University of Maryland University College in Europe

Graduate Catalog

Bowie State University
University of Maryland University College

University of Maryland University College has established a partnership with Bowie State University (BSU) to offer graduate programs in the fields of counseling, management information systems, and public administration in the European Command. The partnership makes master's degrees and graduate certificates accessible to students stationed overseas who already have substantial commitments to their careers and families.

University of Maryland University College-Europe (UMUC-Europe) is America's senior institution in providing educational opportunities to the U.S. military overseas. Hailed by British scholar Arnold Toynbee as "an American achievement from which the rest of the world has much to learn," UMUC-Europe has been in operation for over 54 years. Its partnership with Bowie State University for graduate education has existed for over a decade. Both institutions are members of the University System of Maryland.

Graduate courses and programs available through the UMUC-BSU partnership enable students in Europe to expand their knowledge, enhance their skills, and develop their professional competencies. They are intended for individuals who seek to become innovative leaders, managers, and counselors responsive to the public with whom they work. These programs compare in all respects with those at public institutions of higher learning in the United States. The credentials of the faculty have met standards set by the UMUC and BSU academic departments. All courses offered in Europe carry resident credit with the respective academic institutions.

For the typical student, earning a graduate degree through the UMUC-BSU partnership will be challenging. To ensure that students bring to their graduate education the appropriate level of knowledge, all degrees require specific undergraduate prerequisites. Within each program, some courses must be completed in a defined sequence. Graduate students benefit from the University's personalized approach to education. Students receive an individualized program of study, have continuous contact with program directors and faculty who are resident in Europe, and enjoy small class sizes.

Finally, it is important to understand that these graduate programs offer respected degrees for serious students. Most adults working full time and attending school part time will need approximately two and a half to three years to complete the counseling degrees and one and a half to two years to complete the management information systems or public administration graduate degrees. Those who complete a degree in Europe will have the same sense of accomplishment and pride as students who earn the same degree on campus in Maryland. Furthermore, they will know that their achievement will be a significant professional asset.
Higher Education in Maryland

Few states have as rich and proud a heritage as does the State of Maryland, especially in education. The University of Maryland was founded in 1807 at the site of the present Baltimore Campus with the establishment of the nation’s fifth College of Medicine. The school soon added colleges of dentistry, pharmacy, and law. A half-century later, the College Park Campus, one of the largest in the nation, began as the College of Agriculture. With the unifying of these campuses in 1920, the University of Maryland began its development into one of the great public systems of higher learning in the United States. Maryland's present university system was established in 1988 as the University System of Maryland and is comprised of 11 degree-granting institutions and two research and service components.

Bowie State University
Bowie State University, which traces its origins to 1865, is a regional comprehensive university offering undergraduate programs in the liberal arts and sciences, business, education, nursing, and social work, with an emphasis on the application of computer technology across the disciplines. BSU’s Graduate School offers 19 degree programs in business administration, communications, computer science, counseling, education, human resource development, management information systems, nursing, public administration, and psychology. BSU is a Servicemembers Opportunity Colleges (SOC) member institution. Recognized nationally and internationally, BSU became one of only six national Model Institutions for Excellence in 1995.

Located in Bowie, Maryland, BSU also serves the needs of military personnel, Department of Defense civilians, and other adult students in the Washington, D.C., area through off-campus centers at nearby Andrews Air Force Base and Fort Meade. Additionally, BSU currently offers courses in seven countries and on 21 military bases in Europe and Asia.

University of Maryland University College
University of Maryland University College is the global university known for offering high-quality academic programs, products, and services independent of the constraints of time and place. UMUC primarily serves adult, part-time students through both traditional and innovative instruction.

UMUC offers degree programs from the associate of arts through the doctor of management, undergraduate and graduate certificates, and personal and professional development programs that respond to the needs of the lifelong learner. Undergraduate degree programs are offered in disciplines in the arts and humanities, behavioral and social sciences, business and management, computing, and technology; graduate programs focus on education, management, and technology. UMUC’s noncredit programs include professional development in management, technology, and executive leadership, as well as professional certification programs and conference services.

UMUC’s statewide mission is to extend access to opportunities for postsecondary education to individuals who combine work with study and in particular to satisfy the educational needs of Maryland’s professional workforce. The university’s global mission is to sustain international eminence by extending access to its degree and noncredit programs worldwide. In fulfilling this mission, UMUC strives to serve U.S. citizens and their families overseas and to expand into international markets that, in turn, will enhance Maryland’s economic development as a center for global commerce.

UMUC offers live or face-to-face courses to students throughout the State of Maryland, the District of Columbia metropolitan area, and military communities in the United States and around the world. UMUC’s distance education program provides undergraduate and graduate education opportunities to students around the globe. With about 80,000 individual students, UMUC has the largest enrollment and the second largest full-time student equivalents of the 11 degree-granting institutions of the University System of Maryland. Last year, UMUC offered courses in 30 countries and territories on all seven continents. The observation made four decades ago by Gen. Lyman L. Lemnitzer that “the sun never sets on the University of Maryland” is as true today as it was then.

The University of Maryland began serving adult students in the 1920s by offering classes in the evenings. In 1947, the College of Special and Continuation Studies was established as a division of the University to administer off-campus evening classes. In 1959, the name was changed to University College to emphasize the fact that this campus draws upon the resources of the entire University System of Maryland and makes these resources available to adult, part-time students. In 1970, the importance of University College was recognized both in the state and overseas when it was designated a separate campus within the University System of Maryland.

UMUC programs have expanded to meet the needs of adults seeking to continue their education. In cooperation with the Department of Defense, UMUC administers two overseas programs, UMUC-Europe and UMUC-Asia. Stateside, UMUC credit courses and programs are administered by the School of Undergraduate Studies and by the Graduate School. UMUC participates in the Servicemembers Opportunity Colleges’ degree programs for military personnel.
Maryland Programs in Europe

Through BSU and UMUC, members of the military services and civilians overseas can take individual classes for personal enrichment or pursue a program of coursework leading to a certificate, associate degree, bachelor’s degree, or master’s degree. Students who studied in Europe earned during the past academic year more than 650 associate degrees, 700 baccalaureate degrees, and 100 master’s degrees. And these figures do not include the many students who begin their education with Maryland and complete their degrees elsewhere. Because military students move frequently, many transfer their Maryland credits to other colleges and universities when they return to the United States.

In 1949, the Armed Forces invited UMUC to offer off-duty classes for its military and civilian personnel stationed in Europe. Classes began in October of that year at six education centers in Germany, and the program steadily expanded. In 1999, UMUC celebrated its 50th year serving the U.S. military in Europe and the Middle East. Last year, UMUC offered classes at approximately 100 sites in 21 countries. The administrative offices for UMUC-Europe are located in Heidelberg, Germany.

Graduate Programs

Since August 1993, graduate degree programs from University System of Maryland institutions have been administered through UMUC-Europe. A constituent institution of the University System of Maryland, BSU offers high-quality graduate degrees and certificates in Europe. These programs presently include the Master of Arts in Counseling Psychology, Master of Education in Guidance and Counseling, Master of Science in Management Information Systems, and Master of Public Administration. Students interested in obtaining professional credentials at the graduate level may also earn the Certificate in E-Government, Certificate in Public Management, and Information Systems Analyst Certificate. Graduates enjoy high levels of personal and professional success in military and civilian environments. Interested students can request information and an application for admission from UMUC-Europe’s Office of Graduate Programs, from the Maryland office at a local education center, or online at www.ed.umuc.edu/graduate.

Distance Education (DE)

UMUC-Europe offers students the opportunity to benefit from courses offered at a distance. Online distance education courses are designed for students who require scheduling flexibility or who are unable to commute to classroom sites. In 2001/2002, UMUC had served more than 30,000 students throughout the world via the Internet, making UMUC the leading online university in the United States. All BSU graduate courses offered online through UMUC-Europe carry BSU resident credit. Up to 50 percent of each graduate degree program is offered via DE. Visit the DE Web site at www.ed.umuc.edu/def or for more details.

Undergraduate Programs

UMUC offers undergraduate liberal arts programs leading to certificates, and associate and bachelor’s degrees. Beginning in 2003/2004, UMUC is introducing a series of 18 semester hour undergraduate certificates.

Other DE Opportunities with UMUC

UMUC in Adelphi, Maryland, presently offers entirely online 17 master’s degrees with 23 specialty tracks and four dual master’s/ MBA degrees. Online master’s degrees available include: Master of Arts in Teaching, Master of Business Administration, Master of Distance Education, Master of Education, Master of International Management, Master of Science in Accounting and Financial Management, Master of Science in Computer Systems Management, Master of Science in Electronic Commerce, Master of Science in Environmental Management, Master of Science in Health Care Administration, Master of Science in Information Technology, Master of Science in Management, Master of Science in Technology Management, and Master of Software Engineering. The Graduate School also offers several executive degree programs and a Doctor of Management. For additional information, connect to UMUC’s Graduate School in Adelphi via e-mail at UMUCinfo@umuc.edu or on the Web at www.umuc.edu/prog/grad.

Higher Education in Maryland
Welcome to our International Community of Learners!

Bowie State University is recognized nationally and internationally for its outstanding graduate programs and its excellence in teaching, and we are proud to provide many opportunities for you to receive a graduate degree in your chosen field. The University produces graduates who are leaders among their peers in a global community, think critically, value diversity, and are committed to the higher moral and ethical good. We serve a diverse student population by expanding opportunities that empower individuals to be effective citizens and creative leaders. Serving military members, family members, and civilians stationed overseas, we currently offer courses in seven countries and on 21 military bases in Europe and Asia.

Bowie State University’s Graduate School provides high-quality professional programs that continuously adapt to new trends in academia, business, and government. By taking advantage of a variety of academic offerings, you have the opportunity to earn a graduate degree, accelerate a current program, explore a special interest, or acquire new skills. Innovative and convenient course formats will help you find a course that meets your educational needs and fits your schedule. In Europe, we will continue to offer the Master of Public Administration and Master of Science in Management Information Systems. We are especially excited about our newest offerings – the Master of Arts in Counseling Psychology and Master of Education in Guidance and Counseling. Graduate certificates available in Europe include the Certificate in Public Management, Certificate in E-Government, and the Information Systems Analyst Certificate. Our graduate faculty is recognized nationally and internationally for their teaching, research, and scholarship.

This catalog provides a comprehensive guide to the outstanding graduate programs we offer and is intended to act as your guide to the requirements and policies governing our programs. I urge you to pursue your goals with excitement and strive for excellence by maintaining high standards. Achieve the optimum, enjoy the challenge, take full advantage of our offerings, and let us know how we can assist you. I wish you great success in achieving your academic goals.

Ida Gillard Brandon, Ed.D.
Assistant Provost and Dean
School of Graduate Studies and Continuing Education
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Bowie State University

Counseling
Management Information Systems
Public Administration

A major goal of Bowie State University's (BSU) Graduate School is to provide high-quality professional programs. Continuously adapting to new trends in academia, business, and government, the Graduate School prides itself on being responsive to change in education and the workplace. The great majority of Bowie students, both in Maryland and Europe, are working adults. To meet the needs of these students, classes are scheduled in the evenings and on weekends. Up to 50 percent of the coursework required for degree completion can be completed via online distance education.

In Europe, Bowie offers the Master of Arts (M.A.) in Counseling Psychology, Master of Education (M.Ed.) in Guidance and Counseling, Master of Public Administration (M.P.A.), and Master of Science (M.S.) in Management Information Systems. Graduate certificates include the Certificate in E-Government, the Certificate in Public Management, and the Information Systems Analyst Certificate.

Admission Information

All students must complete an application for admission prior to enrolling in any BSU graduate course. Admission to the Graduate School of Bowie State University is granted to applicants who have completed a bachelor's degree from a regionally accredited institution or the equivalent, and whose academic and personal qualifications give promise of success in graduate study. To be successful, BSU graduate students must be capable of graduate-level writing. They must also be computer literate and familiar with computer applications. To achieve graduate and professional level computer competence, students are strongly encouraged to have access to their own personal computer.

Admission Categories

All Bowie State graduate programs have the same general admission requirements. Based on these requirements, qualified applicants are admitted in one of the following admission categories:

Full Admission

Students in this category are seeking to complete the master's degree. They must have earned a bachelor's degree from a regionally accredited institution or the equivalent with a cumulative grade point average (GPA) of at least 2.5 on a 4.0 scale.

