XHTML), cascading style sheets (CSS), and JavaScript. Students may receive credit for only one of the following courses: CAPP 386 or CMST 386.

Criminology/Criminal Justice

Courses in criminology/criminal justice (designated CCJS) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences (Note: Only CCJS 100, 105, 350, 360, and 461 apply)
- ✦ a major in criminal justice, computer networks and cybersecurity, or cybersecurity management and policy
- ✦ a minor in criminal justice, forensics, or terrorism and critical infrastructure
- ✦ electives

Students who previously received credit for courses in the disciplines of criminology (courses designated CRIM) or criminal justice (courses designated CJUS) may not receive credit for comparable courses designated CCJS.

CCJS 105 Introduction to Criminology (3)

(Fulfills the general education requirement in behavioral and social sciences.) An overview of the major elements of the criminological enterprise. The objective is to classify and analyze different crime trends and patterns, analyze criminological theories, and conduct research. Topics include the nature of criminology, criminological methods, crime causation, and characteristics of types of crimes and offenders. The police, courts, and corrections and the effects of the criminal justice system in society are also examined.

CCJS 230 Criminal Law in Action (3)

Recommended: CCJS 100 or CCJS 105. A study of the history, nature, sources, and types of criminal law. The objective is to identify the elements of crime, recognize parties to crime, and explain the historical development of criminal law and punishment in the United States. Topics include behavioral and legal aspects of criminal acts and the classification and analysis of select criminal offenses. Students may receive credit for only one of the following courses: CCJS 230 or CJUS 230.

CCJS 234 Criminal Procedure and Evidence (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105.
Recommended: CCJS 230. A study of the general principles and theories of criminal procedure and evidence. The goal is to interpret statutes and case law, identify relevant issues, and evaluate the integrity and admissibility of evidence. Topics include due process, arrest, search and seizure, and the evaluation of evidence and proof. Recent developments in the field are discussed.

CCJS 301 Criminalistics I: The Comparative Disciplines (4)

Prerequisite: CCJS 101, CCJS 100, or CCJS 105.
Recommended: CCJS 234. An intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The objective is to apply skills expected of an entry-level professional in the investigative forensics field that are necessary for the practical analysis of evidence in a criminal investigation. Topics include the comparative disciplines, including impression evidence analysis, trace evidence analysis, and firearms analysis.

CCJS 302 Criminalistics II: The Scientific Disciplines (4)

Prerequisite: CCJS 301. Further intensive study of the analysis of physical evidence in the crime laboratory, with practical laboratory exercises. The goal is to apply skills expected of an entry-level criminalist to the practical analysis of evidence in a criminal investigation. Topics include the applications of the scientific disciplines, including bloodstain pattern analysis, questioned document analysis, controlled dangerous substances analysis, and DNA analysis.

CCJS 311 Intelligence-Led Policing (3)

Prerequisite: CCJS 100 or CCJS 105. An examination of intelligence-related processes as they apply to domestic law enforcement. The aim is to identify, collect, and assess data and process that information into intelligence that can support strategic and tactical planning. Intelligence reports are reviewed and assessed. Discussion covers the legal and ethical licenses and constraints that provide a framework for intelligence development.

CCJS 321 Digital Forensics in the Criminal Justice Systems (3)

For students not majoring in criminal justice; not open to students who have completed CCJS 421; does not satisfy prerequisites for other criminal justice courses.) An overview of the criminal justice system and the application of digital forensic evidence in criminal justice cases. The objective is to apply constitutional and case law to the search and seizure of digital evidence, determine the most effective and appropriate forensic response strategies to digital evidence, and provide effective courtroom testimony in a case involving digital evidence. Topics include crime scene procedures and the collection of digital evidence, procedures performed in a digital forensics lab, and the preparation of courtroom testimony by the digital forensic investigator.

CCJS 340 Law Enforcement Administration (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An introduction to organization and management in law enforcement. The objective is to communicate effectively and apply research skills and management and administrative principles to a law enforcement agency. Topics include structure, process, policy and procedure, communication and authority, division of work and organizational controls, the human element in the organization, and informal interaction in the context of bureaucracy. Students may receive credit for only one of the following courses: CCJS 340 or CJUS 340.

CCJS 342 Crime Scene Investigation (3)

Prerequisite: CCJS 101, CCJS 100, or CCJS 105. Recommended: CCJS 234. An examination of the investigation of crime scenes. The objective is to apply skills expected of an entry-level professional in the investigative forensics field. Topics include the crime scene, crime scene documentation, evidence, and post-crime scene activities.

CCJS 345 Introduction to Security Management (3)

(Formerly CCJS 445.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A study of the history, concepts, principles, and methods of organizing and administering security management and loss prevention activities in industry, business, and government. The objective is to manage security duties, evaluate and apply risk management principles, and evaluate administrative and operational issues. Discussion covers both private and governmental risk assessment and management and the protection of assets, personnel, and facilities. Students may receive credit for only one of the following courses: CCJS 345, CCJS 445, or CCJS 498G.

CCJS 350 Juvenile Delinquency (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An examination of juvenile delinquency in relation to the general problem of crime. The aim is to apply theories and identify statutory parameters related to juvenile delinquency, analyze prevention measures, and assess the effectiveness of treatment measures. Topics include factors underlying juvenile delinquency, prevention of criminal acts by youths, and the treatment of delinquents. Students may receive credit for only one of the following courses: CCJS 350 or CRIM 450.

CCJS 352 Drugs and Crime (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An analysis of the role of criminal justice in controlling the use and abuse of drugs. The objective is to apply effective enforcement strategies, demonstrate case management skills, and analyze the effect of drug policy. Students may receive credit for only one of the following courses: CCJS 352 or CJUS 352.

CCJS 360 Victimology (3)

(Fulfills the general education requirement in behavioral and social sciences.) Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. An overview of the history and theory of victimology in which patterns of victimization are analyzed, with emphasis on types of victims and of crimes. The aim is to identify and apply appropriate preventative measures and responses to victimization. Discussion covers the interaction between victims of crime and the system of criminal justice in terms of the role of the victim and the services that the victim is offered. Students may receive credit for only one of the following courses: CCJS 360 or CRIM 360.

CCJS 380 Ethical Behavior in Criminal Justice (3)

Prerequisite: CCJS 100 or CCJS 105. Recommended: CCJS 230. A survey of the standards for ethical behavior that guide criminal justice professionals in different roles and responsibilities. The aim is to make ethical decisions based on informed personal and accepted professional standards. Rules, laws, and codes of conduct are explored as a foundation for discussing individual ethical responsibilities.

CCJS 390 Cyber Crime and Security (3)

Prerequisite: CCJS 100, CCJS 101, CCJS 105, CSIA 301, or CSIA 310. Recommended: CCJS 234. An examination of crimes involving the use of computers. Topics include federal and state laws and investigative and preventive methods used to secure computers. Case studies emphasize security. Students may receive credit for only one of the following courses: CCJS 390, CCJS 496, or CCJS 498C.

CCJS 416 Analytical Strategies for Law Enforcement (3)

Prerequisite: CCJS 100 or CCJS 105. An examination of the authenticity, accuracy, viability, and reliability of intelligence reports as they relate to the application of intelligence to public safety problem solving. The goal is to evaluate intelligence reports to formulate plans, policies, and procedures that ensure effective and efficient agency operations. Focus is on developing critical thinking and problem solving skills through role-playing in a simulated environment, working with near-genuine intelligence reports and public safety issues. Practice is provided in analyzing the strategies and activities detailed in intelligence reports, identifying and implementing responsive actions, and determining appropriate redistribution of such reports.

CCJS 420 Medical and Legal Investigations of Death (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. Recommended: CCJS 234. An intensive look at medical and legal investigations into causes of death. The objective is to perform investigative functions at a death scene, determine and apply forensic testing, and analyze and effectively communicate investigative information. Topics include the difference between the medical (or pathological) and legal (or criminal) components of investigations into causes of death, medical and investigative terminology, and the impact of ethics on prosecutions and convictions. Case studies illustrate practical applications of various forms of forensic styles and parameters.

CCJS 461 Psychology of Criminal Behavior (3)

Prerequisite: CCJS 100, CCJS 101, or CCJS 105. An overview of delinquent and criminal behavior from a developmental, cognitive-behavioral perspective. The aim is to apply theoretical perspectives (behavioral, emotional, and cognitive) to analyze real or hypothetical criminal scenarios; identify the various factors that encourage or discourage criminal behavior; and explain the use of risk assessment tools at various stages of the criminal justice process. Factors that influence the development of adults and juveniles on the road to crime are examined to assess culpability for criminal behavior. Students may receive credit for only one of the following courses: CCJS 461 or CRIM 455.

CCJS 495 Issues in Criminal Justice (3)

(Intended as a final, capstone course for criminal justice degree majors; to be taken in a student's last 15 credits). Prerequisites: 15 upper-level credits in CCJS. An integrative study of the various components of the American criminal justice system. The goal is to apply principles of interagency cooperation, critical thinking, and systems approaches to solve practical problems in a criminal justice environment. Topics include problem solving, case study analysis, strategic planning, teamwork, and professional writing.

Cybersecurity

Courses in cybersecurity (designated CSIA) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in cybersecurity management and policy
- ✦ a minor in cybersecurity
- ✦ an AA in General Studies with computer studies curriculum
- ✦ electives

CSIA 300 Cybersecurity for Leaders and Managers (3)

(Designed in part to help prepare for the EC-Council Secure Computer User [CSCU] certification.) Prerequisite: Any CMIS, CMSC, CMIT, CMST, CSIA, IFSM, or SDEV. Recommended: IFSM 201. A survey of the cybersecurity principles, practices, and strategies required by leaders and managers to become strategic partners in the establishment, management, and governance of an enterprise's cybersecurity program. The aim is to develop both an understanding of how cybersecurity supports key business goals and objectives and the "soft skills" necessary for success in a leadership or managerial role. Topics include the fundamentals of cybersecurity practices and principles; enterprise IT governance processes and security controls; data security; the information life cycle; intellectual property protections; privacy laws and regulations; security education, training, and awareness; and the need for cooperation and collaboration between business units and the organization's cybersecurity program.

CSIA 310 Cybersecurity Processes and Technologies (3)

(Includes content designed to help in preparing for EC-Council Certified Incident Handler [ECIH] certification.) Prerequisites: IFSM 201 and WRTG 112 or equivalent. A study of the processes and technologies used to implement and manage enterprise IT security operations. The goal is to apply and integrate cybersecurity concepts and best practices with the principles of IT operations and management and to prepare for a government- and industry-recognized intermediate level cybersecurity certification (Certified Incident Handler). Topics include the essential management and operational activities (acquisition, deployment, and operations) required to secure IT technologies and business operations against a wide variety of threats and attacks.

CSIA 350 Cybersecurity in Business and Industry (3)

Prerequisite(s): CSIA 310 and WRTG 112 (or WRTG 101 or WRTG 101S). A study of the application and integration of cybersecurity principles, frameworks, standards, and best practices to the management, governance, and policy development processes for businesses. Discussion covers the organization, management, and governance of cybersecurity for enterprise IT in business settings; risk and risk management practices; and development and implementation of industry-wide cybersecurity initiatives and programs.

CSIA 360 Cybersecurity in Government Organizations (3)

Prerequisite: CSIA 350. A study of cybersecurity management and governance in the context of the missions, functions, and operations of federal, state, and municipal government agencies, departments, and programs. Discussion covers the policy life cycle and the mechanisms used by governments to formulate and implement laws, policies, regulations, and treaties to protect and defend government operations and society as a whole against cyber attacks and crimes, both foreign and domestic.

CSIA 413 Cybersecurity Policy, Plans, and Programs (3)

(Includes content designed to help in preparing for IAPP Certified Information Privacy Professional/US certification.)
Prerequisite: CSIA 360. A study of the application of cybersecurity principles, frameworks, standards, and best practices to organization-level strategies, policies, programs, plans, procedures, and processes. The aim is to assist students in preparing to take an internationally recognized information privacy certification. Projects include writing security policies and plans, developing metrics and measures for information security programs, planning audits of compliance practices and processes, and developing organization-level security policies for enterprise IT governance. Discussion covers principles and best practices for protecting privacy and ensuring compliance with laws and regulations.

Dutch

For further information, refer to Foreign Languages.