Conditional Admission

Applicants with a baccalaureate cumulative GPA between 2.0 and 2.49 will be granted conditional admission. Conditional admission will be removed and full admission will be granted with the attainment of a cumulative GPA of 3.0 or better after the completion of nine graduate credit hours with Bowie State University. If a student does not meet this requirement, a request for waiver may be submitted to the Program Director, Graduate Programs. If approved, the student may be granted permission to repeat a course to earn a higher grade to achieve a 3.0 GPA.

Non-Degree and Certificate Program Only

Students who do not wish to earn a BSU degree but wish to enroll in courses for the purpose of earning a certificate, for transfer to another institution, professional development, or recertification must file an application for admission and submit it with the $40 application fee and official transcripts. If taking courses for transfer, students must present a letter from the graduate dean of the home institution indicating the student is in good standing and that the BSU credit is acceptable towards the student’s degree.
General Information

Application Procedures

Prior to enrolling in any graduate course with Bowie State University, the student must complete an application available from the Graduate Web site at www.ed.umuc.edu/graduateforms or a UMUC-Europe field representative. The application file must be completed and admission status granted within the first nine semester hours (s.h.) of coursework. The student must:

1. Complete the Application for Admission indicating the program to which he or she is applying:
   a. M.A. in Counseling Psychology
   b. M.Ed. in Guidance and Counseling
   c. M.P.A. in Public Administration
   d. M.S. in Management Information Systems
   e. Certificate only status
   f. Non-degree

2. Have transcripts sent from all academic institutions previously attended. Undergraduate and/or graduate transcripts are required to be sent directly from the academic institution the student attended to UMUC-Europe Office of Graduate Programs. Transcripts may take more than six weeks to arrive, so students are strongly urged to request them as soon as possible to avoid delays in admission processing.

   Addresses for most U.S. institutions of higher education may be obtained through reference materials generally available at education centers, libraries, or on the Web through sites such as dir.yahoo.com/education/index.html.

   Addresses for most non-U.S. institutions of higher education may be evaluated for regionally accredited equivalency according to the Universidades and Colleges in the United States.

3. Pay the application fee ($40).

4. Complete the top portion of the Application Transmittal Form.

5. Counseling Program Applicants must also submit the following additional documentation:
   a. Three letters of recommendation using the recommendation form provided. Two letters must be from an academic instructor and/or supervisor.
   b. A personal statement. The personal statement must be a typewritten statement not to exceed three single-spaced pages in which the following points are addressed:
      • Background information: Family, education, and work.
      • Goals What the student expects to be doing in five (5) years? In ten (10) years?
      • Strengths What strengths the student possesses that would contribute to him/her being a good counselor?
      • Change What facets of the student's personality, behavior, and/or outlook that, if modified or changed, would make him/her a better person/counselor? What plans, if any, the student has for making any such change(s)?
      • Comments Any additional information, thoughts, feeling, concerns, and/or questions.

   All forms should be brought to the field representative who will forward the materials to the Office of Graduate Programs in Heidelberg.

   Note: Applicants should make personal copies of all materials before submitting them to the field representative.

Graduate Work by UMUC-Europe Seniors

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

   a) The graduate courses are in excess of the credits required for the bachelor's degree
   b) English proficiency has been successfully established
   c) The student's GPA is 3.0 or better
   d) Permission has been secured from the Program Director, Graduate Programs
   e) The UMUC-Europe Senior's Application for Graduate Admission has been filed

Seniors will be permitted to take up to six semester hours of graduate coursework. Permission to take courses as a senior does not constitute regular admission to the Graduate School. Graduate coursework may not be taken to fulfill undergraduate degree requirements.

Students who have officially satisfied all bachelor's degree requirements may take more than six semester hours of graduate coursework. These students must apply for regular admission to Bowie State University's Graduate School by completing the graduate Application for Admission and all other application requirements (see Application Procedures).

Non-U.S. Degrees

Students with non-U.S. degrees should allow more time for the application process to be evaluated. Non-U.S credentials are evaluated for regionally accredited equivalency according to the Foreign Educational Credentials for Consideration of Admission to Universities and Colleges in the United States.

Proof of English Proficiency

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

1. An official record of the Test of English as a Foreign Language (TOEFL) indicating a minimum score of 550 on the written examination (or 213 on the computer-based version) and Test of Written English (TWE) indicating a minimum score of 4.0. The University does not administer these tests. It is the student's responsibility to arrange for testing and to provide an official copy of the test results. The TOEFL school code for UMUC-Europe is 0715.

2. Evidence of attendance and graduation from a secondary school in which the language of instruction was English. Generally, a student will need to be able to demonstrate attendance in such a secondary school for a minimum of three years in addition to having graduated from the school.

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3. An official transcript from a regionally accredited U.S. college or university indicating a grade of C or higher in an English composition course.

4. An official transcript from a regionally accredited U.S. college or university reflecting completion of an A.A., B.A., B.S., or higher degree.

In addition to providing proof of English proficiency, the applicant must meet admission requirements. Waivers or other exceptions to this policy cannot be given. If there is a question of eligibility or other questions, contact the Program Director, Graduate Programs.

Transfer Credit

General Guidelines
Transfer credit may be accepted from other colleges and universities, including UMUC, in accordance with the following guidelines:

1. Coursework considered for transfer must have been completed at the graduate level at a U.S. regionally accredited institution.

2. Up to 6 s.h. may be accepted in transfer for the management information systems or public administration programs. Up to 12 s.h. may be accepted in transfer for the counseling programs. In accordance with the recommendations of the American Council on Education, up to 6 s.h. (or 12 s.h. for the counseling programs) of applicable credit from resident military service schools may be accepted in transfer.

3. The courses for which transfer is sought must have been completed with a grade of B (3.0) or better, must be related to Graduate School courses and degree requirements as reflected on the Program of Study, and must remain within the total span of seven years allowed to earn the degree.

4. Transfer credit is not applicable for GUCO 536, GUCO 537, GUCO 561, IN SS 680, IN SS 690, PSYC 536, PSYC 558, or PUAD 604.

5. Credits are not to be used for two degrees at either the graduate or undergraduate level.

6. Graduate coursework earned for one master's degree may not be applied towards any other master's degree and is not acceptable as transfer credit.

A student requesting transfer credit must provide a course description, course syllabus, and an official transcript (see Application Procedures).

Taking Courses After Admission to Bowie
A student who has been admitted to a BSU graduate program and wishes to pursue a course or courses at another college or university and apply the credit towards the master's degree at BSU must submit to the respective Program Director:

1. A request for permission to pursue a course at another college/university and that the coursework be accepted in transfer.

2. A course description from the official catalog of the school at which the course will be taken, as well as a course syllabus.

Academic Advisement

The respective Program Director, as the graduate academic advisor, evaluates each student's background to determine whether academic and/or professional classes and experience satisfy program and course prerequisite requirements, reviews and approves requests for transfer credits, and develops the student's Program of Study (POS).

BSU and UMUC-Europe grant credit for study completed in service schools and in Military Occupational Specialties (MOSs) on the basis of the recommendations by the American Council on Education (ACE) in A Guide to the Evaluation of Educational Experiences in the Armed Services. Such credit is granted only if it is applicable to the student's program and is for graduate credit. These credits are also a valuable source for satisfying undergraduate prerequisite requirements.

Program of Study

With their letter of acceptance, degree-seeking students receive an approved Program of Study that lists all course requirements for graduation including:

1. Unfulfilled program prerequisites

2. Bowie State University courses required for degree completion

3. Approved transfer courses, if applicable

Students must successfully complete all coursework stipulated on the POS to be eligible for graduation. Students may not deviate from their approved POS without the prior written approval from their Program Director.
Academic Standards

A student whose cumulative GPA falls below 3.0 is placed on academic probation. Any student on academic probation is permitted to take a maximum of nine semester hours to raise the GPA to 3.0 as authorized by the student's Program Director. Failure to obtain a 3.0 GPA in that time will result in academic dismissal.

The duration of the dismissal is two terms; courses taken at other institutions during the dismissal period cannot be transferred to Bowie State University. In order to be considered for readmission, the student must petition the Director, Graduate Programs. The seven-year time limitation for degree completion shall include the period of dismissal. A student dismissed for academic dishonesty, as described in Appendix H of UMUC-Europe's undergraduate catalog, may not reapply.

Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the Director, Graduate Programs to withdraw from the Graduate School.

Time Limitation

All requirements for the master's degree must be completed within a seven-year period, as established by the Board of Regents of the University System of Maryland. The scheduled time may be computed by noting the date of admission to the Graduate School or by noting the date when credits allowed in transfer were taken, whichever is earlier. The seven-year period is computed on calendar time. An extension will be granted automatically if a required course is not offered during the last term of a student's seven-year period. The expiration date is listed on a student's Program of Study.

Hold List

Students may be placed on a hold list, thus not being eligible to register for further courses. This may occur for any of the following reasons:
1. Incomplete application materials, such as missing transcripts or application form
2. Academic probation
3. Outstanding financial obligations, such as the application fee
4. The grade of incomplete in two courses

Students should contact their Program Director to discuss how to resolve any of the aforementioned issues.

Information and Library Services

UMUC promotes the use of library technology and provides access to a variety of online library resources on its Web page at www.umuc.edu/library. Services to students include access to library resources via the Internet.

Students may access an extensive array of online journal databases and national and international newspapers via the Information and Library Services Web page. Authorized library users may access more than 100 databases, most of which index full-text articles or link to full-text articles covering business, management, computer and information systems, sciences, the social sciences, and education. Database descriptions and tutorials for searching the online library databases are also available.

Writing Resources

The American Psychological Association (APA) editorial style is the standard format for writing all papers in Graduate Programs. Information about the APA style guide is available online at www.apastyle.org/pubmanual.html.

A number of online services are available to students who are interested in academic writing help beyond the classroom. UMUC services provided online carry no charge. The Guide to Writing and Research is accessible at http://tychousa.umuc.edu/writinggde/. The UMUC Online Writing Center is accessible at www.umuc.edu/writingcenter.

Program Milestones

Admission Process
0 s.h. Submit application and request transcripts
0-9 s.h. Complete the application process
3-9 s.h. Earn full admission status, if admitted conditionally

Advancement to Candidacy
15 s.h. Meet requirements for Advancement to Candidacy

Practicum/Internship:
Counseling Programs
18+ s.h. May apply for counseling practicum/internship

Comprehensive Examination
24 s.h. May apply for Comprehensive Examination

Seminar Paper
24+ s.h. May write a seminar paper specific to admitted program, after passing the Comprehensive Examination

Graduation
36 s.h. Complete requirements for M.P.A. or M.S. degrees
48 s.h. Complete requirements for M.A. or M.Ed. degrees
Counseling

The Master of Arts (M.A.) in Counseling Psychology and the Master of Education (M.Ed.) in Guidance and Counseling degrees are designed to provide the knowledge and skills necessary for practice in counseling and related human service professions within the military and civilian communities.

The M.A. in Counseling Psychology degree prepares counselors to work primarily with adults in a range of community counseling settings. The M.Ed. in Guidance and Counseling degree prepares counselors to work with children and youth across all levels from primary through high school (K-12).

Both degrees require completion of 48 semester hours and have a common core of courses. Integrating the theoretical with the practical, the programs combine academic preparation in the areas of behavioral sciences, as well as related areas of counseling and research, with relevant practical experiences. The programs provide a basic understanding of: 1) individuals as cultural, economic, physical, and social beings; 2) the setting in which a counselor works; and 3) counseling theory and practice.

Students learn and develop counseling competencies through curricular experiences and clinical instruction. Curricular experiences include: 1) human growth and development, 2) social and cultural foundations, 3) helping relationships, 4) group work, 5) career and lifestyle development, 6) appraisal, 7) research and program evaluation, 8) professional orientation, and 9) legal and ethical counseling issues. Clinical instruction includes weekly group supervision class meetings, practicum, and internship experiences that allow students the opportunity to refine and integrate the skills necessary to assume the role of a professional counselor.

Most adults working full time will need approximately 24 to 36 months to complete the degree.

These degrees are designed to meet requirements for certification through the National Board of Certified Counselors (NBCC). Students may need to take additional coursework and examinations to meet licensure requirements for a particular state. Graduates, depending on their degree and subsequent professional credentials, are employed in a variety of settings, including Department of Defense and civilian education centers, schools, colleges, universities, substance abuse programs, correctional facilities, mental health centers, family services, career centers, and private practices.

Academic and Professional Preparation

Students seeking a master’s degree in counseling without an undergraduate background in education or psychology must have a minimum of 12 s.h. in foundation courses. These credits may be earned at the undergraduate or graduate level, but are not counted as part of the required courses for the degree program. Students must complete the prerequisite foundation courses prior to Advancement to Candidacy.

Foundation courses may include courses in psychology, sociology, and education. The Counseling Program Director may approve other related courses such as management, human resources management, and women’s studies.

Demonstrating the attainment of the foundation requirements may be accomplished by submitting official undergraduate, graduate, or military transcripts, and/or submitting official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the Counseling Program Director by e-mail gradcouns@ed.umuc.edu, telephone, or appointment to discuss admissions qualifications. During their first two terms, students shall submit to the Counseling Program Director a plan on meeting prerequisite conditions not yet satisfied.

Transitioning Students

BSU and UMUC-Europe are committed to working with students transitioning from University of Maryland, College Park’s (UMCP) M.A. or M.Ed. degree programs. On a one-time basis, BSU will accept up to 50% of the courses used to meet the requirements from UMCP’s programs. This policy applies only to students transitioning from the UMCP counseling programs offered in Europe.

Transitioning students should consult with the Counseling Program Director to develop a revised Program of Study specific for their transition to the BSU programs. Additional information for transitioning students is also available on the counseling WebBoard.

Policies and Procedures

Detailed information on the following policies and procedures are described on pages 3-4:

- Transfer Credit
- Academic Advisement
- Program of Study

Academic Standards
Time Limitation
Hold List
Courses

M.A. in Counseling Psychology
M.Ed. in Guidance and Counseling

Common Required Courses (30 s.h.)

The following core course requirements apply to both the M.A. (48 s.h.) and M.Ed. (48 s.h.) degrees:

- EDUC 506* Introduction to Research
- EDUC 507 Human Growth and Development (Advanced)
- GUCO 508* Career Counseling and Development
- GUCO 510* Appraisal, Assessment, and Evaluation
- GUCO 531 Group Counseling
- GUCO 533 Multicultural Counseling
- PSYC 502* Principles and Philosophy of Counseling
- PSYC 514 Clinical Assessment in Psychotherapy (DSM IV)
- PSYC 514 Clinical Assessment in Psychotherapy (DSM IV)
- Or PSYC 544 Psychodynamics of Psychopathology I (DSM IV)
- PSYC 534* Counseling Theory and Practice
- PSYC 580* Legal and Ethical Issues in Counseling and Therapy*

* Please refer to the comprehensive examination section.

M.A. in Counseling Psychology

Additional Required Courses (18 s.h.)

M.A. degree-seeking students are also required to complete the following courses:

- GUCO 532 Family Counseling
- PSYC 536+ Practicum in Counseling Psychology I
- PSYC 558+ Internship in Counseling Psychology
- PSYC 561+ Seminar in Counseling Psychology
- PSYC 610 Psychometric Testing I (Intelligence Testing)
- PSYC 611 Psychometric Testing II (Projective Testing)

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

M.Ed. in Guidance and Counseling

Additional Required Courses (18 s.h.)

M.Ed. degree-seeking students are also required to complete the following courses:

- GUCO 536+ Practicum in Guidance and Counseling
- GUCO 537+ Internship in Guidance and Counseling
- GUCO 540 Counseling Children and Adolescents
- GUCO 561+ Seminar in Guidance and Counseling
- PSYC 503 Mental Hygiene in Children and Youth
- SPED 511 Special Education Perspective

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

Total: 48 s.h.

Other Requirements

The following other requirements must be satisfied.

Advancement to Candidacy

Advancement to Candidacy is a major step in fulfilling the requirements for the master's degree. Graduate Programs will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:

1. Being fully admitted.
2. Having an approved Program of Study (POS).
3. Completing the first 15 s.h. of courses with Bowie State University with a GPA of 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the Director, Graduate Programs for permission to repeat one course.
4. Obtaining recommendations from two faculty members and the Program Director who can attest to:
   a) Demonstrated intellectual ability to complete the program
   b) Sensitivity to interpersonal relationships
   c) Adherence to the Code of Ethics of the American Counseling Association.
    Interviews conducted by the faculty may be required.
5. Removing all grades of incomplete (I) from courses in the POS.
6. Satisfying all prerequisite foundation courses.

Students must be advanced to candidacy before taking the comprehensive examination, seminar, or practicum.

Comprehensive Examination

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:

1. Completed at least 24 graduate semester hours of coursework, including EDUC 506, GUCO 508, GUCO 510, PSYC 502, PSYC 534, and PSYC 580
2. Advanced to candidacy
3. A minimum GPA of 3.0
4. Removed all grades of incomplete (I) from courses in the POS

Students are eligible to take the comprehensive examination twice. Students who fail twice may appeal in writing to the Director, Graduate Programs for permission to take the comprehensive examination a third and final time.

Examination dates and deadlines are:

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The sequence of courses for students' programs depends on:

- Which prerequisites have been satisfied
- Availability of courses in their geographic location or via distance education
- The number of courses students can take per term (The maximum is two per term without prior approval)
- How long students have to complete the degree

Thus, we highly recommend that students review their personal plan of degree completion with the Program Director or other graduate advisor. Students are highly encouraged to contact the Program Director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

**To begin**

Students may begin the program during any term. PSYC 502 is the recommended first course for either counseling degree program.

Other appropriate beginning courses are:

- EDUC 506, EDUC 507
- GUCO 508, GUCO 510
- GUCO 532, GUCO 533, GUCO 540
- PSYC 503, PSYC 514, PSYC 580
- SPED 511

**After PSYC 502 has been completed**

After PSYC 502 has been completed, students may take PSYC 534.

**After PSYC 534 has been completed**

After PSYC 534 has been completed, students may take GUCO 510.

**After GUCO 510 and 12 s.h. have been completed**

After GUCO 510 and four other courses (15 s.h. total) have been completed, students may take PSYC 610 or PSYC 611.

**Clinical Instruction (Practicum and Internship)**

All students are required to complete a sequence of supervised clinical field work experiences, beginning with GUCO 536 (M.Ed. degree) or PSYC 536 (M.A. degree). To be eligible for enrollment in this sequence, students must:

1. Be advanced to candidacy
2. Have completed the following courses
   - M.Ed. degree:
     - PSYC 502, PSYC 534, PSYC 580, GUCO 510,
     - GUCO 531, and GUCO 540
   - M.A. degree:
     - PSYC 502, PSYC 534, PSYC 580, GUCO 510,
     - GUCO 531, and GUCO 532
3. Have a cumulative GPA of 3.0 or better
4. Be recommended for practicum by a graduate counseling faculty member
5. Submit a practicum application
6. Attend the practicum orientation session four months prior to enrolling in either GUCO 536 or PSYC 536
7. Obtain liability insurance

Students applying for practicum must do so prior to the mandatory practicum orientation session. Information on obtaining professional liability insurance will be given at this orientation.

Students will be placed in approved practicum settings. During GUCO 536 or PSYC 536, students receive direct individual and group supervision and instruction from program faculty while engaged in supervised practicum experiences at field sites.

Following completion of 100 clock hours of supervised practicum experiences, student counseling performance is evaluated by faculty to determine the appropriateness of extending the development and range of supervised counseling experiences for the duration of the two terms. Students are required to complete a minimum of 300 total clock hours of supervised practicum experiences on site and in the classroom.

Upon successful completion of PSYC 536 or GUCO 536, M.A. students must enroll in PSYC 558 and M.Ed. students must enroll in GUCO 537 during the next two terms and complete a minimum of 400 clock hours of supervised internship experiences.
Management Information Systems

The M.S. in Management Information Systems (MIS) prepares graduates to play an instrumental role in organizations seeking to enhance the quality and effectiveness of their information processes. The MIS program emphasizes both information systems and technology, enabling graduates to define, analyze, design, construct, and manage information systems. Students learn about such topics as systems architecture, software structures, data communication networks, and databases. In the practicum and seminar, students have the opportunity to explore areas of personal interest.

Students learn about the impact of emerging technologies on information systems through case studies, design projects, and experiential exercises. Most adults working full time will need approximately 18 to 24 months to complete the degree.

Academic and Professional Preparation

Most students seeking the master’s degree in MIS have undergraduate degrees in business, management, computer information systems, computer science, public administration, or related fields in the social sciences. Many also have MIS professional experience.

Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- Business Statistics
  May be satisfied by completing MGMT 584, which may count as an elective.

- College Algebra

- Economics
  May be satisfied by completing ECON 505, which may count as an elective. (Not available after the 2003/2004 academic year.)

- Management
  May be satisfied by completing MGMT 501, which may count as an elective.

- Programming Languages
  May be satisfied by completing INSS 505, which may count as an elective.

- Quantitative Methods
  May be satisfied by completing MGMT 585, which may count as an elective.

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts, and/or submitting official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the MIS Program Director by e-mail gradmis@ed.umuc.edu, telephone, or appointment to discuss admission qualifications. During their first two terms, students shall submit to the MIS Program Director a plan on meeting prerequisite conditions not yet satisfied.

Courses

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

**Required (27 s.h.)**

- INSS 510* Computer Concepts
- INSS 520* Software Structures
- INSS 530* Information Systems in Organizations
- INSS 538* Data Communication Systems and Networks
- INSS 540* Information Systems Analysis and Design
- INSS 550* Database Management and Decision Systems
- INSS 620* Information Systems Policy
- INSS 680+ Information Systems Practicum
- INSS 690+ Professional Seminar

* Please refer to the comprehensive examination section.

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

**Electives (9 s.h.)**

Students meeting course prerequisites may use:

a. Non-required Bowie State University INSS courses as electives.

b. ECON, MGMT, or PUAD courses as electives with prior approval of the Program Director. ECON 505, MGMT 501, MGMT 584, and MGMT 585 are automatically approved if needed to satisfy undergraduate prerequisites. Students in the MIS program are not eligible for MGMT 640.

c. University of Maryland University College graduate courses as electives with prior approval of the MIS Program Director. UMUC courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit, page 3.)

**TOTAL: 36 s.h.**
Certificates

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working toward a master's degree or use it to enhance current credentials. Bowie State University offers three certificate options: the Certificate in E-Government, the Certificate in Public Management, and the Information Systems Analyst Certificate (see Certificates, pg 14).

Students meeting the program requirements for the M.S. degree are automatically eligible for the Information Systems Analyst Certificate.

Policies and Procedures

Detailed information on the following policies and procedures are described on pages 3-4:
- Transfer Credit
- Academic Standards
- Academic Advisement
- Time Limitation
- Program of Study
- Hold List

Other Requirements

The following other requirements must be satisfied.

Advancement to Candidacy

Advancement to Candidacy is a major step in fulfilling the requirements for the master's degree. Graduate Programs will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:
1. Being fully admitted.
2. Having an approved Program of Study (POS).
3. Completing the first 15 s.h. of courses with Bowie State University with a GPA of 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the Director, Graduate Programs for permission to repeat one course.
4. Removing all grades of Incomplete (I) from courses in the POS.
5. Satisfying all undergraduate prerequisites.

Students must be advanced to candidacy before taking the comprehensive examination, seminar, or practicum.

Comprehensive Examination

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:
1. Completed at least 24 graduate semester hours of coursework, including five of the following courses:
   - INSS 510, INSS 520, INSS 530, INSS 538, INSS 540, INSS 550, and INSS 620
2. Advanced to candidacy
3. A minimum GPA of 3.0
4. Removed all grades of Incomplete (I) from courses in the POS.

Students who fail twice may appeal in writing to the Director, Graduate Programs for permission to take the comprehensive examination a third and final time.

Examination dates and deadlines are:

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The application for the comprehensive examination can be obtained online at www.ed.umuc.edu/graduate/forms or from a UMUC-Europe field representative. When the application to take the examination is accepted, students are subscribed to the comprehensive examination conference on the program's WebBoard. Prior to that time, students may view previous examinations online via the program's WebBoard.