Economics

Courses in economics (designated ECON) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a minor in economics
- ✦ related requirements for most business-related majors
- ✦ electives

ECON 201 Principles of Macroeconomics (3)

An introductory study of the macroeconomy. The objective is to apply select macroeconomic theories to real-world situations. Discussion covers economic growth, technological innovation, unemployment, inflation, and the roles of monetary policy and fiscal policy in determining macroeconomic performance. Students may receive credit for only one of the following courses: ECON 201 or ECON 205.

ECON 203 Principles of Microeconomics (3)

An analysis of the economic principles underlying the behavior of individual consumers and business firms. The goal is to apply select microeconomic theories to real world situations. Emphasis is on market theory. Topics include the implications of government intervention, technological innovation, the advantages and disadvantages of different market structures, and income distribution and poverty.

Emergency Management

Courses in emergency management (designated EMGT) may be applied as appropriate (according to individual program requirements) toward

- ✦ electives

EMGT 302 Concepts of Emergency Management (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.

An introduction to emergency management at the global, national, regional, state, and local levels. The objective is to identify and analyze forces that formulate policy, apply the principles of policy and law to real-world situations, and analyze emerging political, legal, and policy issues to improve organizational preparedness. Topics include preparedness, mitigation, response, and recovery.

The history of emergency management is reviewed, and its future in government and industry is discussed.

EMGT 304 Emergency Response Preparedness and Planning (3)

Prerequisite: EMGT 302. A study of the planning process, format, and response procedures for disasters and emergency events. The goal is to evaluate risk vulnerabilities and capabilities, design an emergency plan, and evaluate and critically assess an emergency plan. Topics include risk assessment, modeling, hazard analysis, vulnerability assessment, and response capability assessment. Discussion also covers the evaluation of plans and the use of exercises to improve and implement plans.

English

Courses in English (designated ENGL) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ a major in English or humanities
- ✦ a minor in English or women's studies
- ✦ electives

ENGL 102 Composition and Literature (3)

(Fulfills the general education requirements in communications or arts and humanities.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Further practice in writing using readings in literature. Focus is on academic writing forms, especially critical analysis of literature through a variety of modes such as comparison and contrast, classification, and causal analysis. Students may receive credit for only one of the following courses: ENGL 102 or ENGL 292.

ENGL 103 Introduction to Mythology (3)

(Formerly HUMN 103.) A foundation in ancient mythology, focusing on Greek and Roman myths. Discussion may also cover Norse, Irish, Chinese, Arabic, and Hindu myths, among others. Emphasis is on examining various classical myths as expressed through plays, poems, and stories. The objective is to demonstrate an understanding of the differences between myths, legends, and other similar genres and show how classical world mythology still influences contemporary society. Students may receive credit for only one of the following courses: ENGL 103 or HUMN 103.

ENGL 240 Introduction to Fiction, Poetry, and Drama (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to fiction, poetry, and drama, with an emphasis on developing critical reading and writing skills. The objective is to identify and define elements of literature and literary genres, analyze literary texts using principles of close reading, and demonstrate skill in academic writing. Students may receive credit for only one of the following courses: ENGL 240 or ENGL 340.

ENGL 250 Introduction to Women's Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: ENGL 102. An overview of multiple forms of writings by and about women from various periods and cultures. The aim is to read critically, understand diverse perspectives, and write effectively about women's literature.



ENGL 281 Standard English Grammar (3)

(Formerly WRTG 288. Fulfills the general education requirement in communications but is not a writing course.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of standard edited English, a standard central to academic and professional communications. The aim is to write clear, effective prose consistent with the writer's goals. Topics include applying advanced grammatical and linguistic descriptions and prescriptions and attending to the needs of diverse audiences while making writing and editing decisions. Tasks focus on parts of speech, sentence patterns, and sentence transformations. Students may receive credit for only one of the following courses: ENGL 281, ENGL 281X, or WRTG 288.

ENGL 294 Introduction to Creative Writing: Poetry, Creative Nonfiction, and Fiction (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introductory survey and practical study of key aspects of literary writing in poetry, creative nonfiction, and fiction. The objective is to write original poetry, creative nonfiction, and fiction and to critique, revise, and edit that writing. Emphasis is on reading and thinking critically and analytically from a writer's perspective as a means to better understand the art and craft of creative writing. Discussion may cover publishing. Peer review of manuscripts may be included.

ENGL 303 Critical Approaches to Literature (3)

(Designed as a foundation for other upper-level literature courses.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of the techniques of literary criticism, emphasizing close reading, critical thinking, and critical writing. The goal is to apply a variety of theoretical approaches to literature, analyze texts, and create professional written communications.

ENGL 310 Renaissance Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of major British authors and literary works from the English Renaissance period. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 311 The Long 18th-Century British Literature (3)

Prerequisite: WRTG 112 or equivalent. A study of major British authors and literary works from the period known as the long 18th century, roughly from Restoration through the Age of Sensibility (1660-1830s). The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 312 19th-Century British Literature (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of major British authors and literary works from the historical eras known as the Romantic Age and the Victorian Age. The goal is to gain historical perspective and discern contemporary relevance by exploring social and cultural contexts.

ENGL 406 Shakespeare Studies (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An intensive study of Shakespeare's work and its continuing relevance with reference to historically specific social and cultural contexts. The objective is to evaluate and synthesize source materials, apply critical theory, and demonstrate understanding of dramatic text. Histories, comedies, tragedies, romances, and sonnets may be examined. Students may receive credit for only one of the following courses: ENGL 406 or HUMN 440.

ENGL 439 Major American Writers (1-3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of works by selected American authors from the colonial period to the present. The goal is to understand the place these authors and their works hold in the canon of American literature. Emphasis is on the impact of historical and social events, as well as biographical influences, on the literature. May be repeated to a maximum of 6 credits when topics differ.

Experiential Learning

The Portfolio program yields UMGC credit for learning acquired outside the classroom.

The course in experiential learning (designated EXCL), as well as credit earned through the program, may be applied toward

- ✦ appropriate majors and minors
- ✦ general education requirements (according to content) as appropriate
- ✦ electives

Information about this program is provided in this catalog. Details are also available on the web at umgc.edu/priorlearning.

EXCL 301 Learning Analysis and Planning (3)

Prerequisite: Formal admission to the program.

(Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.)

Instruction in the preparation of a portfolio documenting college-level learning gained through life experiences. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; up to 30 credits may be awarded.

EXCL X001 Supplement to Learning Analysis and Planning (0)

(Students should visit umgc.edu/priorlearning or contact priorlearning@umgc.edu for complete requirements.)

Prerequisite: EXCL 301. An opportunity to submit additional portfolios for courses not previously targeted. Focus is on defining goals, documenting learning gained through experience, and analyzing the relationship of experiential learning to conventional learning. Completed portfolios are evaluated by faculty to assess possible award of credit; a total of 30 credits may be awarded through Portfolio Assessment.

Field Study

For further information about field study courses, see pp. 122-124.

Finance

Courses in finance (designated FINC) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in business administration, human resource management, or management studies
- ✦ a minor in business administration
- ✦ an AA in General Studies with accounting, business and management, or management curricula
- ✦ a certificate in management
- ✦ electives

FINC 321 Fundamentals of Building Wealth (3)

(Formerly BMGT 342. For students majoring in both business and nonbusiness disciplines.) A practical overview of personal finance management and wealth creation that blends financial theory and application. The goal is to develop personal financial management skills (e.g., budgeting income and expenditures and planning for financial security and retirement) and understand elements of the U.S. financial structure (including savings and investment alternatives, financing and credit sources, and the role of insurance in protecting income and assets). These skills are utilized in the development of a personal financial plan. Students may receive credit for only one of the following courses: BMGT 342, BMGT 388F, BMGT 388N, FINC 321, or FINC 322.

FINC 330 Business Finance (3)

Prerequisites: ACCT 221 and STAT 200. An overview of the theory, principles, and practices of financial management in a business environment. Topics include financial analysis and financial risk, characteristics and valuations of securities, capital investment analysis and decision making, the capital structure of the firm, financial leverage, and international finance. The aim is to examine financial information, identify issues and solve business problems, and make sound business decisions. Emphasis is on the application of financial theory and methods for solving the problems of financial policy that managers face. Students may receive credit for only one of the following courses: BMGT 340, FINC 330, MGMT 398D, or TMGT 320.

FINC 331 Finance for the Nonfinancial Manager (3)

Development of the financial skills needed by functional experts in human resources, marketing, production, and general management. The objective is to interpret finance and accounting documents and apply that information to sound business decision making. Topics include financial statements and forecasting, capital budgeting, project evaluation, working capital management, stocks and bonds, time value of money, and international financial management. Emphasis is on practical applications to facilitate informed discussions with business professionals for financial decision making. Students may receive credit for only one of the following courses: BMGT 341 or FINC 331.

FINC 340 Investments (3)

(Formerly BMGT 343.) Prerequisite: FINC 330.

An introduction to financial investments and portfolio management. The goal is to evaluate and critically analyze asset selection and allocation and perform basic portfolio management activities. Topics include types of securities and securities markets; investment risks, returns, and constraints; portfolio policies and management; and institutional investment policies. Theories, practices, and real world examples are examined and analyzed. Students may receive credit for only one of the following courses: BMGT 343 or FINC 340.



Foreign Languages

In addition to German, Italian, Spanish, and Arabic (see course descriptions under these subjects), courses are currently offered in the following languages: Dutch (DTCH), French (FREN), Latin (LATN), Modern Greek (MGRK), Portuguese (PORT), and Turkish (TURK).

Courses in foreign languages may be applied as appropriate toward

- ✦ the general education requirement in the arts and humanities
- ✦ electives

Additionally, courses in German, Italian, Spanish, and Arabic may be applied as appropriate toward

- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies

If you have prior experience in a foreign language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC, you should take a placement exam before enrolling. You should also take the placement exam if you have oral proficiency in a language and wish instruction in writing that same language.

Please email languages@umgc.edu if you have questions about placement into language courses or if you have prior experience learning a language. Placement testing is available for all languages offered at UMGC. If you have no prior experience with a language, please enroll in the introductory course.

You may not establish credit in the 100- and 200-level courses of your primary language. The university reserves the right to determine your primary language. Usually, it is the language you first learned to read and write as a child through regular schooling. It is not necessarily, therefore, the language of the parents or of the country in which you were born.

Foreign language courses build on specific knowledge gained in previous courses, and thus, after successfully completing a language course, you may not take a less advanced course for credit (e.g., may not take SPAN 111 after SPAN 112.) Also, you may not take two different courses in the same foreign language (e.g., SPAN 112 and SPAN 114) at the same time.

French

For further information, refer to Foreign Languages.

Geography

Courses in geography (designated GEOG) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

GEOG 100 Introduction to Geography (3)

An introduction to the broad field of geography. Emphasis is on concepts relevant to understanding global, regional, and local issues.

Geology

Courses in geology (designated GEOL) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the biological and physical sciences
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

GEOL 100 Physical Geology (3)

An introductory study of geology, encompassing the Earth, the materials that constitute its makeup, the structure of those materials, and the processes acting on them. The goal is to understand geological principles and how humans impact geological processes. Topics include the rocks and minerals composing Earth, movement within Earth, and its surface features and the agents that form them and our environment. Discussion also covers energy and mineral resources. Students may receive credit for only one of the following courses: GEOL 100 or GEOL 101.

GEOL 110 Physical Geology Laboratory (1)

(Fulfills the laboratory science requirement only with previous or concurrent credit for GEOL 100 or GEOL 120.) Prerequisite or corequisite: GEOL 100, GEOL 101, or GEOL 120. An introduction to the basic materials and tools of physical geology. Emphasis is on familiarization with rocks and minerals and the use of maps in geologic interpretations.

German

Courses in German (designated GERM) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirements in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

If you have prior experience in the German language—either through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGc—you should take a placement exam before enrolling. You should also take a placement exam if you have oral proficiency in German and wish instruction in written German.

For further information, refer to Foreign Languages.

GERM 111 Elementary German I (3)

(Not open to native speakers of German: assumes no prior knowledge of German. Students with prior experience with the German language should take a placement test to assess appropriate level.) An introduction to the German language. The objective is to communicate in German in some concrete, real-life situations using culturally appropriate language. Aspects of German life and culture are explored through the German language. Students may receive credit for only one of the following courses: GERM 101 or GERM 111.

GERM 112 Elementary German II (3)

(Not open to native speakers of German.) Prerequisite: GERM 111 or appropriate score on a placement test. A continued introduction to spoken and written German. The goal is to communicate in German in concrete, real-life situations relating to oneself and others. German culture and language are explored. Students may receive credit for only one of the following courses: GERM 102 or GERM 112.