Research Paper and Project

Students must successfully complete a research paper and project. Students complete an information systems project in the practicum course (INSS 680 Information Systems Practicum) and an analytical or scientific research paper in the professional seminar course (INSS 690 Professional Seminar). The comprehensive examination must be taken prior to beginning the research paper.
**Program Sequence**

The sequence of courses for students' programs depends on:

a) Which prerequisites have been satisfied
b) Current and past job experiences
c) Availability of courses in their geographic locations or via distance education
d) The number of courses students can take per term (The maximum is two per term without prior approval)
e) How long students have to complete the degree

Thus, we highly recommend that students review their personal plan of degree completion with the Program Director or other graduate advisor. Students are highly encouraged to contact the Program Director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

**To begin**

Students may begin the program during any term. INSS 530 (prerequisite: principles of management) or INSS 510 (prerequisites: programming and college algebra) are appropriate beginning courses for the MIS program. If prerequisite(s) are not yet satisfied, the student may take the course with permission from the Program Director.

**To fulfill prerequisites and/or electives**

Some courses can satisfy prerequisite and elective requirements. Before registering for these courses, students should contact the Program Director. To fulfill prerequisites and/or electives, students may take the following courses:

- **INSS 505** (satisfies programming prerequisite)
- **ECON 505** (satisfies economics prerequisite, available via DE, not available after the 2003/2004 academic year)
- **MGMT 501** (satisfies principles of management prerequisite, available via DE)
- **MGMT 584** (satisfies statistics prerequisite)
- **MGMT 585** (satisfies quantitative methods prerequisite, available via DE)

**After INSS 530 has been completed**

If IN SS 530 has been completed and prerequisites have been satisfied, students may take IN SS 510, any of the electives, and:

- IN SS 520 (available via DE)
- IN SS 538 (available via DE)
- IN SS 540
- IN SS 550
- IN SS 525 (elective)
- IN SS 555 (elective)
- IN SS 635 (elective)

**After INSS 540 has been completed**

- IN SS 620 (available via DE)
- IN SS 625 (elective; available via DE)

**After INSS 540, INSS 550, and INSS 620 have been completed and Advancement to Candidacy has been achieved**

- IN SS 680

**After successful completion of the comprehensive examination**

- IN SS 690

**Additional electives, if prerequisites are met**

Since the MIS program requires three electives, students should contact the Program Director before registering for any of these courses. To fulfill electives, students may take the following courses in addition to those listed above:

- MGMT 511
- MGMT 571
- MGMT 641
- PUAD 501
- PUAD 502 or EDUC 506 (available via DE)
Public Administration

The Master of Public Administration (M.P.A.) is a 36 s.h. professional graduate degree program designed to prepare students for careers in public, private, and nonprofit organizations that manage public programs and develop public policy at all levels of government. In addition to taking core courses in public institutions, organizational behavior, information systems, and research methods, students may specialize in either general public management or policy analysis in a specific policy arena such as mental health, information systems, or national defense.

M.P.A. students learn about the broad scope of public administration in a challenging, international, and interdisciplinary environment through case studies, experiential exercises, and group projects. Most adults working full time will need approximately 18 to 24 months to complete the degree.

Academic and Professional Preparation

Students seeking the master's degree in public administration usually have undergraduate degrees in a variety of disciplines including business, management, government, criminal justice, history, and computer studies, as well as other social/behavioral sciences, physical sciences, and humanities. Regardless of prior academic experience or major, all students admitted to the degree program will have to clearly demonstrate that they have attained the knowledge associated with the following courses:

- American Government or Political Science
- College Algebra
- Computer Literacy
- Macroeconomics
  - May be satisfied by completing ECON 505, which may count as an elective. (Not available after the 2003/2004 academic year.)
- Microeconomics
  - May be satisfied by completing ECON 505, which may count as an elective. (Not available after the 2003/2004 academic year.)
- Principles of Management
  - May be satisfied by completing MGMT 501, which may count as an elective in the management concentration.

Demonstrating the attainment of this knowledge may be accomplished by submitting official undergraduate or military transcripts, and/or submitting official scores from standardized exams such as CLEP and DANTES.

Students are encouraged to contact the Public Administration Program Director by e-mail gradpa@ed.umuc.edu, telephone, or appointment to discuss admission qualifications. During their first two terms, students shall submit to the Program Director a plan on meeting prerequisite conditions not yet satisfied.

Transitioning Students

The Master of Public Administration (M.P.A.) replaces the Master of Arts (M.A.) in Administrative Management—Public Administration degree program as of August 1, 2003. Students currently enrolled in the M.A. should contact the Public Administration Program Director to develop a revised Program of Study specific to the M.P.A. Students choosing to remain in the M.A. degree program will be given the necessary support (course schedules, advising, comprehensive exams, etc.) to complete their degree. Additional information for transitioning students is also available on the public administration WebBoard.
Courses
To earn the Master of Public Administration (M.P.A.) degree, a student must complete the following courses:

Core Courses (18 s.h.)
The following M.P.A. core course requirements apply to the management and policy concentrations:

- PUAD 501* Concepts of Public Administration
- MGMT 511* Organizational Behavior
- INSS 530* Information Systems in Organizations
- PUAD 502* Qualitative Research Methods
- MGMT 584* Management Statistics
- PUAD 604* Evaluation Research

* Please refer to the comprehensive examination section.
+ This is a 16-week course offered over two terms.

Management Concentration
Additional Required Courses (18 s.h.)
- PUAD 524 Public Budgeting
- PUAD 610 Intergovernmental Relations Seminar
- MGMT 571 Human Resource Management
- MGMT 640 Strategic Management
- MGMT 641 Organizational Development
- Elective (3 s.h.)*

Policy Concentration
Additional Required Courses (18 s.h.)
- ECON 522 Public Finance
- MGMT 585 Quantitative Methods for Decision Making
- PUAD 530 Public Policy Analysis
- Elective (3 s.h.)* Specific Policy Area
- Elective (3 s.h.)* Specific Policy Area
- Elective (3 s.h.)* Specific Policy Area

* Please refer to the electives section below.

Electives
Students meeting course prerequisites may use:

a. Non-required Bowie State University MGMT or PUAD courses as electives.
b. INSS 685, other INSS, GUCO, and PSYC courses as electives with prior approval of the Public Administration Program Director. Students in the public administration program are not eligible for INSS 620.
c. University of Maryland University College graduate courses as electives with prior approval of the Public Administration Program Director. UMUC courses are considered transfer credit and are governed by the 6 s.h. transfer credit limit. (See Transfer Credit, page 3.)
d. Policy Concentration: Electives used to meet requirements for the policy concentration should define a specific policy area. These electives and the specific policy area must have prior approval of the Public Administration Program Director.

Total: 36 s.h.

Certificates
A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. Students can earn a certificate while working toward a master's degree or use it to enhance current credentials. Bowie State University offers three certificate options: the Certificate in E-Government, the Certificate in Public Mangement, and the Information Systems Analyst Certificate (see Certificates, pg 14).

Students meeting the program requirements for the M.P.A. degree, management concentration, are automatically eligible for the Certificate in Public Mangement.

Policies and Procedures
Detailed information on the following policies and procedures are described on pages 3-4:

- Transfer Credit
- Academic Standards
- Academic Advisement
- Time Limitation
- Program of Study
- Hold List

Other Requirements
The following other requirements must be satisfied.

Advancement to Candidacy
Advancement to Candidacy is a major step in fulfilling the requirements for the master's degree. Graduate Programs will review students' records to determine eligibility for advancement to candidacy. Students may advance to candidacy by:

1. Being fully admitted.
2. Having an approved Program of Study (POS).
3. Completing the first 15 s.h. of courses with Bowie State University with a GPA of 3.25. Should the required average not be attained, advancement to candidacy will be denied. Students who fail to advance to candidacy may submit a written petition to the Director, Graduate Programs for permission to repeat one course.
4. Removing all grades of incomplete (I) from courses in the POS.
5. Satisfying all undergraduate prerequisites.

Students must be advanced to candidacy before taking the comprehensive examination or seminar.
**Comprehensive Examination**

Students must successfully complete a written graduate comprehensive examination and are encouraged to take the examination as soon as they are eligible. To qualify for the examination, students must have:

1. Completed at least 24 graduate semester hours of coursework including four of the following courses:
   - PUAD 501, MGMT 511, INSS 530, PUAD 502, and MGMT 584
2. Advanced to candidacy
3. A minimum GPA of 3.0
4. Removed all grades of Incomplete (I) from courses in the POS

Students are eligible to take the comprehensive examination twice. Students who fail twice may appeal in writing to the Director, Graduate Programs for permission to take the comprehensive examination a third and final time.

Examination dates and deadlines are:

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The application for the comprehensive examination can be obtained online at [www.ed.umuc.edu/graduateforms](http://www.ed.umuc.edu/graduateforms) or from a UMUC-Europe field representative. When the application to take the examination is accepted, students are subscribed to the comprehensive examination conference on the program's WebBoard. Prior to that time, students may view previous examinations online via the program's WebBoard.

**Research Paper**

Students must successfully complete the research paper required in PUAD 604 Evaluation Research. The comprehensive examination must be taken prior to beginning the research paper.

**Program Sequence**

The sequence of courses for students' programs depends on:

- a) Which prerequisites have been satisfied
- b) Current and past job experiences
- c) Availability of courses in their geographic locations or via distance education
- d) The number of courses students can take per term (The maximum is two per term without prior approval)
- e) How long students have to complete the degree

Thus, we highly recommend that students review their personal plan of degree completion with the Program Director or other graduate advisor. Students are highly encouraged to contact the Program Director at any time for assistance in choosing the best beginning course or subsequent courses. The following is a suggested program sequence.

**Suggested Beginning Points**

A student can begin the program during any term. Several courses are appropriate for beginning the public administration program. These courses include:

- PUAD 501
- MGMT 511 (available via DE)
- INSS 530
- PUAD 502 (available via DE)
- MGMT 584 (after college algebra prerequisite has been satisfied)

Additionally, if prerequisites are needed, the following are appropriate beginning courses:

- ECON 505 (available via DE; only if both undergraduate economics prerequisites have not been met, not available after the 2003/2004 academic year)
- MGMT 501 (available via DE)

**Suggested Midpoints: Management Concentration**

- PUAD 524 (after both undergraduate economics and American government or political science prerequisites have been satisfied, and PUAD 501; available via DE)
- PUAD 610 (available via DE)
- MGMT 571 (after MGMT 511)
- MGMT 640 (after MGMT 511, MGMT 571, PUAD 501, and PUAD 524; available via DE)
- MGMT 641 (after MGMT 511 and MGMT 571)

**Suggested Midpoints: Policy Concentration**

- PUAD 530 (after both undergraduate economics and American government or political science prerequisites have been satisfied, and PUAD 501 or PUAD 502; available via DE)
- ECON 522 (after both economics prerequisites have been satisfied)
- MGMT 585 (after college algebra and principles of management prerequisites have been satisfied; available via DE)

**Suggested Endpoints**

Once the comprehensive examination has been successfully completed, students are encouraged to take their remaining elective(s) and then PUAD 604.
Certificates

A graduate certificate is a professional credential that represents the successful completion of graduate-level study in a specific area. UMUC-Europe/Bowie State University offer the Certificate in E-Government, the Certificate in Public Management, and the Information Systems Analyst Certificate.

The certificates are designed specifically for individuals who are updating current knowledge and skills, enhancing existing credentials, or working towards a master’s degree. Each four-course certificate can typically be completed in one year. Students able to devote only a short time period for an advanced credential particularly benefit from this option.

Certificate in E-Government

The purpose of the interdisciplinary Certificate in E-Government is to prepare public management professionals to contribute to the development of the electronic delivery of public services. The certificate program emphasizes the interplay between basic concepts of American public administration and the use of cutting-edge technology to increase public access to basic government services and information. The prerequisites for the certificate program are the same as the prerequisites for either the M.P.A. or the M.S. in Management Information Systems programs. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements for either the M.P.A. or the M.S. in Management Information Systems programs as listed in the Academic and Professional Preparation section (pages 8 or 11).
3. Complete four of the following courses with an overall GPA of 3.0 or better:
   - INSS 530 Information Systems in Organizations
   - INSS 540 Information Systems Analysis and Design
   - MGMT 640 Strategic Management (available via DE)
   - INSS 620 Information Systems Policy (available via DE)
   - INSS 685A Special Topics: Issues in E-Government (available via DE)

   Students without an academic background in public administration or who do not have government experience are also required to complete PUAD 501 Concepts of Public Administration.

4. Complete an Application for the Certificate in E-Government. The certificate application can be obtained online at www.ed.umuc.edu/graduateforms or by contacting the Office of Graduate Programs. (See Issuance of Certificates.)

Certificate in Public Management

The purpose of the Certificate in Public Management is to prepare professionals to deal with typical management issues. The certificate program emphasizes the cutting-edge managerial concepts required throughout the public, private, and nonprofit sectors. The prerequisites for the certificate program are the same as the prerequisites for either the M.P.A. or the M.S. in Management Information Systems programs. To be eligible for the certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements for either the M.P.A. or the M.S. in Management Information Systems programs as listed in the Academic and Professional Preparation section (pages 8 or 11).
3. Complete any four of the following courses with an overall GPA of 3.0 or better:
   - INSS 530 Information Systems in Organizations
   - MGMT 511 Organizational Behavior (available via DE)
   - MGMT 571 Human Resource Management
   - MGMT 641 Organizational Development
   - MGMT 584 Management Statistics
   - MGMT 585 Quantitative Methods for Decision Making (available via DE)

   Students without an academic background in management or who do not have management experience are also required to complete MGMT 501 Managing Public and Private Organizations.

4. Complete an Application for the Certificate in Public Management. The certificate application can be obtained online at www.ed.umuc.edu/graduateforms or by contacting the Office of Graduate Programs. (See Issuance of Certificates.)
Information Systems Analyst Certificate

The purpose of the certificate program is to prepare management professionals to serve as the liaisons between functional units and the information processing/computer operations unit in organizations. The certificate program emphasizes the assessment of information management needs and the designing of systems to meet those needs. The prerequisites for the certificate program are the same as the prerequisites for the M.S. in Management Information Systems program. To be eligible for the information systems analyst certificate, students must:

1. Be fully admitted to graduate study with Bowie State University (see Application Procedures, page 2).
2. Complete all undergraduate prerequisite requirements as listed in the Academic and Professional Preparation section (page 8).
3. Complete the following courses with an overall grade point average of 3.0 or better:
   - INSS 520 Software Structures
   - INSS 530 Information Systems in Organizations
   - INSS 540 Information Systems Analysis and Design
   - INSS 550 Database Management and Decision Systems

   Students without an academic background in information systems or computer science are also required to complete INSS 510 Computer Concepts.
4. Complete an Application for the Information Systems Analyst Certificate. The certificate application can be obtained online at www.ed.umuc.edu/graduateforms or by contacting the Office of Graduate Programs. (See Issuance of Certificates.)

Issuance of Certificates

Certificates are processed three times a year in May, August, and December. Students who have already earned a BSU M.A. in Administrative Management—Public Administration, M.P.A., or M.S. in MIS degree and meet requirements can retroactively apply for a certificate.

Certificate applications can be obtained by contacting Graduate Programs or online at www.ed.umuc.edu/graduateforms. There is no application fee.

The completed certificate application must be received in the Heidelberg Office of Graduate Programs in accordance with the following schedule:

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Certificate applications received after these deadlines will be considered for the next scheduled date of issuance.

Students can expect to receive their certificates by mail approximately three months after the date of issuance (December, May, or August).
Courses

Bowie State University courses offered in Europe normally carry three semester hours of graduate credit. Courses are generally scheduled in eight-week terms and meet either in the evening twice a week or on four alternating weekends. Courses may also be scheduled over sixteen weeks. Forty-eight contact hours (50 minutes/hour) are required for each three-semester-hour classroom course. Up to 50 percent of the coursework required for degree completion can be completed via online distance education. For detailed course information, students should refer to current syllabi, also available online. Additionally, the current course schedule, as well as the projected schedule, is available online at www.ed.umuc.edu/schedule or at a UMUC-Europe field office.

Distance Education

Students at remote locations and those with work or personal obligations that conflict with traditional class schedules may want to consider the offerings of the DE program. The DE Web site www.ed.umuc.edu/de provides current graduate schedules and other information about the programs.

Online distance education courses should not be confused with independent study. In a Web-based learning environment, students interact asynchronously (not in real time) with a cohort group of classmates and the instructor. Using an Internet browser, students access a secure classroom site where they can discuss issues, work together in study groups, and collaborate on writing assignments. Students are expected to participate frequently by reading and responding three or more times per week to topics posted in the class conferences.

To participate in an online distance education course, students must have their own computer hardware and communications software, a graphical browser, and reliable access to the Internet.

Online distance education courses begin five times a year, coinciding with the regular term schedules. Online courses extend over two terms (16 weeks), except for Term 5 online courses, which extend over 12 weeks.

To enroll in a graduate DE course, a student must have completed an application for admission to graduate study and apply online for admission to the DE course. Program directors will review each DE course application to ensure that prerequisites have been met. Up to 50 percent of each BSU graduate degree program in Europe is offered via DE.

Counseling

EDUC 505 Recent Issues in Education (3)
Emphasis in this course is upon the analysis of selected recent issues in education for critical study. It further includes emphasis upon broad reading of the research and literature in order to appraise current issues in terms of needs of children and society. In addition, this course number and title will be used for transitioning those UMCP courses that do not have a BSU equivalent.

EDUC 506 Introduction to Research (3)
This course is designed to provide the graduate student with an understanding of the various kinds of behavioral research and to develop an understanding of various research designs appropriate to behavioral sciences. Use of basic statistical techniques appropriate to these designs is included. Students may receive credit for only one of the following courses: EDUC 506 or EDMS 645.

EDUC 507 Human Growth and Development (Advanced) (3)
This course places emphasis on the study of the characteristics of human growth at each stage of development. Special emphasis will be placed on counseling in various settings, including schools. Instruction and practice in the writing of a case study report is also given. Students may receive credit for only one of the following courses: EDUC 507 or EDCP 605.

GUCO 508 Career Counseling and Development (3)
This course is designed to provide students with an understanding of career development as it impacts on individuals throughout the life span. A basic assumption of the course is that understanding the adjustment of individuals is highly dependent upon understanding the choices they have made throughout their lives. Emphasis is placed on career and vocational choice theories, counseling delivery systems, career information, and social and psychological factors in career decision-making. Formal and informal occupational classification systems are covered. A great deal of emphasis is placed on practical applications of career theory to individual counseling, group guidance, job search and placement, and career adjustment. Students may receive credit for only one of the following courses: GUCO 508 or EDCP 611.
GU CO 510 Appraisal, Assessment, and Evaluation (3)
This course explores the basic concepts of quantifying behavior including validity, reliability, norms, and methods of expressing test scores statistically. The course emphasizes standardized and non-standardized instruments, methods of communicating test results, and planning the school and non-school testing program. Practice in test interpretation is provided. Students may receive credit for only one of the following courses: GU CO 510 or ED CP 615.

GU CO 531 Group Counseling (3)
Prerequisites: PSYC 502 and PSYC 534. The primary objective of this course is to acquaint students with important skills that are considered to be prerequisites for effective group counseling as well as working with other kinds of groups. These skills include the basics of group dynamics and an introduction to the laboratory training method of working with groups. Students may receive credit for only one of the following courses: GU CO 531 or ED CP 617.

GU CO 532 Family Counseling (3)
This course provides an opportunity for students interested in counseling and mental health to study basic theories and application for the principles of family counseling. By using various theories, students will learn how the application of family theories is used in developing a holistic understanding of the dynamics of a family. Through an in-depth comprehension of family behavior, students will use various family counseling theories demonstrating their skill development in counseling families. Students may receive credit for only one of the following courses: GU CO 532 or ED CP 665.

GU CO 533 Multicultural Counseling (3)
This course is designed to develop appropriate skills, competencies, and knowledge bases and to examine the beliefs of counselors working with people across cultures. The course focuses on researching, reading, and developing an understanding of cultures, customs, languages, traditions, religions, and spiritualities of people across cultures. Emphasis is given to the understanding of counseling individuals in a very diverse world. Students may receive credit for only one of the following courses: GU CO 533 or ED CP 612.

GU CO 536 Practicum in Guidance and Counseling (3)
Prerequisites: PSYC 502, PSYC 534, PSYC 580, GU CO 510, GU CO 531, GU CO 540; attendance at a practicum orientation; and permission of the Program Director. This course emphasizes practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in the counseling relationship. This course is conducted over two terms. Students may receive credit for only one of the following courses: GU CO 536, PSYC 536, or ED CP 619.

GU CO 537 Internship in Guidance and Counseling (3)
Prerequisite: GU CO 536. This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in school guidance programs, the role of the teacher and/or administrator of community services in the guidance program, and consideration of the problems and issues in the counseling relationship. This course is conducted over two terms. Students may receive credit for only one of the following courses: GU CO 537, PSYC 558, or ED CP 888.

GU CO 540 Counseling Children and Adolescents (3)
This course addresses the specific developmental stages, needs, and problems of children and adolescents. Techniques for counseling these groups will be illustrated through demonstrations and personal growth and development activities.

GU CO 561 Seminar in Guidance and Counseling (3)
Prerequisite: Successful completion of the comprehensive examination. This course is designed to give the student guidance and practice in the preparation and writing of a professional paper in the area of guidance and counseling. The course will focus attention on a review of relevant literature on current trends, issues, and problems with presentations and class discussions. This course is graded Pass (P) or Fail (F) and is normally conducted over two terms. Students may receive credit for only one of the following courses: GU CO 561, PSYC 561, or ED CP 778.

GU CO 562 Drug and Alcohol Counseling (3)
Students will develop skills in the application of counseling techniques that are used with individuals who abuse drugs and alcohol. The importance of philosophical assumptions about “drug abusers” will be examined; students will examine their own philosophies of counseling individuals who abuse drugs. Basic counseling techniques will be demonstrated, and students will participate in exercises and case consultations to develop their own skills. Students may receive credit for only one of the following courses: GU CO 562 or ED CP 625.

PSYC 502 Principles and Philosophy of Counseling (3)
Historical, philosophical, psychological, and sociological basis of counseling in different settings (school, agency, and community) and with different populations will be explored. Intervention strategies, theoretical models, working contexts, relationships to other professions, ethics, obstacles to service delivery, and personal qualities of counselors are reviewed. Students may receive credit for only one of the following courses: PSYC 502 or ED CP 610.

PSYC 503 Mental Hygiene in Young Children and Youth (3)
This course is designed as an integrated study of the interaction of human behavior, learning, and the environment. Emphasis is placed on the symptoms, causes, and mediation of deviant behavior among children, adolescents, and young persons. Trends and practices in community mental health are studied. Instruction in the writing of a case study report is also given.

PSYC 511 Understanding the Critical Adult Life Stages (3)
This course is designed to focus on the typical problems faced by adults at the various stages of early adulthood, middle adulthood, and late adulthood. Emphasis is placed on theories, perspectives, and research on aspects of adult development, and strategies for counseling clients at the various stages of adult development.
PSYC 514 Clinical Assessment in Counseling and Psychotherapy (DSMIV) (3)
This course integrates various assessment methodologies for a comprehensive process of assessment. The purposes, techniques, and process of clinical assessment will be explored. Techniques for understanding of non-verbal, verbal, and interpersonal transactions, including the recapitulation of the family structure and dynamics, are examined. Students are introduced to situational assessment, psychological inference, and report writing. Students may receive credit for only one of the following courses: PSYC 514 or EDCP 614.

PSYC 534 Counseling Theory and Practice (3)
Prerequisite: PSYC 502. In this course, several of the major approaches to counseling will be examined. The theoretical bases and major concepts of these approaches, as well as the process of counseling proposed by the advocates of different schools, will be studied. The theories studied will include client-centered, Gestalt, Behaviorist, and Adlerian. Students may receive credit for only one of the following courses: PSYC 534 or EDCP 616.

PSYC 536 Practicum in Counseling Psychology I (3)
Prerequisites: PSYC 502, PSYC 534, PSYC 580, GUCO 510, GUCO 531, GUCO 532; attendance at a practicum orientation; and permission of the Program Director. This course places emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in counseling are examined. This course is conducted over two terms. Students may receive credit for only one of the following courses: PSYC 536, GUCO 536, or EDCP 619.