GERM 211 Intermediate German I (3)

Prerequisite: GERM 112 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The aim is to communicate in German in real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 114, GERM 201, or GERM 211.

GERM 212 Intermediate German II (3)

Prerequisite: GERM 211 or appropriate score on placement test. Further development of listening, speaking, reading, and writing skills in German. The objective is to interact effectively with German-speaking individuals in a variety of personal settings and on issues of topical interest in culturally appropriate ways. Students may receive credit for only one of the following courses: GERM 115, GERM 202, or GERM 212.

GERM 333 German Society and Culture (3)

(Taught in English; no knowledge of German required.) A study of contemporary German society and German culture as embodied in its literary, artistic, and social traditions. The aim is to articulate the historical roots and key developments that shape contemporary German society, recognize and distinguish unique German influences and contributions, and use and interpret a variety of sources to illustrate and explain key aspects of German society and culture, past and present. Focus is on developing an understanding of German society and culture for practical and professional application using a variety of cultural texts, ranging from political manifestos to literature and art. Various historic and contemporary sources are examined for research and analysis. Students may receive credit for only one of the following courses: GERM 333 and GERM 334.



Government and Politics

Courses in government and politics (designated GVPT) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in political science
- ✦ a minor in political science or terrorism and critical infrastructure
- ✦ electives

GVPT 100 Introduction to Political Science (3)

A survey of the basic principles of political science. The objective is to define the main features of primary systems of political economy to understand differing methods of governance and articulate consequences of government actions in a globally interdependent system. Topics include the relationship of political science to the other social sciences; modern democracy, political ideology, and political socialization; the function of public opinion, mass media, interest groups, and political parties; the basic institutions of government and the separation of powers; and the role of international relations and globalization.

GVPT 101 Introduction to Political Theory (3)

An overview of the main schools of political theory, including democracy, authoritarianism, and alternative theories. The aim is to demonstrate familiarity with important thinkers and major works in the history of political theory; use theoretical language to analyze and critique political behavior and events; identify strengths and weaknesses of different forms of government; and demonstrate knowledge of crucial concepts (justice, power, authority, the state, social contract, etc.) and their history. Topics include the philosophical foundations of liberalism, socialism, and conservatism, and the core political concepts of justice, power, and authority.

GVPT 170 American Government (3)

A comprehensive study of government in the United States, including the basic principles of American government and political culture. The aim is to explain the vertical and horizontal structure of the American government and the roles of the three federal branches, bureaucracies, and the state governments; describe the development of the American political system and its impact on the political landscape; and explain the processes of the electoral system, political parties, and interest groups to persuade and influence. Institutions, processes, and public policies are examined from a cross-cultural perspective.

GVPT 200 International Political Relations (3)

A study of the major factors underlying international relations, the methods of conducting foreign relations, and the means of avoiding or alleviating international conflicts. The objective is to interact with global communities, contribute to policy formation, analyze differing world views, and apply historical and cultural contexts to identify probable outcomes of disputes. Students may receive credit for only one of the following courses: GVPT 200 or GVPT 300.

GVPT 280 Comparative Politics and Government (3)

An introductory study of institutional patterns and trends in a variety of countries with dissimilar governmental styles. The goal is to compare the stages of political development in the modern state system on a spectrum ranging from liberal democracies to authoritarian regimes. Discussion covers ethnic conflict and economic inequality in relation to the success and failure of governmental approaches in solving compelling issues.

GVPT 403 Law, Morality, and War (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A study of just war traditions. The objective is to make informed decisions and analyze conflict. Discussions cover the theoretical and practical connections between law, war, and morality.

GVPT 406 Global Terrorism (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An examination of the development of global terrorism and its impact on the international community. The goal is to participate in strategy and policy formulation and implementation, evaluate threats, and assess infrastructures that support global terrorist organizations. Students may receive credit for only one of the following courses: GVPT 401A or GVPT 406.

GVPT 407 State Terrorism (3)

An examination of the use of force and power (terrorism) by states against various populations to advance the interests of their civilization or state. The objective is to apply knowledge of culture, tradition, ideology, and methodology to comprehend state terrorism; analyze risk to national security; and explain how domestic climates and international relationships interact to support state terrorism. Topics include state behavior and norms; state interests, power, and force; application of power and force; and coercion within and among civilizations. Students who have completed GVPT 401B or GVPT 401C may not earn credit for GVPT 407.

GVPT 408 Counterterrorism (3)

An investigation of counterterrorism (including its historical context), focusing on the evaluation of threats and the formulation of defeat strategies. The aim is to evaluate response strategies, help improve offensive and defensive planning, and construct a defeat strategy for a terrorist threat. Students may receive credit for only one of the following courses: GVPT 399H or GVPT 408.

GVPT 409 Terrorism, Antiterrorism, and Homeland Security (3)

An advanced examination of the impact of terrorism on the homeland security of the United States since the attacks of September 11, 2001. The objective is to more fully understand the concepts of homeland security within a federal system. Topics include the National Strategy for Homeland Security and the Patriot Act, their effect on civil liberties and civil rights, the changing face of terrorism in the United States, intelligence systems, and critical infrastructure protection. Students may receive credit for only one of the following courses: GVPT 409 or GVPT 498X.

History

Courses in history (designated HIST) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirements in the arts and humanities
- ✦ a major in history or humanities
- ✦ a minor in history, terrorism and critical infrastructure, or women's studies
- ✦ electives

HIST 141 Western Civilization I (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of the history of Western civilization from antiquity through the Reformation. The objective is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies. The political, social, and intellectual developments that formed the values and institutions of the Western world are examined.

HIST 142 Western Civilization II (3)

Recommended: WRTG 112, WRTG 101, or WRTG 101S. A survey of the history of Western civilization from the Reformation to modern times. The goal is to chart major societal changes; identify major conflicts and wars; describe the evolution of religions; and recognize how philosophy and the arts reflect and influence peoples' lives, cultures, and societies.

HIST 156 History of the United States to 1865 (3)

A survey of the United States from colonial times to the end of the Civil War. The establishment and development of national institutions are traced. The aim is to locate, evaluate, and use primary and secondary sources and interpret current events and ideas in a historical context. Students may receive credit for only one of the following courses: HIST 156 or HUMN 119.

HIST 157 History of the United States Since 1865 (3)

A survey of economic, intellectual, political, and social developments since the Civil War. The objective is to use primary and secondary sources to describe U.S. historical events and interpret current events and ideas in a historical context. Discussion covers the rise of industry and the emergence of the United States as a world power. Students may receive credit for only one of the following courses: HIST 157 or HUMN 120.



HIST 289 Historical Methods (3)

Prerequisite: A 100-level HIST course. An introduction to historical methods, approaches, and techniques. The goal is to explain what history is and why it matters, identify historical paradigms, and employ the moral and ethical standards of the historical profession. Focus is on the philosophical and practical skills employed by historians.

HIST 309 Historical Writing (3)

Prerequisite: HIST 289. A study of the historical research and writing process. The goal is to construct a framework for an original historical research project, locate and evaluate source materials, and demonstrate proficiency in research methods.

HIST 321 Ancient Greece and Rome (3)

Prerequisite: Any writing course. An examination of the history of ancient Greece and Rome from 800 BC to 476 CE. The goal is to examine primary and secondary sources to explore and analyze Greek and Roman thought, institutions, and culture and demonstrate their influences on the modern world.

HIST 337 Europe's Bloodiest Century (3)

An investigation of the political, economic, and cultural development of Europe since 1914, with emphasis on the factors involved in the two world wars and their worldwide effects and significance. The objective is to evaluate causes, courses, and consequences of armed conflicts in Europe during the 20th century to interpret their effects on contemporary society.

HIST 365 Recent America: 1945 to the Present (3)

Prerequisite: A writing course. Recommended: WRTG 291. An investigation of U.S. history from the end of World War II to the events of 11 September 2001. The goal is to identify events, individuals, movements, and technological developments; synthesize primary and secondary resources; and analyze the significance of social, cultural, and political events. Topics include social turmoil, the Cultural Revolution, the role of the United States in the world, economic trends, military conflicts, consumerism, political and public scandals, and globalization.

HIST 370 America in the 20th Century (3)

Prerequisite: Any writing course. An examination of the emergence of institutions in the United States from 1900 to the end of the 20th century. The goal is to examine primary and secondary sources to explore and analyze how events, individuals, movements, and technological developments shaped modern America.

HIST 373 African American History (3)

Prerequisite: Any writing course. An examination of the history of African Americans in the United States from the colonial period to the end of the 20th century. The relationship between race and significant developments in American history (including slavery, war, industrialization, urbanization, technology, and culture) is evaluated. The goal is to examine primary and secondary sources to explore and analyze the historical experiences of African Americans and the ways in which race has shaped U.S. society.

HIST 377 U.S. Women's History: 1870 to 2000 (3)

An examination of the history of women in the United States from 1870 to the eve of the 21st century. The goal is to examine primary and secondary sources and documents to comprehend and articulate the impact of gender on the historical experiences of American women. Historical methodologies that focus on the ways in which race, class, ethnicity, and sexuality have shaped these experiences are used to analyze the varied experiences of U.S. women. The relationship between these experiences and the larger historical forces of the era including social movements, technology, and changing family roles and structure is evaluated. Students may receive credit for only one of the following courses: HIST 211, HIST 367, or HIST 377.

HIST 381 America in Vietnam (3)

Prerequisite: A writing course. Recommended: WRTG 291. An examination of the complexity of the lengthy involvement of the United States in Vietnam. The goal is to engage in divergent historical interpretations and develop personal conclusions and perspectives about America's role in Vietnam and its legacy. Discussion covers the social, cultural, political, and military dimensions of the Vietnam War, beginning with the declaration of Vietnamese independence at the conclusion of World War II. Emphasis is on the influence of the media in shaping government policy and public opinion. Students may receive credit for only one of the following courses: BEHS 337 or HIST 381.

HIST 392 History of the Contemporary Middle East (3)

Prerequisite: A writing course. Recommended: WRTG 291. A survey of the history of the Middle East from the late 19th century to the present. The aim is to identify the important events of the last century in the Middle East; understand the sources of contention in that area; and examine the ideology, politics, and culture of the area and how they impact U.S.-Middle East relations. Focus is on major political, economic, social, and cultural trends that inform current events in the region. Topics include the late Ottoman Empire, European colonialism, the rise of nationalism and nation-states, the Arab-Israeli conflict, political Islam, the role of the United States in the region, and contemporary approaches to modernity in the Middle East.

HIST 395 History of Islam and the Middle East (3)

Prerequisite: Any writing course. An examination of the origins and development of Islam and its impact in shaping the history of the Middle East from 700 CE to the 20th century. The goal is to examine primary and secondary sources to explore and analyze the diversity of Islamic beliefs; the evolution of social, political, economic, and cultural institutions; and the major trends that influence contemporary Middle Eastern societies.

HIST 465 World War II (3)

An investigation of the nature of the Second World War. The aim is to analyze the factors that contributed to World War II, investigate the influences of war-time ideologies, and examine how warfare accelerated advances in science and technology. Topics include the origins of the war; the political, military, economic, and social circumstances of the war and their impact and legacy; and the extent to which the war changed the world that we live in.

Homeland Security

Courses in homeland security (designated HMLS) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in homeland security
- ✦ a minor in homeland security or terrorism and critical infrastructure
- ✦ electives

HMLS 302 Introduction to Homeland Security (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.

An introduction to the theory and practice of homeland security in both the public and private sector at national, regional, state, and local levels. The objective is to apply management concepts to homeland security, identify legal and policy issues related to homeland security, and compare the four phases of homeland security. An overview of the administrative, legislative, and operational elements of homeland security programs and processes (including a review of homeland security history, policies, and programs) is provided. Topics include the threat of terrorism and countermeasures, including intelligence, investigation, and policy that support U.S. homeland security objectives.

HMLS 304 Strategic Planning in Homeland Security (3)

Prerequisite: HMLS 406. Recommended: HMLS 310, HMLS 408, HMLS 414, and HMLS 416. An examination of the fundamentals of strategic planning, necessary for the maintenance of domestic security and the operation of the homeland security organization in the public and private sectors. The goal is to develop and analyze homeland security strategic plans. Topics include organizational priorities, planning documents, policy development, legislation, financial operations, and the evaluation process. Analysis covers threat, risk, vulnerability, probability, and impact as parameters for decision making and resource allocation.

HMLS 406 Legal and Political Issues of Homeland Security (3)

Prerequisite: HMLS 302. A study of the legal aspects of and public policy on homeland security. The aim is to analyze governmental and private-sector roles and form a model homeland security policy. The development of public policy in homeland security is examined at local, regional, national, and international levels. Topics include surveillance, personal identity verification, personal privacy and redress, federal legislation passed in the aftermath of the terrorist attacks of 2001, the rights of foreign nationals, the rights of U.S. citizens, the governmental infrastructure for decisions concerning legal rights, and the difficulties of prosecuting terrorist suspects (such as jurisdictional issues, rules of evidence, and prosecution strategies).

Humanities

Courses in humanities (designated HUMN) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ a major in humanities
- ✦ electives

HUMN 100 Introduction to Humanities (3)

An introduction to the humanities through a review of some of the major developments in human culture. The goal is to analyze how societies express their ideas through art, literature, music, religion, and philosophy and to consider some of the underlying assumptions about the way societies are formed and run. Focus is on developing the conceptual tools to understand cultural phenomena critically.

HUMN 351 Myth in the World (3)

A presentation of myths from around the globe. The goal is to examine the interface between myths and cultural forms such as literature, art, and religion. Topics include sacred places and objects, goddesses and gods, heroes and tricksters, and stories of creation and destruction. Discussion also covers implicit values in the myths that shape cultural and individual identity and affect the social landscape.

Human Resource Management

Courses in human resource management (designated HRMN) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in human resource management, business administration, or management studies
- ✦ a minor in human resource management or business administration
- ✦ an AA in General Studies with business and management or management studies curricula
- ✦ electives

HRMN 300 Human Resource Management (3)

A basic study of the strategic role of human resource management. The objective is to apply knowledge of human behavior, labor relations, and current laws and regulations to a working environment. Topics include employment laws and regulations, diversity in a global economy, total rewards management, and training and development for organizational success. Students may receive credit for only one of the following courses: BMGT 360, HRMN 300, or TMGT 360.

HRMN 302 Organizational Communication (3)

A study of the structure of communication in organizations. The goal is to apply theory and examples to improve managerial effectiveness in communication and negotiation. Problems, issues, and techniques of organizational communication are analyzed through case histories, exercises, and projects. Students may receive credit for only one of the following courses: BMGT 398N, HRMN 302, MGMT 320, MGST 315, or TEMN 315.

HRMN 362 Labor Relations (3)

A survey of contemporary labor relations practices. The aim is to research and analyze labor relations issues and support the labor relations process. Discussion covers the history of organized labor in the United States, the role of third parties, organizing campaigns, the collective bargaining process, and the resolution of employee grievances. Students may receive credit for only one of the following courses: BMGT 362 or HRMN 362.

HRMN 400 Human Resource Management: Issues and Problems (3)

Prerequisite: HRMN 300. A study of the role of human resource management in the strategic planning and operation of organizations, performance appraisal systems, and compensation and labor/management issues. The goal is to research and evaluate issues and present strategic solutions. The influence of federal regulations (including equal opportunity, sexual harassment, discrimination, and other employee-related regulations) is analyzed. A review of research findings, readings, discussions, case studies, and applicable federal regulations supports the critical evaluation of human resource problems. Students may receive credit for only one of the following courses: BMGT 460, HRMN 400, or TMGT 360.

HRMN 406 Employee Training and Development (3)

Prerequisite: HRMN 300. An examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) are explored. Students may receive credit for only one of the following courses: BMGT 498I, HRMN 406, or MGMT 498I.

HRMN 408 Employment Law for Business (3)

(Designed for managers and human resource professionals.) Recommended: HRMN 300. A conceptual and functional analysis of the legal framework of employment relations. The aim is to understand employment law; comply with laws and regulations; and evaluate rights, obligations, and liabilities in the employment process, from hiring and staffing to compensation and layoff. Topics include discrimination based on race, national origin, religion, sex, affinity and sexual orientation, age, and disability; the hiring process, testing, and performance appraisal; employee privacy; wrongful discharge; employee benefits; health and safety; independent contractors; and labor unions. Students may receive credit for only one of the following courses: BMGT 468, BMGT 498G, HRMN 408, or MGMT 498G.

Information Systems Management

Courses in information systems management (designated IFSM) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in computing
- ✦ a major in information systems management or cybersecurity management and policy
- ✦ a minor in information systems management
- ✦ an AA in General Studies with accounting, business and management, computer studies, or management studies curricula
- ✦ a certificate in computer studies
- ✦ electives

IFSM 201 Concepts and Applications of Information Technology (3)

(Access to a standard office productivity package, i.e., word processing, spreadsheet, database, and presentation software, required.) An introduction to data and the range of technologies (including hardware, software, databases, and networking and information systems) that provide the foundation for the data-centric focus of modern organizations. The objective is to apply knowledge of basic technical, ethical, and security considerations to select and use information technology (and the data that arises from technology) effectively in one's personal and professional lives. Discussion covers issues related to technology as a vehicle for collecting, storing, and sharing data and information, including privacy, ethics, security, and social impact. Applied exercises focus on the manipulation, analysis, and visualization of data and effective data communication strategies. Students may receive credit for only one of the following courses: BMGT 301, CAPP 101, CAPP 300, CMST 300, IFSM 201, or TMGT 201.

IFSM 300 Information Systems in Organizations (3)

Prerequisite: WRTG 112, WRTG 101, or WRTG 101S.

Recommended: IFSM 201 (or another computing course appropriate to the academic major) and WRTG 293. An overview of information systems and how they provide value by supporting organizational objectives. The goal is to analyze business strategies to recognize how technology solutions enable strategic outcomes and to identify information system requirements by analyzing business processes. Discussion covers concepts of business processes and alignment of information systems solutions to strategic goals.

IFSM 301 Foundations of Information Systems Management (3)

Prerequisite: IFSM 300. An overview of information technology management and governance. The goal is to be familiar with IT organizations, management of IT strategy, and factors in IT decision making. Topics include strategic alignment, portfolio management, risk management, business continuity, compliance, and organizational relationships.

IFSM 304 Ethics in Information Technology (3)

Recommended: IFSM 201. A comprehensive study of ethics and of personal and organizational ethical decision making in the use of information systems in a global environment. The aim is to identify ethical issues raised by existing and emerging technologies, apply a structured framework to analyze risk and decision alternatives, and understand the impact of personal ethics and organizational values on an ethical workplace.

IFSM 305 Information Systems in Health Care Organizations (3)

An overview of how information systems provide value by supporting organizational objectives in the health care sector. The goal is to evaluate how technology solutions support organizational strategy in the health care environment and improve quality of care, safety, and financial management. Topics include the flow of data among disparate health information systems and the ethical, legal, and regulatory policy implications.

IFSM 310 Software and Hardware Infrastructure Concepts (3)

Prerequisite: IFSM 301. A study of the hardware, software, and network components of computer systems and their interrelationships. The objective is to select appropriate components for organizational infrastructures. Discussion covers the application of system development life cycle methodology to build secure integrated systems that meet business requirements. Students may receive credit for only one of the following courses: CMIS 270, CMIS 310, CMSC 311, or IFSM 310.

IFSM 311 Enterprise Architecture (3)

Prerequisite: IFSM 310. A study of enterprise architecture and frameworks, including the transition of current business processes and functional systems to an enterprise solution. The aim is to analyze how enterprise architecture and resulting enterprise systems support an organization's ability to adapt and respond to a continually changing business and competitive environment.

IFSM 330 Business Intelligence and Data Analytics (3)

Prerequisite: CMIS 102 or prior programming experience. A hands-on, project-based introduction to databases, business intelligence, and data analytics. The aim is to design secure industry-standard databases and utilize business intelligence and data analytics techniques and technologies to support decision making. Topics include data and relational databases, SQL queries, business intelligence tools and alignment with business strategy, data analytics, and visualization techniques.

IFSM 370 Telecommunications in Information Systems (3)

(Formerly CSIA 302.) Prerequisite: CSIA 301 or IFSM 300. An introduction to telecommunication infrastructure. The goal is to plan, analyze, and design a secure telecommunication infrastructure that meets business needs and protects information assets. Topics include cybersecurity, data communication protocols and standards, networks, and trends in telecommunications. Students may receive credit for only one of the following courses: CMIS 370, CMSC 370, CSIA 302, IFSM 370, or IFSM 450.

IFSM 432 Business Continuity Planning (3)

Prerequisite: IFSM 311. An analysis of the requirements for business continuity and disaster recovery planning related to mission critical business information systems. The goal is to assess the risk to continuity of business processes, develop a Business Continuity/Disaster Recovery Plan according to industry standards and best practices, and develop a test plan. Topics include risk assessment and organizational requirements for maintaining systems. A group project is designed to produce and validate a comprehensive business continuity and disaster recovery plan. Students may receive credit for only one of the following courses: IFSM 432 or IFSM 498N.

IFSM 438 Information Systems Project Management (3)

Prerequisite: IFSM 300 or CSIA 350. A practical application of project management principles and procedures. The objective is to manage and control IT projects in alignment with organizational strategic goals and within resource constraints and to manage high-performing project teams to implement IT solutions. Topics include the development, control, and execution of plans to manage information systems projects as part of a team and the use of Microsoft Project to develop project schedules and related components. Students may receive credit for only one of the following courses: IFSM 438 or TMGT 430.

IFSM 461 Systems Analysis and Design (3)

Prerequisites: IFSM 311 and IFSM 330 (or CMIS 320). A project-driven study of tools and techniques for translating business requirements into operational systems. The goal is to plan, build, and maintain systems that meet organizational strategic goals by applying enterprise architecture and enterprise governance principles and practices. Topics include processes and system development life-cycle methodologies, data modeling methods, and the importance of stakeholder involvement. Students may receive credit for only one of the following courses: IFSM 436, IFSM 460, or IFSM 461.

Italian

Courses in Italian (designated ITAL) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirements in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

For further information, refer to Foreign Languages.

ITAL 111 Elementary Italian I (3)

(Not open to native speakers of Italian: assumes no prior knowledge of Italian. Students with prior experience with the Italian language should take a placement test to assess appropriate level.) An introduction to the Italian language. The objective is to communicate in Italian in some concrete, real-life situations using the appropriate level of formality. Italian culture, historical references, current events, and geography are explored through the Italian language.

ITAL 112 Elementary Italian II (3)

(Not open to native speakers of Italian.) Prerequisite of ITAL 111 or appropriate score on placement test. A continued introduction to the Italian language. The goal is to listen to, speak, read, and write Italian in concrete, real-life situations and in culturally appropriate ways. Students will continue to explore Italian culture, historical references, current events, and geography through the Italian language, using authentic materials when possible.

ITAL 211 Intermediate Italian I (3)

Prerequisite: ITAL 112 or appropriate score on a placement test. An intermediate-level study of the Italian language. The aim is to improve listening, speaking, reading, and writing skills in Italian, and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Authentic Italian materials are used as much as possible to explore aspects of Italian life and culture.

ITAL 212 Intermediate Italian II (3)

Prerequisite: ITAL 211 or appropriate score on a placement test. Further intermediate-level study of the Italian language. The objective is to listen to, speak, read, and write Italian and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Continued exploration of aspects of Italian life and culture are explored through authentic materials.

ITAL 333 Italian Society and Culture (3)

(Fulfills the general education requirement in the arts and humanities. Conducted in English.) A study of the origin and historical background of contemporary Italian society and culture.

Journalism

Courses in journalism (designated JOUR) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in communications (JOUR 201 only)
- ✦ a major or minor in communication studies
- ✦ electives

JOUR 201 fulfills the general education requirement in communications.

UMGC offers only a limited number of courses each session in this discipline.

JOUR 201 Introduction to News Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An introduction to writing news articles for print and electronic media. The aim is to evaluate the newsworthiness of information and events and write in journalistic style. Emphasis is on writing- from mechanics (grammar, spelling, punctuation, and journalistic style) to content (accuracy, completeness, audience, and readability) and reporting.

Library Skills and Information Literacy

Courses in library skills and information literacy (designated LIBS) may be applied toward

- ✦ the general education requirement in research
- ✦ electives

LIBS 150 Introduction to Research (1)

An introduction to the research process and methods for retrieving information in a library or through online sources. The aim is to identify an information need and locate, evaluate, and use appropriate resources in keeping with academic integrity and ethical standards. Focus is on implementing effective strategies for finding relevant information—including selecting appropriate print and electronic sources and effectively using web search engines and UMGC Information and Library Services' electronic resources to find information—and evaluating and correctly citing the information found. Students may not earn credit for LIBS 150 through challenge exam or portfolio credit and may receive credit for only one of the following courses: COMP 111, LIBS 100, or LIBS 150.