PSYC 544 Psychodynamics of Psychopathology I (DSMIV) (3)
This course will present a foundation for the understanding of psychopathology. The basic constructs of normal and abnormal behavior will be studied dynamically.

PSYC 558 Internship in Counseling Psychology (3)
Prerequisite: PSYC 536. This course continues to develop skills and places in-depth emphasis on practical counseling with supervised experience in community and/or agency programs. The role of the administrator of community counseling services is considered. Problems and issues in counseling are examined. This course is conducted over two terms. Students may receive credit for only one of the following courses: PSYC 558, GUCO 537, or EDCP 888.

PSYC 561 Seminar in Counseling Psychology (3)
Prerequisite: Successful completion of the comprehensive examination. This course is designed to give the student guidance and practice in the preparation and writing of a professional paper in the area of counseling psychology. The course will focus attention on a review of relevant literature on current trends, issues and problems with presentations and class discussions. This course is graded Pass (P) or Fail (F) and is normally conducted over two terms. Students may receive credit for only one of the following courses: PSYC 561, GUCO 561, or EDCP 778.

PSYC 580 Legal and Ethical Issues in Counseling and Therapy (3)
This course is designed to provide the helping professional with the knowledge of the major ethical and legal issues in counseling and psychotherapy today. Students will be exposed to such topics as ethical theory, laws and court decisions, incompetence, malpractice, licensure and certification, privileged communications, DSM IV and Family Therapy, legal liabilities affecting psychologists, and legal obligations of psychotherapists. Ethical standards for individual practitioners will be examined in detail. Participants will be involved in case research, group discussions, group reports, and individual presentations of ethical and legal issues in the field of counseling and psychotherapy.

PSYC 610 Psychometric Testing I (Intelligence Testing) (3)
Prerequisites: 15 hours of graduate psychology or counseling courses, including GUCO 510. The course emphasizes the administration, scoring, and interpretation of infant, child, and adult intelligence tests, emphasizing the Stanford-Binet, WPPSI, WISC-R, and WAIS. Included will be a survey of the development of IQ tests, theories of intelligence and current trends and developments in intellectual assessment.

PSYC 611 Psychometric Testing II (Projective Testing) (3)
Prerequisites: 15 hours of graduate psychology or counseling courses, including GUCO 510. The course will introduce and emphasize the basic administration, scoring, and interpretation of major projective child, adolescent, and adult tests such as the Rorschach Inkblot Test, the Thematic Apperception Test, the Children's Apperception Test, Draw a Person-Tree-House, Three Wishes, Guess Why Game, Bender-Gestalt Test of Visual Perception (Projective and Minnesota Multiphasic Personality Inventory). Included will be a survey of the development of projective tests, underlying theories associated with them, and current trends and developments in projective assessment.

SPED 511 Special Education Perspective (3)
Students examine the historical development, philosophies, research, legislation, and current difficulties that have emerged relative to the education of exceptional children. The characteristics of children with disabilities and the principles of effective instruction, management, and intervention are addressed as they apply to special education. Family empowerment concepts are explored relative to the diversity of our schools and communities. Professional, community, and parent organizations; local, state, and federal agencies dealing with exceptional children are also identified.
Economics

ECON 505 Economics for Administrative Management (3)
Prerequisite: Application for admission to the Master of Public Administration (M.P.A.) or the Master of Science (M.S.) in Management Information Systems degree programs. This course is a survey of macro and microeconomic concepts relative to administrative management. It introduces students to the behavior of the consumer and producer in the market place price determination; the macroeconomic problems of income, employment, and price stability; and how to use the tools of fiscal and monetary policy to move the economy in the direction of society’s macroeconomic goals. This course satisfies the economics prerequisites for the M.P.A. and M.S. programs. It is not open to students who have already satisfied the economics prerequisites. Public administration students who have only satisfied one of the economics prerequisites may satisfy the other economics prerequisite by enrolling in ECON 505. This course will not be available after the 2003/2004 academic year.

ECON 522 Public Finance (3)
Prerequisites: ECON 201 Principles of Economics-Macro and ECON 203 Principles of Economics-Micro, or ECON 505, or equivalent, and undergraduate American political science or American government, or permission of the Program Director. An analysis of the elements, structure, functions, and processes of public finance. This course covers theory and practice of the allocation, distribution, and stabilization roles of the government at national, state, and local levels.

Information Systems (MIS)

INSS 505 Introduction to Object-Oriented Programming (3)
Introduces the principles and techniques of object-oriented programming and design. The main concepts of the object-oriented programming paradigm as they relate to software development in an MIS environment are explained. This course satisfies the programming language prerequisite for the M.S. program. It is not open to students who have already satisfied the programming language prerequisite using the object-oriented paradigm. IN SS 505 may be used as elective credit in the M.S. program.

INSS 510 Computer Concepts (3)
Prerequisites: Undergraduate programming and college algebra, or permission of the Program Director. Provides an overview of basic computer concepts as they apply to MIS professionals. Emphasis is on basic machine architecture including data storage, manipulation, and the human-machine interface including the basics of operating systems, algorithms, and programming languages. In addition, the basic concepts of data organization including data and file structures are examined. Emerging trends in computer technology and their impact on organizational information systems are also discussed.

INSS 520 Software Structures (3)
Prerequisites: Undergraduate programming and college algebra, or permission of the Program Director. Recommended prerequisite IN SS 510. Provides an in-depth look at software from a design and implementation perspective. Language semantics and syntax issues are explored. Specification and implementation of data structures are examined. Characteristics of non-procedural, heuristic, and object-oriented languages are discussed. Current developments in software engineering methodologies are reviewed as well as research into the improvement of those practices. Software project management concepts and software quality issues are also addressed. Students will be required to complete programming projects.

INSS 525 Individual and Group Dynamics in Organizations (3)
Prerequisite: Either IN SS 510, IN SS 520, or permission of the Program Director. Many information systems fail due to organizational and behavioral issues. This course examines the dynamics of individuals and groups as they relate to the design, development, and implementation of information systems within organizations. Information systems are discussed within the context of an overall socio-technical framework. The organizational culture and politics of change within groups are discussed. The role of the system analyst as a change agent is examined.

INSS 530 Information Systems in Organizations (3)
Prerequisites: Undergraduate principles of management and economics, or permission of the Program Director. Introduces basic management information systems concepts and examines the fundamental types of information systems. Personal, work group, and enterprise information systems are discussed. The challenge and use of information to gain competitive advantage are also examined. Other topics to be discussed include the economics of information, use of valued added concepts to evaluate information system effectiveness, and the application of system theory to information system architecture.

INSS 538 Data Communication Systems and Networks (3)
Prerequisite: Either IN SS 510, IN SS 520, or permission of the Program Director. Provides analysis of data communication technology and its application within the public and private sector enterprise. Gives an in-depth view of the communication environment, data communication and telecommunication equipment, and local and wide area networks. The student is involved in case studies of communication systems design in an educational, industrial, governmental, and military environments.
INSS 540 Information Systems Analysis and Design (3)
Prerequisites: Undergraduate statistics and quantitative methods, and either INSS 510, INSS 520, or permission of the Program Director. Provides an in-depth look at all phases of information systems development. Requirements acquisition methodologies are reviewed and evaluated with respect to different application areas. Logical design is reviewed and implementation issues are addressed. Data-centered as well as process-centered approaches to system design are reviewed. Particular design methodologies including structured design and object-oriented design are discussed. Life cycle as well as heuristic approaches to system development are examined and discussed. Organizational and behavioral issues with respect to information system development are examined. An analysis and design project will be required. Students may receive credit for only one of the following courses: INSS 540 or INSS 610.

INSS 550 Database Management and Decision Systems (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the Program Director. Examines database concepts and practices as they relate to business environments. Various database structures including relational and object-oriented are discussed. Concepts of distributed database architecture are explored. Design, development, and implementation of databases are examined. Organizational issues concerning the implementation of databases and the role of data in the decision-making process are examined. Decision support system architecture is reviewed with emphasis on the database component. Issues of intelligent databases are discussed. A database project is required.

INSS 555 Human Information Processing (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the Program Director. Examines human information processing capabilities and limitations as they relate to the design, development, and implementation of information systems. Artificial intelligence methodologies for the emulation and enhancement of human information processing are examined. Expert system, neural net, and natural language processing are discussed.

INSS 620 Information Systems Policy (3)
Prerequisites: Undergraduate prerequisites and INSS 540, or permission of the Program Director. Examines the issue of linking business performance with information systems technology. Alternative structures for matching the information system organization with the overall organization are discussed and evaluated. Planning mechanisms and strategies are examined. Behavioral and legal issues that relate to information systems management are addressed. Case studies are used to expose students to information systems policy issues. Students in the public administration program are not eligible for INSS 620.

INSS 625 Issues in Information Systems Management (3)
Prerequisite: Either INSS 540, INSS 620, or permission of the Program Director. In this course, current issues in information systems management that relate to the integration and implementation of new information systems technology into the organization are discussed. Possible topics include: managing end-user computing, integrating artificial intelligence capabilities into information systems, and using intelligent databases. The focus of this course is on the management issues raised by the adoption of new information systems technology.

INSS 635 Information Systems Security (3)
Prerequisite: Either INSS 510, INSS 520, or permission of the Program Director. Explores security policies, models, and mechanisms for secrecy, integrity, and availability. Topics include operating systems models and mechanisms for mandatory and discretionary controls; data models, concepts, and mechanisms for database security; basic cryptography and its applications; security in computer networks and distributed systems; as well as control and prevention of viruses and other malicious programs.

INSS 675 Information Systems Project Management (3)
Prerequisite: Either INSS 530, INSS 540, or permission of the Program Director. Provides an overview of the project management process as it relates to information systems. Project management techniques and methodologies for information systems development are examined. Important issues addressed include scheduling, resource allocation, risk assessment, contingency planning, management and user reporting, and automated project management systems. A survey of automated project planning tools is included.

INSS 680 Information Systems Practicum (3)
Prerequisites: INSS 540, INSS 550, or INSS 620, and advancement to candidacy in the M.S. program. Provides the student with practical experience in analyzing, designing, implementing, and evaluating an information system in educational, industrial, governmental, or military environments. The student completes a systems development project in which all of the systems development cycles can be experienced. Students can be placed in practicum sites independently or in a team to acquire practical experience. This course is graded Pass (P) or Fail (F) and is normally conducted over two terms.

INSS 685 Special Topics (3)
Addresses current topics in the management information systems field. Course topics will vary. Recent special topics include issues in e-government and global positioning systems. Check with the Program Director for details.

INSS 685A Issues in E-Government (3)
Introduces the basic concepts of using innovative technologies in public service environments and brings together key elements of the public administration and management information systems programs. Students will review strategic management models used to develop e-government projects, employ the best online resources, and obtain proficiency in a critical area of public service.

INSS 690 Information Systems Analysis and Design (3)
INSS 690 Professional Seminar (3)
Prerequisites: Advancement to candidacy in the M.S. program and successful completion of the Graduate Program Comprehensive Examination. A capstone course designed to expose the student to the various areas of information systems in the organization where concepts from other core courses can be utilized. The focus is on information science, research, and policy formation and issues. Students produce a professional paper within their chosen area of interest. This course is graded Pass (P) or Fail (F) and is normally conducted over two terms.

Management

MGMT 501 Managing Public and Private Organizations (3)
The focus of the course is on management responsibilities, functions, and requirements common to all complex organizations. In addition, students will study the legal, political, and economic environments that contribute to similarities and differences between public and private sector endeavors. The problems with which they are concerned, and the values that influence their decision-making. This course satisfies the undergraduate principles of management prerequisite for the M.P.A. and M.S. programs. It is not open to students who have already satisfied the management prerequisite. It does not satisfy M.P.A. graduate degree requirements unless used as an elective in the management concentration.

MGMT 511 Organizational Behavior (3)
Prerequisite: Undergraduate principles of management or permission of the Program Director. Presents basic concepts of formal organizations. Students become acquainted with the major conceptual models which purport to explain organizational behavior, acquire an understanding of the methods used to study organizations, and analyze research which has been produced. While the emphasis is placed on critical analysis of literature which deals with "what is," attention is given to views about "what should be" in order for people to derive maximum satisfaction and other benefits from organizational activity.