Marketing

Courses in marketing (designated MRKT) may be applied as appropriate (according to individual program requirements) toward

- ✦ a major in marketing, business administration, or management studies
- ✦ a minor in marketing or business administration
- ✦ an AA in General Studies with business and management or management studies curricula
- ✦ electives

MRKT 310 Marketing Principles (3)

A foundation in the principles of marketing used to manage profitable customer relationships. The objective is to understand the pivotal role of marketing within both an organization's strategic plan and the marketing process and determine marketing strategies and tactics. Topics include consumer behavior, competitive analysis, segmentation, target marketing, positioning, branding, new product development, pricing, value chains, and marketing communications. Students may receive credit for only one of the following courses: BMGT 350, MGMT 322, MRKT 310, or TMGT 322.

MRKT 311 Digital Marketing Principles (3)

An introduction to the various types of digital marketing and the skills needed for each type. The aim is to understand the various stages in the customer journey and marketing funnel. Discussion covers developing a unique value proposition and assessing the contribution of a SWOT (strengths, weaknesses, opportunities, threats) analysis to a marketing plan. Projects involve the application of key metrics and key performance indicators (KPIs) commonly used in digital marketing and culminate in the presentation of a digital marketing plan.

MRKT 354 Integrated Marketing Communications (3)

Prerequisite: MRKT 310. A project-driven study of the integration of marketing communication tools used to achieve customer-centered marketing communications objectives. The goal is to develop and evaluate an integrated marketing communications plan and manage the marketing communications function. Topics include advertising, direct marketing, public relations, sales promotion, interactive and social media, buzz marketing, and personal selling. Students may receive credit for only one of the following courses: BMGT 354 or MRKT 354.

MRKT 355 Integrated Marketing Communications in Digital Media (3)

Prerequisite: MRKT 311. An examination of how to leverage various digital media tools to achieve customer-centric marketing communication objectives. Focus is on using search-and-display marketing as an effective aspect of an integrated marketing communication strategy. Discussion covers how to develop advertising campaigns on paid ad platforms and using keywords to promote digital content in online searches.

MRKT 356 Email Marketing (3)

Prerequisite: MRKT 311. An introduction to various aspects of an effective email marketing campaign using segmentation, personalization, automation, and data analysis strategies. Topics include techniques to incorporate triggers in automated campaigns and generate Mailchimp email campaign reports. A final project entails presentation of a plan to execute an effective email campaign.

MRKT 394 Managing Customer Relationships in Digital Marketing (3)

Prerequisite: MRKT 311. The analysis of digital marketing strategies in order to promote and retain customer relationships. Topics include identifying potential customers and analyzing data to improve the results of marketing campaigns. Hands-on experience in using Google Analytics and conducting A/B tests is provided through course projects. Data visualization techniques are used to gain better insights into customer experience.

MRKT 395 Managing Customer Relationships (3)

Prerequisite: MRKT 310. A comprehensive study of marketing strategies focused on identifying profitable customers, retaining those customers, and growing their lifetime value. The aim is to identify and differentiate individual customers and customer groups, use data to determine customer interactions, and determine how to provide customization within a mass customization environment. Topics include data mining to identify individual customers, determining loyalty segments of customers, assessing the lifetime revenue value of customers, understanding customer behavior, developing programs to change customer behavior, and designing customer loyalty and customer service programs and policies. Discussion also covers various customer relationship management (CRM) technology-related tools and metrics to support management's assessment of customer relationship management efforts. Students may receive credit for only one of the following courses: BMGT 395, BMGT 398A, MGMT 395, MGMT 398A, or MRKT 395.

MRKT 410 Consumer Behavior (3)

Not open to students who have completed MRKT 411. Not applicable to the certificate in Digital Marketing.) Prerequisite: MRKT 310. A study of the increasing importance of understanding consumers in the marketing system. The objective is to assess internal, external, and situational factors in developing marketing strategies; apply internal factors to market segmentation; and formulate marketing-mix strategies. Discussion covers the foundations of consumer behavior (such as economic, social, psychological, and cultural factors) and the influence of well-directed communications. Consumers are analyzed in marketing situations as buyers and users of products and services and in relation to the various social and marketing factors that affect their behavior. Students may receive credit for only one of the following courses: BMGT 451, CNEC 437, or MRKT 410.

MRKT 411 Consumer Behavior in Digital Media (3)

Prerequisite: MRKT 311. A study of consumer motivation and consumer behavior in a digital environment. The aim is to synthesize consumer research in order to develop insights into the target audience. Topics include branding, content development, and channel management strategy and their contribution to the consumer experience. Discussion also covers effective blog writing and developing optimum visual designs to influence consumer behavior.

MRKT 454 Global Marketing (3)

Prerequisite: MRKT 310. An in-depth study of marketing principles as they relate to the global marketplace. The aim is to apply marketing principles and strategies to a global organization and markets. Discussion covers the influence of internationalization on the U.S. economy, the competitive pressures on the intensifying global markets, and the development of marketing plans tailored to reach international and global markets. Topics also include the political, economic, legal, regulatory, and sociocultural trends affecting international marketing; the dynamic environments in which global marketing strategies are formulated; and the challenge of implementing marketing programs leading to competitive advantage.

MRKT 457 Digital Marketing (3)

(Not open to students who have completed MRKT 458. Not applicable to the certificate in Digital Marketing.) Prerequisite: MRKT 310. An exploration of how the use of information technology can enhance the marketing process and create relationships with customers. The objective is to incorporate consumer expectations into a digital marketing plan, evaluate digital marketing delivery options, analyze effective website design, evaluate competitive digital marketing strategies, and explore the ethical and legal issues created by the new technology. Topics include the use of the internet in developing marketing strategy, conducting market research, and making marketing-mix decisions. Students may receive credit for only one of the following courses: BMGT 398O, BMGT 398R, MGMT 398O, MGMT 398R, MRKT 457.

MRKT 458 Social Media Marketing (3)

Prerequisite: MRKT 311. A study of the effective use of social media tools and network to market product and services. The objective is to develop an optimal social media strategy that simulates a digital ad campaign. Topics include techniques to plan and create digital content. Project assignments involve creating ads in Facebook using Facebook's Ads Manager tools. Discussion also covers reporting and analyzing online advertisements and managing social media communities.

Mathematics

Courses in mathematics (designated MATH) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in mathematics
- ✦ an AA in General Studies with mathematics curriculum
- ✦ related requirements for a major in computer science
- ✦ electives

Degree-seeking students must begin progress toward the general education requirement in mathematics (or present the equivalent in transfer) during their first 24 credits of enrollment at UMGC.

The following courses fulfill the general education requirement in mathematics:

- ✦ MATH 103 College Mathematics
- ✦ MATH 105 Topics for Mathematical Literacy
- ✦ MATH 107 College Algebra
- ✦ MATH 115 Pre-Calculus
- ✦ MATH 140 Calculus I
- ✦ MATH 141 Calculus II
- ✦ MATH 241 Calculus III
- ✦ MATH 340 Linear Algebra
- ✦ STAT 200 Introduction to Statistics

In all instances, you should review the degree requirements for your chosen major; in some cases, a specific course may be required.

Successful completion of prerequisite coursework is required for enrollment in MATH 108, MATH 140, and any higher-numbered MATH or STAT courses.

You are expected to own and use scientific calculators in all mathematics and statistics courses.

MATH 103 College Mathematics (3)

This course focuses on data driven applications and the development of critical thinking skills related to mathematics. Topics include problem solving, equations, inequalities, linear systems, graphs, functions, consumer mathematics, financial management, probability, and statistics.

MATH 105 Topics for Mathematical Literacy (3)

(For students who do not need a college algebra, statistics, or higher-level mathematics course. Meets the general education requirement in mathematics.) An investigation of contemporary topics in mathematics. The aim is to apply mathematical processes to solve problems involving exponential and logarithmic modeling, personal finance, probability, basic logical thinking, and statistical reasoning.

MATH 107 College Algebra (3)

(The first course in the two-course series MATH 107–MATH 108. An alternative to MATH 115). An introduction to equations and inequalities and a study of functions and their properties, including the development of graphing skills with polynomial, rational, exponential, and logarithmic functions. The objective is to apply appropriate technology and demonstrate fluency in the language of algebra; communicate mathematical ideas; perform operations on real numbers, complex numbers, and functions; solve equations and inequalities; analyze and graph circles and functions; and use mathematical modeling to translate, solve, and interpret applied problems. Technology is used for data modeling. Discussion also covers applications. Students may receive credit for only one of the following courses: MATH 107 or MATH 115.

MATH 108 Trigonometry and Analytical Geometry (3)

(The second course in the two-course series MATH 107–MATH 108. An alternative to MATH 115.) Prerequisite: MATH 107. An introduction to trigonometric functions, identities, and equations and their applications. The goal is to demonstrate fluency in the language of trigonometry, analytic geometry, and selected mathematical topics; communicate mathematical ideas appropriately; apply and prove trigonometric identities; solve triangles and trigonometric equations; and perform vector operations. Discussion covers analytical geometry and conic sections, systems of linear equations, matrices, sequences, and series. Students may receive credit for only one of the following courses: MATH 108 or MATH 115.

MATH 115 Pre-Calculus (3)

(Not open to students who have completed MATH 140 or any course for which MATH 140 is a prerequisite.)

An explication of equations, functions, and graphs.

The goal is to demonstrate fluency in pre-calculus; communicate mathematical ideas appropriately; solve equations and inequalities; analyze and graph functions; and use mathematical modeling to translate, solve, and interpret applied problems. Topics include polynomials, rational functions, exponential and logarithmic functions, trigonometry, and analytical geometry. Students may receive credit for only one of the following courses: MATH 107, MATH 108, or MATH 115.

MATH 140 Calculus I (4)

Prerequisite: MATH 108 or MATH 115. An introduction to calculus. The goal is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; and solve problems by identifying, representing, and modeling functional relationships. Topics include functions, the sketching of graphs of functions, limits, continuity, derivatives and applications of the derivative, definite and indefinite integrals, and calculation of area. Students may receive credit for only one of the following courses: MATH 130, MATH 131, or MATH 140.

MATH 141 Calculus II (4)

(A continuation of MATH 140.) Prerequisite: MATH 140. A study of integration and functions. The aim is to demonstrate fluency in the language of calculus; discuss mathematical ideas appropriately; model and solve problems using integrals and interpret the results; and use infinite series to approximate functions to model real-world scenarios. Focus is on techniques of integration, improper integrals, and applications of integration (such as volumes, work, arc length, and moments); inverse, exponential, and logarithmic functions; and sequences and series. Students may receive credit for only one of the following courses: MATH 131, MATH 132, or MATH 141.

Modern Greek

For further information, refer to Foreign Languages.

Music

Courses in music (designated MUSC) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ a major in humanities
- ✦ electives

UMGC offers a limited number of courses each session in this discipline.

MUSC 210 Music as Cultural Expression (3)

A study of the role of music in various cultures. The objective is to identify key features that define various genres of world music, articulate the roles and functions of music in world cultures, use the medium of music to explore intercultural relationships, and consciously define personal musical perspectives. Discussion covers music from various cultural traditions and the contexts in which composers and musicians practice their craft. Students may receive credit for only one of the following courses: HUMN 211 or MUSC 210.

MUSC 391 Great Composer Series: Beethoven (3)

A survey of the life and music of Beethoven. Biographical data, a historical and cultural overview of Beethoven's Vienna, and analytical studies of representative works by Beethoven are included.

MUSC 436 Jazz: Then and Now (3)

An examination of jazz in America during the past 75 years—its major styles and influential artists. Students may receive credit for only one of the following courses: HUMN 436 or MUSC 436.

Natural Science

Courses in natural science (designated NSCI) may be applied as appropriate (according to individual program requirements) toward

- ✧ the general education requirement in the biological and physical sciences
- ✧ electives

NSCI 100 Introduction to Physical Science (3)

Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. An introduction to the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to use scientific and quantitative reasoning to make informed decisions about topics related to physical science. Discussion covers the development of scientific thinking, the scientific method, the relationships among the various physical sciences, the role of the physical sciences in interpreting the natural world, and the integrated use of technology. Students may receive credit for only one of the following courses: GNSC 100, NSCI 100, or NSCI 103.

NSCI 101 Physical Science Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite: MATH 103, MATH 105, STAT 200, or a higher-numbered MATH or STAT course. Prerequisite or corequisite: NSCI 100. A laboratory study of the basic principles of physics and chemistry, with applications to geology, oceanography, meteorology, and astronomy. The objective is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in the physical sciences. Discussion and laboratory activities cover the development of scientific thinking, the scientific method, the relationships among the various physical sciences, and the role of the physical sciences in interpreting the natural world.

NSCI 110 Introduction to Oceanography (3)

(Not for students majoring or minoring in science.) A survey of the major physical and chemical facets of the oceans. Topics include the properties of water, air-sea interactions, waves, tides, and coastal geology; plate tectonics; and resources of the sea. Marine life and ecology are briefly introduced. Current topics such as El Niño, global warming, and the effects of human activity on the oceans are also discussed. Students may receive credit for only one of the following courses: GNSC 110 or NSCI 110.

NSCI 170 Weather and Climate (3)

An introduction to the basic principles of atmospheric science. The goal is to use scientific and quantitative reasoning to make informed decisions about topics related to atmospheric science. Topics include the effect of different weather elements (such as temperature, pressure, winds, and humidity) on weather patterns and climate. Discussion also covers weather phenomena such as El Niño, thunderstorms, tornadoes, tropical cyclones, and midlatitude cyclones, as well as the impact of humans on Earth's atmosphere. Students may receive credit for only one of the following courses: GNSC 170, GNSC 398D, or NSCI 170.

NSCI 171 Weather and Climate Laboratory (1)

(Fulfills the laboratory science requirement.) Prerequisite or corequisite: NSCI 170. An introduction to the basic concepts of meteorology. The aim is to apply the scientific method and use scientific and quantitative reasoning to make informed decisions about experimental results in meteorology. Focus is on the observation, measurement, and analysis of weather data, including the interpretation of weather patterns and conditions found on weather maps, satellite images, radar imagery, and atmosphere diagrams. Students may receive credit for only one of the following courses: GNSC 171 or NSCI 171.

Nutrition

Courses in nutrition (designated NUTR) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the biological and physical sciences
- ✦ electives

NUTR 100 Elements of Nutrition (3)

A study of the scientific and quantitative foundations of the applied science of human nutrition. The goal is to understand how nutrition reflects an integration of scientific disciplines and how foods provide important nutrients that supply substance and energy for healthy living. Topics include scientific reasoning, healthy meal planning, and weight management. Students may receive credit for only one of the following courses: NUTR 100 or NUTR 200.

NUTR 101 Nutrition Laboratory (1)

(For students not majoring in biotechnology or laboratory management. Fulfills the laboratory science requirement only with previous or concurrent credit for NUTR 100.) Prerequisite or corequisite: NUTR 100. A hands-on study of human nutrition. The goal is to use an experimental approach to questions in nutrition science. Laboratory exercises emphasize critical thinking in the analysis of quantitative data derived from investigations into various areas of nutrition science, including energy balance, macro- and micronutrients, food guidelines, and food safety.



Philosophy

Courses in philosophy (designated PHIL) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ a major in humanities
- ✦ a minor in philosophy
- ✦ electives

UMGC offers only a limited number of courses each session in this discipline.

PHIL 100 Introduction to Philosophy (3)

An introduction to the literature, problems, and methods of philosophy. The goal is to identify and consider central, recurring problems of philosophy. Emphasis is on developing awareness of the significance of philosophical problems and learning to offer rationally justifiable solutions. Students may receive credit for only one of the following courses: HUMN 125 or PHIL 100.

PHIL 140 Introduction to Moral Philosophy and Ethical Reasoning (3)

An introductory exploration of the foundational theories of Eastern and Western moral philosophy and an examination of methods for thinking clearly about ethical issues. The objective is to employ a knowledge of moral theory and the methods of ethical reasoning to address contemporary ethical issues and dilemmas in areas such as business, medicine, information technology, and personal ethics. Students may receive credit for only one of the following courses: HUMN 300 or PHIL 140.

PHIL 304 Contemporary Social Justice Issues (3)

Recommended: PHIL 100 and PHIL 140. A thematic exposition of social justice issues. Topics include the relationship of the individual to society, human relationships with the environment, the use of technology, medical decision making, social equalities and inequalities, and workplace issues. The objective is to improve one's awareness of ethical issues and recognize and analyze ethical problems in the contemporary global context through a deeper understanding of ethical theories.

PHIL 336 Ideas Shaping the 21st Century (3)

An overview of ideas and philosophies likely to affect humanity and this planet in the 21st century. The goal is to identify and understand predominant modes of thought; critically evaluate ideas that affect ways of living; articulate the principles underlying cooperation and dissent among different cultures, institutions, and individuals; and trace the influence of key ideas across various realms of human activity to navigate the challenges of the modern world. Students may receive credit for only one of the following courses: HUMN 336 or PHIL 336.

Portuguese

For further information, refer to Foreign Languages.

Professional Exploration

Courses in professional explorations (designated PACE) may be applied as appropriate toward

- ✦ the general education requirement in research
- ✦ electives

PACE 100 Professional and Career Exploration for Transfer Students (3)

(Fulfills the general education requirement in professional explorations for eligible transfer students with 45 or more credits in transfer.) A condensed orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on exploring ways to develop and enhance career opportunities, becoming familiar with program options, and reflecting on personal goals. Students may receive credit for only one of the following courses: PACE 100, PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111B Program and Career Explorations in Business (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111M Program and Career Explorations in Multidisciplinary Studies (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

PACE 111T Program and Career Explorations in Technology (3)

(Fulfills the general education requirement in research and computing literacy.) An orientation to UMGC and exploration of how UMGC academic programs align to professional goals and career options. Focus is on developing and practicing communication, teamwork, professionalism, and integrity skills while exploring ways to develop and enhance career opportunities. The aim is to become familiar with the university's academic culture and expectations; learn about UMGC resources for success; reflect on academic and professional goals; and explore opportunities to shorten programs through transfer credit and other prior learning. Students may receive credit for only one of the following courses: PACE 111B, PACE 111C, PACE 111M, PACE 111P, PACE 111S, or PACE 111T.

Psychology

Courses in psychology (designated PSYC) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in psychology or social science
- ✦ a minor in psychology, diversity awareness, or women's studies
- ✦ an AA in General Studies with psychology or women's studies curricula
- ✦ electives

PSYC 100 Introduction to Psychology (3)

A survey of the basic principles, research concepts, and problems in psychological science. The biological, cognitive, and social perspectives of human thought and behavior are addressed. The goal is to apply major concepts and use the scientific method to enhance the understanding of individual, community, and organizational life experiences. Topics include neuroscience, sensation and perception, learning and conditioning, memory, motivation, language and intelligence, personality and social behavior, and psychopathology and therapy. Applications of psychology are also presented. Students may receive credit for only one of the following courses: BEHS 101 or PSYC 100.

PSYC 300 Research Methods in Psychology (3)

Prerequisites: PSYC 100 and STAT 200. A survey of research methods focusing on the fundamentals of research design and behavior. The aim is to apply research methodologies critically and creatively to communicate effectively about the domains of psychology. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results. Students may receive credit for only one of the following courses: PSYC 300 or PSYC 305.

PSYC 301 Biological Basis of Behavior (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to the anatomical structures and physiological processes that determine behavior. The objective is to use scientifically valid resources to communicate effectively about the biological basis of behavior. Topics include the acquisition and processing of sensory information, the neural control of movement, and the biological bases of complex behaviors (such as sleep, learning, memory, sex, and language), as well as the basic functioning of the nervous system.

PSYC 310 Sensation and Perception (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 301. A survey of theories and historical and contemporary research in how the auditory, visual, gustatory, olfactory, kinesthetic, and tactile senses acquire information and how psychological, anatomical, physiological, and environmental factors help us perceive the world. The objective is to apply an understanding of complex neural and behavioral processes to evaluate research and analyze variations within and between species.

PSYC 321 Social Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the influence of social factors on individual and interpersonal behaviors. The objective is to analyze the underlying causes of individual and group behavior and the ways in which group attitudes and behaviors are related. Topics include conformity, attitudinal change, personal perception, and group behavior. Students may receive credit for only one of the following courses: BEHS 221, BEHS 421, BEHS 450, PSYC 221, or PSYC 321.

PSYC 332 Psychology of Human Sexuality (3)

Prerequisite: PSYC 100. An examination of human sexuality and sexual behavior. The objective is to apply knowledge of the physiology and psychology of human sexuality. Topics include sexual anatomy, intimate relationships, sexual health, and sexual identity across the lifespan. Students may receive credit for only one of the following courses: BEHS 363, HLTH 377, or PSYC 332.

PSYC 335 Theories of Personality (3)

(Formerly PSYC 435.) Prerequisite: PSYC 100. Recommended: PSYC 300. A study of major theories and perspectives on personality. The goal is to explain and evaluate major concepts in personality. Topics include trait, psychodynamic, behavioral, and humanistic theories. Methods of personality research and relevant findings are also introduced. Students may receive credit for only one of the following courses: PSYC 335 or PSYC 435.

PSYC 338 Psychology of Gender (3)

Prerequisite: PSYC 100. A survey of the biological, lifespan development, socialization, personality attributes, mental health factors, and special considerations associated with gender. The aim is to apply knowledge of cultural and historical influences relating to gender. Topics include conceptions of gender, gender roles, and gender similarities and differences.

PSYC 341 Memory and Cognition (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An introduction to basic models, methods of research, and findings in the fields of memory, problem solving, and language. The objective is to apply knowledge of cognitive processes to a variety of situations including organizational and educational settings. Both applications and theory are explored.

PSYC 351 Lifespan Development (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An integrated study of the biological, socioemotional, and cognitive development of humans from conception through death. The aim is to apply knowledge of lifespan development to interpersonal, community, and organizational relationships. Emphasis is on the interaction of nature and nurture on one's physiology, capability, and potential at each progressive stage of development.

PSYC 353 Abnormal Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of mental disorders across the lifespan. The goal is to evaluate emerging issues in abnormal psychology. Topics include the identification and diagnosis of specific disorders and the evolution of treatment protocols. Students may receive credit for only one of the following courses: PSYC 331, PSYC 353, or PSYC 431.

PSYC 354 Cross-Cultural Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300. An examination of the interplay of individual, ethnic, and cultural factors in psychosocial growth and well-being. The aim is to apply analysis of cultural factors to make decisions, solve problems, and communicate effectively. Issues of globalization, diversity, cultural bias, and cross-ethnic communication are addressed.

PSYC 386 Psychology of Stress (3)

Prerequisite: PSYC 100. An examination of the forces that define and determine the stress response. The aim is to apply stress management techniques to remediate the negative impact of stress. Stress is studied as the product of the interactions among one's social structure, occupational status, and psychological and physiological levels of well-being. The psychological perspective is examined in relation to the stresses produced in a variety of contexts, such as families and work organizations. Students may receive credit for only one of the following courses: BEHS 463, HLTH 285, or PSYC 386.

PSYC 432 Introduction to Counseling Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 335. A survey and critical analysis of research and intervention strategies developed and used by counseling psychologists. The goal is to evaluate current trends in content and methodology. Topics include counseling protocols in various applied settings.

PSYC 436 Introduction to Clinical Psychology (3)

Prerequisite: PSYC 100. Recommended: PSYC 300 and PSYC 353. A survey of diagnostic and therapeutic strategies employed by clinical psychologists. The objective is to evaluate current trends in content and methodology. Topics include the identification, diagnosis, and treatment of mental health disorders. Emphasis is on the scientist-practitioner model and the critical analysis of theories and empirical research.

Social Work

UMGC Europe is partnered with Salisbury University to offer undergraduate courses leading to a Bachelor of Arts in Social Work. To learn more about this undergraduate program, see p. 118, contact your academic advisor, or visit europe.umgc.edu/socialwork.

Sociology

Courses in sociology (designated SOCY) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the behavioral and social sciences
- ✦ a major in social science
- ✦ a minor in sociology, diversity awareness, or women's studies
- ✦ electives

SOCY 100 Introduction to Sociology (3)

An introduction to basic concepts, theoretical perspectives, and research methods in sociology. The objective is to apply sociological imagination, perspectives, and research to uncover patterns of social behavior. Topics include culture, socialization, groups, deviance, stratification, institutions, and social change. Students may receive credit for only one of the following courses: BEHS 102 or SOCY 100.