MGMT 571 Human Resource Management (3)
Prerequisite: Undergraduate principles of management or permission of the Program Director. Provides students with an understanding of the problems, issues, and opportunities in managing the procurement, development, utilization, and maintenance of an effective, productive, and satisfied work force.

MGMT 572 Conflict Management (3)
This course is designed to acquaint the student with the nature of and problems associated with human conflicts in the context of domestic and international organizations. It explains conflict situations, explores the competitive and cooperative conflict styles, and identifies and describes conflict resolution techniques. This course also discusses the elements of effective negotiations and explains the advantages of added value negotiating.

MGMT 584 Management Statistics (3)
Prerequisite: College algebra or permission of the Program Director. Provides the knowledge necessary to interpret published research results and to permit elementary research in business and public administration. Content includes: descriptive statistics, probability, estimation, hypothesis testing, ANOVA, sampling, correlation, linear regression, and multiple regression.

MGMT 585 Quantitative Methods for Decision Making (3)
Prerequisites: College algebra and principles of management, or permission of the Program Director. Acquaints students with the quantitative techniques commonly used in the decision-making process. Sample topics include: concepts of decision making, decision analysis, linear programming, sensitivity analysis, transportation and assignments, problems forecasting and time-series analysis, inventory concepts, PERT, and mathematical simulation.

MGMT 640 Strategic Management (3)
Prerequisites: MGMT 511, MGMT 571, PUAD 501, and PUAD 524, or permission of the Program Director. Strategic Planning: analyses of operational systems and policy issues, and developing and implementing solutions to managerial problems. Students in the M.S. program are not eligible for MGMT 640. Students may receive credit for only one of the following courses: MGMT 640 or MGMT 503.

MGMT 641 Organizational Development (3)
Prerequisites: MGMT 511 and MGMT 571. This course is designed to provide an understanding of the underlying theory of organization change and intervention; to explore how various change strategies can be applied to problems involving people in intact systems; and to analyze successful approaches and techniques in organization development, to include materials, techniques, designs, current issues, and practices in organization development. Other topics covered in the course will understand the organization as a system, organization assessment, team building and inter-group work as OD intervention, entry strategies, internal/external change agent, and third-party consultation.

MGMT 649 Seminar in Management (3)
This course will focus on the analysis of current issues facing top management in mid and large firms. Emphasis is placed on such issues as the globalization of goods, services, capital, technology, domestic and global competition, market opportunities and threats, business strategies, and innovation. Recent developments and trends concerning reengineering as well as organizational and managerial functions also will be reviewed.

MGMT 672 Human Resources Management Seminar (3)
Prerequisites: MGMT 511 and MGMT 571. This course is designed to provide an understanding of the underlying theory of organization change and intervention; to explore how various change strategies can be applied to problems involving people in intact systems; and to analyze successful approaches and techniques in organization development, to include materials, techniques, designs, current issues, and practices in organization development. Other topics covered in the course will understand the organization as a system, organization assessment, team building and inter-group work as OD intervention, entry strategies, internal/external change agent, and third-party consultation.

MGMT 691 Specialized Individual Study (3)
Prerequisite: Permission of the Program Director. Specialized individual study requires students to do a major study that applies and integrates prior learning. Students may design a study from their own work area or from another as approved by the instructor.
Public Administration

**PUAD 501 Concepts of Public Administration (3)**
Prerequisite: Undergraduate American political science or American government. A survey of the fundamentals of public administration, management strategies, and management techniques at the national, state, and local levels.

**PUAD 502 Qualitative Research Methods (3)**
Prerequisite: Undergraduate American political science or American government. The study and application of research methodology for organizations for use as a tool in decision-making. Emphasis is on applied research theories and designs for methodological approaches that apply non-experimental and quasi-experimental research designs as part of the research strategy.

**PUAD 524 Public Budgeting (3)**
Prerequisites: Undergraduate economics and American political science or American government, and PUAD 501, or permission of the Program Director. Covers concepts, principles, and practices, and their specific application to the development of resources in support of programs and the allocation of these resources against the demands at national, state, and local levels. The student evaluates performance budgeting, PPBS, and zero-base budgeting.

**PUAD 530 Public Policy Analysis (3)**
Prerequisites: Undergraduate economics and American political science or American government, and PUAD 501 or PUAD 502, or permission of the Program Director. Focuses on the analysis of costs and benefits in the selection of public policy choices. Students analyze public policy alternatives, factors, and processes involved in policy development, including the rulemaking that occurs after legislative enactment of public programs.

**PUAD 604 Evaluation Research (3)**
Prerequisites: Advancement to candidacy in the M.P.A. program and successful completion of the M.P.A. comprehensive examination. This course will explore the methods and models for policy analysis and program evaluation; methods of collecting and analyzing evaluation data; processes for linking evaluation to policy formulation and program management. Emphasis is on how to conduct formative evaluations of government programs. Students are also able to make the appropriate distinctions between the administrative systems that make government programs work as well as how the impact of these programs on the quality of life in society is measured. Students produce a professional paper within their chosen area of interest. This course is graded Pass (P) or Fail (F) and is normally conducted over two terms.

**PUAD 610 Intergovernmental Relations Seminar (3)**
Prerequisites: Undergraduate American political science or American government and PUAD 501, or permission of the Program Director. Focuses on the complexities and inadequacies of the federal-state-local system; with conflicts and cooperation between the three levels; with changing roles of government; with the development of structures, processes, and management to strengthen the intergovernmental system and improve performance; and with increasing student problem-solving and managerial capabilities.
Tuition and Fees

Graduate Application ($40)
Students wishing to take a graduate course with BSU and UMUC-Europe must pay this nonrefundable fee prior to their first course. The application fee must accompany the BSU Application for Graduate Admission. This fee is waived for students who have already paid the graduate application fee with the UMUC-Europe Senior's Application for Graduate Admission.

UMUC-Europe Seniors' Application ($40)
UMUC-Europe undergraduate students who have reached senior-level status and wish to take a graduate course with BSU and UMUC-Europe must pay this nonrefundable fee prior to their first course. The application fee must accompany the UMUC-Europe Senior’s Application for Graduate Admission.

Graduate Tuition
Payable at the time of registration. A member of the Armed Forces may be entitled to tuition assistance from the United States government. Students may also qualify for Veterans Affairs education benefits and other forms of financial assistance. Further information follows in the Financial Aid section of the Catalog.

Late Registration ($30)
Charged to students who do not register and make full payment of fees prior to the start of the term.

Change of Registration ($15)
Charged to students who change registration from one course to another after the start of the term.

Returned Check ($30)
Charged when a check is returned unpaid by a bank. A student who stops payment on a check is thereby neither disenrolled nor relieved of responsibility for payment.

Declined Credit Card ($30)
This amount is the University’s processing fee for any credit card charge that is declined by the student’s bank. A student who initiates a charge back on a credit card payment is neither disenrolled nor relieved of responsibility for payment.

Transcript ($5)
Charged for each academic transcript issued.

Rush Transcript ($20)
Special handling. Transcript processed within 24 hours.

Diploma (Graduation) ($50)
Payable each time a diploma application is filed. Non-refundable.

Cap and Gown ($50)
Payable by graduates who participate in Commencement ceremonies.

Certificate ($0)
There is no charge for the application or issuance of a graduate certificate.

Undergraduate Application ($30)
The undergraduate application fee is waived only for graduate students who have paid the graduate application fee and are taking undergraduate courses to meet prerequisites for their graduate program. If, however, graduate students take other undergraduate courses, this fee must be paid in addition to the graduate application fee.

Refunds
The refund policy applies to tuition only. The application fee is not refundable. A student who withdraws from a course before the first class will receive a full refund. A student who withdraws after classes begin may be refunded a portion of the tuition as determined by the date of withdrawal. All tuition refunds will be computed from the date the Application for Withdrawal is formally initiated at an education center (not from the date of the last class attended), according to the following schedule:

1. If no more than one-eighth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 75 percent of the tuition.
2. If more than one-eighth, but not more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, the University will refund 25 percent of the tuition.
3. If more than one-fourth of the class meetings have been held at the time the withdrawal is initiated, no tuition will be refunded.

For Distance Education courses, a full refund of tuition will be given if a cancellation is initiated prior to the starting date of the course. Seventy-five percent of tuition will be refunded if no more than one-eighth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated. If more than one-eighth but not more than one-fourth of the number of weeks for which the course is scheduled have elapsed when the withdrawal is initiated, Maryland will refund 25 percent of the tuition. If more than one-fourth of the weeks for which the Distance Education course is scheduled have elapsed at the time the withdrawal is initiated, no tuition will be refunded.

Exceptions to the refund policy may apply during periods of heightened military activity. Requests for exceptions will require written documentation from an appropriate authority and should be submitted to the UMUC-Europe Registrar.

Student Indebtedness
All students who incur debts to Maryland during a particular term must clear them in order to register for the next term. Requests for transcripts, certificates, and diplomas will be held until all financial obligations have been cleared. Outstanding debts will be collected against any refunds due the student. After 120 days, uncollected debts will be forwarded to the State Central Collection Unit (SCCU) of the State of Maryland. SCCU debt is a serious matter; SCCU reports delinquent student accounts to major credit reporting entities. This report can impair credit ratings for up to seven years.
Financial Aid

Finance Aid provided on the (distance education or regular), depending upon information enrollment in either regular 8-week term classes or 16-week classes. An initial financial aid award will be made based on anticipated loan request may be processed. Federal regulations require that the Financial Aid Office review be complete and the federally required review accomplished. Before a federal student loan may be processed, the 2003/2004 Maryland financial aid file must be complete and mailed to the federal processor, via the Maryland Financial Aid Office, no later than the last day of the eligible enrollment period. However, July 1 is the priority processing deadline for the following academic year, Term 1. Please see the 2003/2004 Maryland Guide to Financial Aid for additional application deadlines.

Students must make satisfactory academic progress by maintaining the academic standards set forth in this catalog and a cumulative GPA of at least 3.0. Financial aid recipients must also successfully complete at least 67 percent of the semester hours attempted each term. Further, a student whose academic work falls below acceptable levels of performance, who is placed on probation, or is academically dismissed is not making satisfactory academic progress.

Priority Deadlines for Financial Aid

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Priority Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>1 June 2003</td>
</tr>
<tr>
<td>Term 2</td>
<td>1 August 2003</td>
</tr>
<tr>
<td>Term 3</td>
<td>1 October 2003</td>
</tr>
<tr>
<td>Term 4</td>
<td>1 January 2004</td>
</tr>
<tr>
<td>Term 5</td>
<td>1 March 2004</td>
</tr>
</tbody>
</table>

Federal Direct Student Loan Programs

William D. Ford Federal Direct Stafford Loan Program

This federally subsidized loan program enables students to borrow directly from the Department of Education. Following federal guidelines, the Maryland Financial Aid Office determines eligibility for the William D. Ford Federal Direct Stafford Loan program. Eligible graduate students may borrow up to $8,500 per academic year of graduate study. Students requesting the Federal Direct Student Loan will be offered their maximum eligibility for their loan period. Students can accept all or part of the loan award.
T he interest is annually variable, but is capped at 8.25%. T here is also a 3% origination fee subject to reduction by the D epartment of Education. Interest does not accrue during the loan period as long as the student remains enrolled on at least a half-time basis. (See Graduate Enrollment Levels.)

**William D. Ford Federal Direct Unsubsidized Stafford Loan Program**

This student loan program has the same terms, conditions, deadlines, and interest rates as the subsidized Federal Direct Stafford Loan program, except that the student borrower assumes responsibility for payment of the accrued interest while in school and during the loan period. T he William D. Ford Federal Direct Unsubsidized Stafford Loan program is available to students who do not qualify, who qualify only in part for a subsidized Federal Stafford Loan up to the federal loan limits, or who have an additional financial need above the subsidized Federal Stafford Loan amounts allowed. Graduate students are eligible for amounts equal to the Federal Direct Stafford Loan limits plus additional amounts of up to $10,000 per academic year.

**Federal Return of Funds Policy**

T he student is responsible for following the university’s withdrawal procedures as outlined in this catalog. T he 1998 Reauthorization of the Higher Education Act requires the university to calculate a return of Title IV funds (loans and grants) on all federal financial aid students who withdraw (officially or unofficially) from all classes for the term or before the 60 percent attendance point in the term. If you withdraw from classes, you might not receive further financial aid disbursements, you may lose some or all of the aid that has already been disbursed to your account, and you may be personally responsible for payment of any charges for tuition and fees that are due. For a complete description of the Federal Return of Funds Policy, please refer to the 2003/2004 M aryland’s Guide to Financial Aid.