SOCY 300 American Society (3)

Prerequisite: SOCY 100. An intermediate-level survey of the structure and organization of American society, with special reference to recent social changes. The aim is to describe trends and patterns of social change in American society; compare American and global perspectives of American social values; and apply sociological theories to examine the character, structure, values, and ideology of contemporary American social thought. Topics include individualism; community commitment; and attitudes regarding work, leisure, and recreation in American society.

SOCY 325 The Sociology of Gender (3)

Prerequisite: SOCY 100. An inquiry into how gender is socially constructed and reconstructed in contemporary society. The aim is to assess the interaction between gender and other social identities.

SOCY 350 Contemporary Social Problems (3)

Prerequisite: SOCY 100. An advanced examination of various personal, institutional, cultural, historical, and global problems that confront American society today. Problems examined range from crime, domestic violence, and alienation in modern society to the environment and political conflict. Emphasis is on issues of technology and social change. Students may receive credit for only one of the following courses: SOCY 105, SOCY 210, or SOCY 350.

SOCY 423 Race and Ethnicity: A Global Perspective (3)

Prerequisite: SOCY 100. An analysis of race, ethnicity, and human relations in global society. The goal is to analyze, communicate, and project future trends in racial and ethnic relations in the United States and abroad. Discussion covers factors such as inequality, prejudice, discrimination, power, and privilege that affect race and ethnic relations. Topics include theories of race relations; the historical emergence, demographic projections, development, and institutionalization of racism; effects of racism; conflicts that are racially and ethnically based; and contemporary issues.

SOCY 426 Sociology of Religion (3)

Prerequisite: SOCY 100. Recommended: BEHS 220 or HUMN 350. An advanced examination of religion from a sociological perspective. The aim is to evaluate the influence of social location on religious beliefs and attitudes; examine relationships between church and state; and analyze current religious conflicts and controversies. Topics include fundamentalism versus extremism; modernity; religious conflicts; and the relationship of religion with race, class, gender, sexuality, and politics.

SOCY 443 Sociology of the Family (3)

Prerequisite: SOCY 100. An advanced examination of the family in society. The aim is to apply major sociological theories to understand family as a social institution; describe the changing definitions of family; examine demographic changes in marriage and family patterns; contrast micro- and macro-level interactions among individuals, families, and society; and evaluate the influence of media and technology on the perception and cohesion of the modern family. Topics include family research, single parenting, blended families, cultural differences in families, families over the life course, and governmental policies regarding families.

SOCY 462 Women in the Military (3)

Prerequisite: SOCY 100. An advanced examination of women in the military from a sociological perspective. The objective is to understand gender, power, and the changing roles of women in the military; assess how policies affect women in the military; examine military, community, and family support systems for military women; and compare the roles and duties of women in the U.S. Armed Forces in war and peacetime with those of military women in other countries. Topics include the social construction of gender and sexuality of the armed forces; the history of women in the military; violence against women in the military; rank, status, and advancement of women in the military; and postmilitary transitions and career options for women.

Spanish

Courses in Spanish (designated SPAN) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ an AA in General Studies with foreign language area studies curriculum
- ✦ a certificate in foreign language area studies
- ✦ electives

If you have prior experience in the Spanish language—through study or living abroad, informal learning from friends or family, or high school or other coursework that did not transfer to UMGC, you should take a placement exam before enrolling. You should also take the placement test if you have oral proficiency in Spanish and wish instruction in written Spanish.

For further information, refer to Foreign Languages.

SPAN 111 Elementary Spanish I (3)

(Not open to native speakers of Spanish; assumes no prior knowledge of Spanish. Students with prior experience with the Spanish language should take a placement test to assess appropriate level.) An introduction to the Spanish language. The objective is to listen to, speak, read, and write elementary Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 101 or SPAN 111.

SPAN 112 Elementary Spanish II (3)

(Not open to native speakers of Spanish.) Prerequisite: SPAN 111 or appropriate score on a placement test. A continued introduction to the Spanish language. The goal is to listen to, speak, read, and write Spanish in concrete, real-life situations and in culturally appropriate ways. The diverse language and culture of the Spanish-speaking world is explored. Students may receive credit for only one of the following courses: SPAN 102 or SPAN 112.



SPAN 211 Intermediate Spanish I (3)

Prerequisite: SPAN 112 or appropriate score on a placement test. An intermediate-level study of the Spanish language. The aim is to improve listening, speaking, reading, and writing skills in Spanish and apply them in a variety of real-life situations and social contexts in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 114, SPAN 201, or SPAN 211.

SPAN 212 Intermediate Spanish II (3)

Prerequisite: SPAN 211 or appropriate score on a placement test. Further intermediate-level study of the Spanish language. The objective is to listen to, speak, read, and write Spanish and interact effectively with native speakers in a variety of personal and professional settings in culturally appropriate ways. Students may receive credit for only one of the following courses: SPAN 115, SPAN 202, or SPAN 212.

Speech Communication

Courses in speech communication (designated SPCH) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in communications
- ✦ a major in communication studies
- ✦ a minor in communication studies, diversity awareness, or women's studies
- ✦ electives

SPCH 100 Foundations of Oral Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.)

An introduction to oral communication, with emphasis on interpersonal communication, small-group communication, and public speaking. The objective is to prepare speeches, provide feedback to others, and participate in group activities. Students may receive credit for only one of the following courses: SPCH 100, SPCH 100X, SPCH 101, SPCH 107, or SPCH 108.

SPCH 125 Introduction to Interpersonal Communication (3)

(Fulfills the prerequisite for all upper-level SPCH courses.)

An exploration of the role interpersonal communication plays in our personal and professional lives. The aim is to apply theoretical frameworks and key concepts in communication to personal behavior and personal and professional contexts. Topics include self-identity, perception, listening, verbal and nonverbal communication, relationship development, and conflict management.

SPCH 324 Communication and Gender (3)

Prerequisite: Any SPCH course or COMM 300. An investigation of how communication influences gender and how gender affects communication. The objective is to apply theoretical frameworks and key concepts of gender to contexts, situations, and messages. Discussion covers gender roles, gender variation across communication styles, and the role gender plays in personal and professional relationships, as well as its role in culture and the media.

SPCH 482 Intercultural Communication (3)

Prerequisite: Any SPCH course or COMM 300. An examination of the major variables of communication in an intercultural context. The objective is to develop and apply communication strategies. Topics include cultural, racial, and national differences; stereotypes; values; cultural assumptions; and verbal and nonverbal channels.

Statistics and Probability

Courses in statistics and probability (designated STAT) may be applied as appropriate (according to individual program requirements), toward

- ✦ the general education requirement in mathematics
- ✦ the statistics requirement for a variety of majors and minors
- ✦ a minor in psychology
- ✦ an AA in General Studies with accounting, business and management, management studies, mathematics, or psychology curricula
- ✦ electives

Students are expected to own and use scientific calculators in all mathematics and statistics courses.

STAT 200 Introduction to Statistics (3)

An introduction to statistics. The objective is to assess the validity of statistical conclusions; organize, summarize, interpret, and present data using graphical and tabular representations; and apply principles of inferential statistics. Focus is on selecting and applying appropriate statistical tests and determining reasonable inferences and predictions from a set of data. Topics include methods of sampling; percentiles; concepts of probability; probability distributions; normal, t-, and chi-square distributions; confidence intervals; hypothesis testing of one and two means; proportions; binomial experiments; sample size calculations; correlation; regression; and analysis of variance (ANOVA). Students may receive credit for only one of the following courses: BEHS 202, BEHS 302, BMGT 230, ECON 321, GNST 201, MATH 111, MGMT 316, PSYC 200, SOCY 201, STAT 100, STAT 200, STAT 225, or STAT 230.

Theatre

Courses in theatre (designated THET) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in the arts and humanities
- ✦ a major or minor in humanities
- ✦ electives

UMGC offers a limited number of courses each session in this discipline.

THET 110 Introduction to the Theatre (3)

An introduction to the experience of the theatre. The objective is to gain a historical perspective and critically appraise dramatic content in performing arts. Emphasis is on engaging with theatrical performances as informed audience members and assessing one's role within the script-performance-audience dynamic. Assignments include attendance at two live professional performances. Students may receive credit for only one of the following courses: HUMN 110 or THET 110.

Turkish

For further information, refer to Foreign Languages.

Women's Studies

Courses in women's studies (designated WMST) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement for behavioral and social sciences (Note: Only WMST 200 applies)
- ✦ a minor in women's studies or diversity awareness
- ✦ an AA in General Studies with women's studies curriculum
- ✦ a certificate in women's studies
- ✦ electives

UMGC offers a limited number of courses each session in this discipline.

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

An interdisciplinary study of the status, roles, and experiences of women in contemporary society. The aim is to recognize the impact of gender in all academic disciplines; analyze political, economic, social, and cultural issues through a feminist lens; and apply knowledge of local and global issues to affect positive change in women's lives. Discussion covers women's experiences across geography and history. Topics include gender and other identities, systems of privilege and inequality, sexuality, and power relations.

Writing

Courses in writing (designated WRTG) may be applied as appropriate (according to individual program requirements) toward

- ✦ the general education requirement in communications
- ✦ a minor in communication studies
- ✦ electives (including related requirements in various majors)

If you are seeking a degree, you must complete WRTG 112 (or present its equivalent in transfer) during your first 24 credits of enrollment at UMGc. WRTG 112 is prerequisite to all writing courses with higher numbers and most courses in English and communication studies.

WRTG 391, WRTG 393, and WRTG 394 are designated as upper-level advanced writing courses and may be applied toward the general education requirement in upper-level advanced writing.

Specific WRTG courses may be recommended in relation to specific majors and minors. You should check the descriptions of your curricula.

WRTG 111 Academic Writing I (3)

(The first course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) An introduction to reading, writing, and critical thinking in an academic setting. The goal is to practice strategies for understanding academic texts and for developing one's ideas in relation to those texts. Focus is on writing thesis-driven essays that incorporate ideas and information from sources and demonstrate critical thinking, proper attribution, and effective language use. Students may receive credit for only one of the following courses: WRTG 100A, WRTG 111, or WRTG 111X.

WRTG 112 Academic Writing II (3)

(The second course in the two-course series WRTG 111–WRTG 112. Fulfills the general education requirement in communications.) Continued practice in reading, writing, and critical thinking with an emphasis on research and argumentation. The goal is to implement strategies for analyzing ideas and rhetorical techniques in academic texts and for conducting academic research. Focus is on writing an argumentative research paper that synthesizes information and ideas from multiple sources and demonstrates critical thinking, varied rhetorical strategies, proper source documentation, and effective language use. Students may receive credit for only one of the following courses: ENGL 101, ENGL 101X, WRTG 101, WRTG 101S, WRTG 101X, WRTG 112, or WRTG 112X.

WRTG 291 Research Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Continued practice in critical reading, thinking, and writing skills. The objective is to analyze, evaluate, and synthesize diverse sources and viewpoints to develop persuasive and academic writing projects. Assignments include prewriting exercises, an annotated bibliography, a synthesis research essay, and a reflective paper. Students may receive credit for only one of the following courses: ENGL 291, ENGL 291H, or WRTG 291.

WRTG 293 Introduction to Professional Writing (3)

(Fulfills the general education requirement in communications.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. An overview of professional writing. The goal is to analyze professional communication scenarios to develop effective workplace writing. Topics include the standards, conventions, and technologies of professional writing; communicating to a variety of audiences; and developing appropriate written responses to workplace challenges. Students may receive credit for only one of the following courses: COMM 293, ENGL 293, or WRTG 293.

WRTG 391 Advanced Research Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Instruction and practice in academic research skills. The objective is to critically analyze scholarly and other credible sources and effectively integrate source material into a complex argument. Emphasis is placed on synthesizing multiple sources in producing a literature review on a focused topic. Students may receive credit for only one of the following courses: ENGL 391, ENGL 391X, WRTG 391, or WRTG 391X.

WRTG 393 Advanced Technical Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. Recommended: WRTG 291 or WRTG 293. A comprehensive, project-based study of applied technical writing. The aim is to design and develop appropriate and effective technical documents using strategies and technologies for a variety of audiences. Students may receive credit for only one of the following courses: COMM 393/393X, ENGL 393/393X, or WRTG 393/393X.

WRTG 394 Advanced Business Writing (3)

(Fulfills the general education requirement in upper-level advanced writing.) Prerequisite: WRTG 112, WRTG 101, or WRTG 101S. A comprehensive, project-based study of applied business writing. The aim is to develop documents appropriate to audience and purpose that are well argued and conform to standards for business writing. Topics include context, purpose, audience, style, organization, format, results, technologies, and strategies for persuasion in typical workplace messages. In addition to shorter assignments, a substantial formal report that incorporates research and support for conclusions or recommendations is required. Students may receive credit for only one of the following courses: COMM 394/394X, ENGL 394/394X, or WRTG 394/394X.

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 MSSW, University of Texas at Austin

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The School of Arts and Sciences

Kara Van Dam, PhD
Dean

Randall Hansen, PhD
Associate Dean

sasdean@umgc.edu

Vision

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

Mission

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

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

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

Minors

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

- ✦ Political Science
- ✦ Psychology
- ✦ Public Safety Administration
- ✦ Sociology
- ✦ Speech Communication
- ✦ Terrorism and Critical Infrastructure
- ✦ Women's Studies

CERTIFICATE PROGRAMS

- ✦ Spanish for Business and the Professions

Graduate

MASTER'S DEGREE PROGRAMS

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

CERTIFICATE PROGRAMS

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

* Specific programs are offered through UMGC Europe. See page viii and the UMGC Europe Graduate Catalog for details.

The School of Business

Bryan Booth, PhD
Dean

Anna Seferian, PhD
Associate Dean

busdean@umgc.edu

Vision

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

Mission

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

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

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

Minors

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

CERTIFICATE PROGRAMS

- ✦ Digital Marketing
- ✦ Human Resource Management
- ✦ Management Foundations
- ✦ Project Management

Graduate

MASTER'S DEGREE PROGRAMS

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

DOCTORAL DEGREE PROGRAM

- ✦ Business Administration

CERTIFICATE PROGRAMS

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

* Specific programs are offered through UMGC Europe. See page viii and the UMGC Europe Graduate Catalog for details.

The School of Cybersecurity and Information Technology

Douglas Harrison, PhD
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S. K. Bhaskar, PhD
Associate Dean

citdean@umgc.edu

Vision

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

Mission

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

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

Programs of Study*

Undergraduate

BACHELOR'S DEGREE PROGRAMS

Majors

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

Minors

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

CERTIFICATE PROGRAMS

- ✦ Computer Networking

Graduate

MASTER'S DEGREE PROGRAMS

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

CERTIFICATE PROGRAMS

- ✦ Cloud Computing and Networking
- ✦ Cyber Operations
- ✦ Cybersecurity Management and Policy
- ✦ Cybersecurity Technology
- ✦ Digital Forensics and Cyber Investigation
- ✦ Information Assurance

* Specific programs are offered through UMGC Europe. See page viii and the UMGC Europe Graduate Catalog for details.

Policies

The information contained in this catalog reflects the policies of both UMGC and the University System of Maryland (USM). The complete list and text of UMGC's policies can be found at umgc.edu/policies. USM policies can be found at usmd.edu/regents/bylaws.

Annual Security Report and Consumer Disclosures

In accordance with U.S. Department of Education regulations, University of Maryland Global Campus distributes an Annual Safety and Security Report to all current students, staff, and faculty. It is also available to prospective students, staff, and faculty, upon request.

The annual report provides important information about rights and responsibilities on the following topics:

- ❖ Campus safety and security policies and services
- ❖ Sexual misconduct policy
- ❖ Emergency procedures
- ❖ Notification of rights under FERPA for postsecondary institutions
- ❖ Peer-to-peer file sharing
- ❖ Drug prevention program
- ❖ Clery Act crime statistics by location for the previous three calendar years

You can read the Annual Safety and Security Report at umgc.edu/inform. If you have questions or wish to receive a copy of the current annual report, contact the UMGC director of security at +1-301-985-7471.

To help you stay informed, additional consumer disclosures can be found at umgc.edu/disclosures.

Disclosure of Student Records

UMGC complies with the Family Educational Rights and Privacy Act (FERPA), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information that may be released without your prior written consent); and file formal complaints alleging a violation of FERPA with the Department of Education Family Policy Compliance Office. In addition, FERPA provides that most of your student information may not be released to third parties without your prior consent.

UMGC's Policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to UMGC Academic Operations at studentrecords@umgc.edu. For another person to act on your behalf, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at umgc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm.

Nondiscrimination

UMGC is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with federal, state, and local laws and regulations, UMGC does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam-Era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, UMGC prohibits discrimination on the basis of sex in its programs and activities. UMGC will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

All inquiries regarding UMGC's Nondiscrimination Statement or compliance with applicable statutes and regulations regarding equal opportunity should be directed to the fair practices and equal opportunity officer, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7940 or email fairpractices@umgc.edu).

For UMGC Policy 040.30 Affirmative Action and Equal Opportunity, see umgc.edu/policies/adminpolicies/admin04030.cfm.

Inquiries regarding Title IX/sexual misconduct may be directed to the Title IX coordinator, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783-8000 (phone +1-301-985-7021 or email titleixcoordinator@umgc.edu) or a member of UMGC's Title IX Compliance Team.

See umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm. For UMGC Policy 041.00 Sexual Misconduct, see umgc.edu/policies/adminpolicies/admin04100.cfm.

For external inquiries regarding the notice of nondiscrimination, including Title IX information, contact the Office for Civil Rights, U.S. Department of Education, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, or call +1-800-421-3481.

Contact the Overseas Title IX Investigator

titleixinvestigator-overseas@umgc.edu

Contact the Overseas Equal Opportunity Officer

ooo-overseas@umgc.edu

Peer-to-Peer File Sharing

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMGC is committed to combating the unauthorized use of copyrighted materials on UMGC's network (including the online classroom) and therefore has established a written plan to achieve this goal. The intent of this plan is to inform UMGC students, faculty, and staff members of the appropriate use of copyrighted material on the network and to deter, detect, and discipline prohibited use, while reasonably maintaining the educational use of UMGC's network. More information on UMGC's policy on intellectual property is available online at umgc.edu/intellectual-property.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For willful infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

More information is available on the U.S. Copyright Office website at copyright.gov.

UMGC Procedures for Handling Unauthorized Distribution

UMGC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMGC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMGC's website:

Sherri Sampson
General Counsel
Office of Legal Affairs
University of Maryland Global Campus
3501 University Boulevard East
Adelphi, MD 20783
+1-301-985-7080
legal-affairs@umgc.edu

To be effective under the DMCA, a notification of claimed infringement must be in writing and include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Once an effective DMCA takedown request is submitted, UMGC will act expeditiously to remove or block access to the infringing material.

Religious Observance

So that academic programs and services of UMGC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on UMGC Policy 051.00 Religious Observances may be found at umgc.edu/policies/academicpolicies/aa05100.cfm.

Sexual Misconduct

UMGC is committed to creating and maintaining an environment in which all persons who participate in university programs and activities, perform work, and provide services can learn and work together in an atmosphere free from sexual misconduct, a form of sex-based discrimination.

UMGC provides training, education, prevention programs, and policies and procedures that promote prompt reporting; prohibit retaliation; and promote timely, fair, and impartial investigation and resolution of sexual misconduct cases.

Inquiries concerning the application of Title IX may be referred to the UMGC's Title IX coordinator or the U.S. Department of Education, Office for Civil Rights. If you have any questions regarding sexual misconduct or need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at 301-887-7295 (voice and text) or via email at titleixcoordinator@umgc.edu. For details on UMGC's sexual misconduct policy, see UMGC Policy 041.00 Sexual Misconduct at umgc.edu/policies/adminpolicies/admin04100.cfm and umgc.edu/diversity/title-ix-sexual-misconduct/index.cfm.

Smoking

In accordance with USM policy, UMGC seeks to promote a healthy, smoke-free environment for the UMGC community. More information on policy 640.00 UMGC Policy on Smoking may be found at umgc.edu/policies/adminpolicies/admin64000.cfm.

Student Classification for Admission and Tuition

For information on student classification and residency, see USM policy VIII-2.70 at usmd.edu/regents/bylaws/SectionVIII. Also see UMGC policy 210.20 Student Residency Classification for Admission, Tuition, and Charge-Differential Purposes at umgc.edu/policies/fiscalpolicies/fisc21020.cfm.

Student Drug and Alcohol Awareness

UMGC complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of UMGC officials will be addressed through UMGC procedures, through prosecution in the courts, or both.

All UMGC students are prohibited by UMGC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMGC premises or at UMGC-sponsored activities. UMGC expects all students to comply with applicable federal, state, and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensation of alcohol and/or controlled substances.

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMGC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see the drug prevention program section of the most current UMGC Annual Safety and Security Report (umgc.edu/inform) for additional information.

Transfer of General Education Requirements

UMGC conforms with the general education requirements as laid out by COMAR 13B.02.02.16D(2)(b)-(c). Up to 36 general education credits earned at another Maryland public institution will transfer to UMGC as general education credits. UMGC's general education requirements may be found on pp. 66-67 of this catalog.

A student who has satisfactorily completed a course identified as a general education requirement at a Maryland community college will receive credit toward UMGC's general education requirements, as stated in Code of Maryland Regulations Title 13B, Subtitle 06, Chapters 1-10. For other students, courses are evaluated on a case-by-case basis. UMGC has included its evaluation of many Maryland community college courses in its section of the University System of Maryland's computerized articulation system (ARTSYS). This software is available at all two- and four-year Maryland public institutions and online at artsys.usmd.edu. Consult an advisor for details.

Appendices

CPA Requirements

UMGC's programs in accounting may help prepare you to sit for the Uniform Certified Public Accountant Exam and/or obtain initial licensure as a Certified Public Accountant (CPA) in Maryland. To sit for the CPA Exam in Maryland, a candidate is required to have successfully completed 120 credits toward an accounting degree. Many other states, however, require candidates to successfully complete 150 credits prior to sitting for the CPA Exam.

To obtain initial licensure as a CPA in Maryland and most other states, a candidate is required to have successfully completed 150 credits. UMGC graduate accounting programs help prepare you to become licensed as a CPA in Maryland.

If you intend to request transfer credits from a nonregionally accredited institution, a third-party provider or facility, or an institution located outside the United States, or you intend to request transfer of ACE-evaluated credit, be aware that doing so may impact your ability to become licensed as a CPA. For information regarding licensure in other states and transfer credit, visit umgc.edu/professional-licensure.

Retention of Student Records

UMGC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, graduation, and degree(s) while the student is enrolled and permanently after graduation.

Family Educational Rights and Privacy Act (FERPA)

UMGC complies with the Family Educational Rights and Privacy Act ("FERPA"), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information 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.

UMGC's Policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to exception.request@umgc.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 umgc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm.

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AUGUST 2020							SEPTEMBER 2020							OCTOBER 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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FALL 2020	
Session 1	19 Aug - 13 Oct 2020
Session 2	21 Oct - 15 Dec 2020
SPRING 2021	
Interession	16 Dec 2020 - 12 Jan 2021
Session 1	13 Jan - 9 Mar 2021
Session 2	17 Mar - 11 May 2021
SUMMER 2021	
Session 1	12 May - 29 Jun 2021
Session 2	16 Jun - 10 Aug 2021
Interession	21 Jul - 17 Aug 2021

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FALL 2020	
Session 1	19 Aug - 13 Oct 2020
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Session 3	21 Oct - 15 Dec 2020
SPRING 2021	
Session 1	13 Jan - 9 Mar 2021
Session 2	17 Feb - 13 Apr 2021
Session 3	17 Mar - 11 May 2021
SUMMER 2021	
Session 1	19 May - 13 Jul 2021
Session 2	16 Jun - 10 Aug 2021

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(120 CREDITS)

	major	minor
Accounting	✓	✓
Art history		✓
Biology		✓
Business administration	✓	✓
Communication studies	✓	✓
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Computer science	✓	✓
Criminal justice	✓	✓
Cybersecurity		✓
Cybersecurity management and policy	✓	
Digital media and web technology	✓	✓
Diversity awareness		✓
Economics		✓
English	✓	✓
Forensics		✓
General studies	✓	
History	✓	✓
Homeland security	✓	✓
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Philosophy		✓
Political science	✓	✓
Psychology	✓	✓
Social science	✓	
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Sociology		✓
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Session 2 17 March - 11 May 2021

// Summer 2021

- Session 1 19 May - 29 June 2021
Session 2 16 June - 10 August 2021
Intersession 21 July - 17 August 2021

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- Session 1 19 August - 13 October 2020
Session 2 23 September - 17 November 2020
Session 3 21 October - 15 December 2020

// Spring 2021

- Session 1 13 January - 9 March 2021
Session 2 17 February - 13 April 2021
Session 3 17 March - 11 May 2021

// Summer 2021

- Session 1 19 May - 13 July 2021
Session 2 16 June - 10 August 2021

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