**Graduate Enrollment Levels for Financial Aid**

It is important that students pay attention to the minimum half-time level of enrollment required in order to be eligible for the Federal Direct Student Loan Programs. Graduate students may only receive aid from one school during a given enrollment period. Students must notify the M aryland Financial Aid O ffice if they have or will receive aid from an institution other than U M U C - Europe. T hese enrollment levels may be different than that required for Veterans Assistance educational benefits.

### BSU

<table>
<thead>
<tr>
<th>Enrollment Level</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>5 s.h.</td>
</tr>
<tr>
<td>Half time</td>
<td>3 s.h.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Distance Education</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>8 s.h.</td>
</tr>
<tr>
<td>Half time</td>
<td>4 s.h.</td>
</tr>
</tbody>
</table>

**Disbursement of Funds**

Each term, the U M U C Business O ffice disburses (applies) funds to the student’s account based on federal and U M U C guidelines. In general, loans are authorized by the Financial Aid O ffice to the Business O ffice several weeks into the term once confirmation of enrollment has taken place by the Financial Aid O ffice.

Awards applied to the account in excess of tuition and fee charges are refunded to the student within U M U C and federally mandated timeframes. T he Business O ffice in H eidelberg prepares refund checks and mails them directly to the student. In general, this refund process requires 7 to 14 days from the date the credit balance was created on the student’s account at U M U C.

**Satisfactory Academic Progress**

Financial aid is intended to meet the financial needs of the student who otherwise could not or would not consider continuing their education. Students who receive financial aid must not only demonstrate financial need, but must also make satisfactory progress as determined by M aryland in accordance with Federal Regulations.

Financial aid recipients are required to be in good standing and to maintain satisfactory academic progress toward their degree requirements for each term in which they are enrolled. Satisfactory academic progress, as described below, is evaluated each term. Failure to maintain satisfactory progress, as described below, may result in cancellation of financial aid awards, and the student may have to repay any funds already received.

**Basic Standard for Graduate Students**

M aryland’s institutional requirements for minimum satisfactory performance for financial aid recipients are defined as follows:

1. **Minimum cumulative GPA.** T he student must maintain a minimum cumulative GPA of 3.0.
2. **Minimum completion rate.** T he student must maintain a minimum cumulative completion rate of two-thirds of credits attempted (67%).
3. **Federally mandated maximum timeframe to complete the program/degree.** T he student must complete his or her educational program within a timeframe no longer than 150% of the published length of the educational program (for example, complete his or her program after attempting a maximum of 54 s.h. credits for a 36 s.h. credit program).

Federal regulations require that we track the academic progress of financial aid recipients from the first date of enrollment at M aryland, whether or not financial aid was received.

Credit transferred from all other credit sources will be considered as attempted and completed credits in the evaluation of the completion rate standards.

Students whose attempted credits, including transfer credits, exceed the 150% timeframe for any reason will be placed on Financial Aid D enial, not Financial Aid Probation. N o financial aid will be disbursed for the student during subsequent terms unless the student has made an appeal of the Financial Aid D enied status and the appeal is granted.
Treatment of Grades and Repeated Coursework

Course Withdrawals (W)
Course withdrawals after the drop/add period are not included in the GPA calculation, but are considered a noncompletion of attempted coursework.

Incomplete (I)
Incomplete grades are not included in the GPA calculation, and are considered a noncompletion of attempted coursework until the incomplete grade is replaced with a permanent grade and academic progress can be re-evaluated. If an incomplete is not completed after a year from the course completion date, the I becomes an F.

Audit (AU)
An audit grade is not considered attempted coursework. It is not included in the GPA calculation or completion rate determinations.

Satisfactory (S) or Pass (P)
A satisfactory grade or a pass grade is treated as attempted credits which are earned, but is not included in the GPA calculation.

Failure (F)
F grades will be treated as attempted credits that were not earned, and so will be included both in the calculation of the GPA and minimum completion rate.

No Grade
If no grade is assigned, for any reason, it will be treated as an I grade in determination of satisfactory academic progress.

Repeated Course (R)
The highest grade earned in a course that is repeated will count in the GPA computation, but every repeated attempt will be included in the completion rate determinations. Please note that no financial aid can be disbursed for a repeated attempt if the student already has achieved a passing grade for that course, and Maryland's policy only allows students to receive aid for one repeat of a course.

Reinstatement of Aid after Financial Aid Denied Status
Reinstatement of financial aid after a student is placed in Financial Aid Denied status is achieved in one of the following ways:
1. The student submits a written letter of appeal in accordance with the appeal process and the Financial Aid Appeals Committee grants the appeal. The student is placed on Financial Aid Probation for the term rather than in Financial Aid Denied status.
2. The student attends Maryland, pays for tuition and fees without the help of student financial aid, and does well enough in the coursework to satisfy all the satisfactory academic progress standards. The student regains aid eligibility in a probationary status. Students who are in Financial Aid Denied status for failure to meet the 150% requirement cannot regain eligibility this way. Students whose attempted credits have exceeded 150% of their program cannot regain financial aid eligibility except on a term-by-term basis through the appeals process.

Appeal Process
The student must submit an appeal of Financial Aid Denied status in writing to the Associate Director of Financial Aid by the date specified in the Financial Aid Denied notification letter. The Financial Aid Appeals Committee will review the appeal and notify the student in writing of their decision within 14 working days after the Appeals Committee meets and makes its determination. All decisions made by the Financial Aid Appeals Committee are final.
Veterans Educational Benefits

University of Maryland University College acts on behalf of Bowie State University as a certifying agent for the Department of Veterans Affairs (DVA) and certifies graduate students’ enrollments to the Department of Veterans Affairs Regional Office in Buffalo, New York, on a term-by-term basis.

Graduate students applying for VA educational benefits should seek assistance and VA counseling available at education centers. The counseling will assist in determining which VA application form the student should complete to start his or her educational benefits in the graduate program. The VA application form and any required substantiating documents are submitted to the UMUC-Europe field representative at registration.

DVA regulations require that degree-seeking students from other institutions must first consult with their degree-granting school prior to taking a course with BSU. Students must request written permission for each BSU course they wish to take. Students submit the written permission to the local UMUC-Europe field representative with the appropriate DVA application form and any other documents at the time of registration.

Graduate students using VA benefits for the first time must submit VA Form 22-1990 and a certified, true copy of DD Form 214 for each period of prior service. Graduate students who have used VA benefits for their undergraduate degree must submit VA Form 22-1995.

The field representative will forward all DVA forms and documents to the Maryland VA Office in Heidelberg for processing and transmission to the DVA Regional Office in Buffalo, New York. Routing the paperwork through the VA Office will facilitate the processing by the DVA.

VA payments are made by the DVA directly to the students and are calculated by the DVA in accordance with federal regulations. The amount of assistance a student may receive is based on the student’s enrollment status and the type of VA benefits for which the student is eligible. The DVA will not pay for audited enrollments or for courses not applicable to the degree program. (Enrollment levels may be different than that required for financial aid, page 25). VA students who withdraw are subject to having the amount of their award recalculated by the DVA and may be required to repay any unauthorized amounts received. Students are responsible for paying all tuition and fees whether or not the VA payments cover these costs.

Graduate Training Timetable for VA Benefits

For calculating VA benefits for graduate courses, each student is classified according to the following criteria:

- 3 s.h. — 8 weeks — 3/4 time
- 6 s.h. — 8 weeks — full time
- 3 s.h. — 16 weeks — greater than 1/4, less than 1/2
- 6 s.h. — 16 weeks — 3/4 time

For additional information, please contact:

University of Maryland University College
VA Office
Unit 29216
APO AE 09102

Telephone numbers
DSN 370-6762
CIV 06221-378390 (in Germany)
CIV +49-6221-378390 (from outside Germany)
E-mail: edva@ed.umuc.edu
Web: www.ed.umuc.edu/stuasst/va
Academic Credit, Records, and Grades

Resident Credit
Study with the graduate programs available through UMUC-Europe establishes resident credit with the degree-granting institution in whose program the student is enrolled, Bowie State University.

Unit of Credit
The unit of credit is the semester hour, which represents 16 Carnegie hours of classroom work in addition to required outside preparation. Most graduate courses are three semester hours of credit and require an additional 96 to 144 hours of preparation outside of the classroom.

Grading System
Thirty-six to forty-eight semester hours of coursework with a minimum average grade of B in courses approved for graduation are required. The grading system is as follows:

- **A** denotes superior academic performance with excellent mastery of the subject and outstanding scholarship. The grade of A will be assigned 4 quality points per semester hour of credit.
- **B** denotes good academic performance with good mastery of the subject and good scholarship. The grade of B will be assigned 3 quality points per semester hour of credit.
- **C** denotes the minimal acceptable academic performance and does not represent satisfactory progress toward a graduate degree. The grade of C will be assigned 2 quality points per semester hour of credit.
- **F** denotes failing academic performance and may be given for academic failure or for non-attendance. A student who fails to pass the course receives an F(a) (academic). A student who drops out of a course without officially withdrawing receives an F(n) (non-attendance). The grade of F will be assigned 0 quality points.
- **P** letter grades are not assigned to students in GU CO 561, IN SS 680, IN SS 690, PSYC 561, and PU AD 604. Students who successfully complete the work in these courses receive a grade of Pass. Students who do not successfully complete the requirements receive a grade of Fail. Pass indicates a minimum grade of B.

Mark of Au (Audit)
Students seeking neither credit nor grades may register as auditors provided they meet current admission standards. To take subsequent courses for credit, an auditor must apply for admission and meet the requirements in effect at that time. Auditors pay the same fees as those taking the course(s) for credit. Once a class has begun, a student cannot change registration status.

Mark of I (Incomplete)
The mark of I (incomplete) is used only in exceptional circumstances and may be issued only upon the request of a student whose work has been satisfactory and who is unable to complete the course because of illness or other circumstances beyond his or her control. An I will not be recorded for a student who has not completed at least 50% of the work in the course. The student must submit documentation substantiating the reasons for requesting the incomplete and complete an incomplete contract with the faculty member for the course.

The faculty member makes the final decision concerning the granting of the incomplete. When recording the incomplete on the Final Grade Report, the faculty member will state the quality of the student's work to date, the requirements remaining, and the deadline — not to exceed twelve months — for completion of the work. If a mark of I is not changed after one year, it converts to an F(a).

It is the responsibility of the student, not of the education center nor of the Office of Graduate Programs, to develop with the faculty member a contract establishing the assignments necessary for the subsequent removal of the incomplete. Students should realize that it is virtually impossible to remove an I after transfer out of Europe. A student no longer in contact with the faculty member who assigned the I should contact the Program Director.

An I cannot be removed by a W (withdrawal). A student who elects to repeat the course must register, pay the full fees, and repeat the entire course.

Mark of W (Withdrawal)
When a student officially withdraws, a W is assigned. The W can be posted only when it is documented by an Application for Withdrawal. (See withdrawal section of this Catalog for filing instructions.)

Change of Grade
With the exception of the I (incomplete), all grades and marks are final and cannot be changed. (See also Grade Appeal Process, page 31.)

Repeating a Course
If a student repeats a course in which a passing grade already has been earned, the subsequent attempt shall not increase the total hours earned toward a degree. At BSU, the higher grade will count for credit.

Online Grades
Students who have enrolled in courses since January 2002 can view their grades and student account by using the Maryland Automated Registration System (MARS) online at www.ed.umuc.edu/hub. Students can also register for courses using the MARS online service.
Computation of Academic Average

The computation of academic averages is based upon the quality points assigned for each grade. The grade of F is included in any computation of scholastic average but the marks of P, S, W, and I are not. In the computation of the cumulative GPA, a course in which the mark of I has been assigned is not included as hours attempted. When the requirements of the course are completed and the I is changed to a final grade, an appropriate correction is made in the cumulative GPA. Only grades earned at the University awarding the degree (BSU) are counted in the GPA. Credits accepted in transfer are not counted in the GPA.

Withdrawal

Students who must withdraw from a course are responsible for completing the Application for Withdrawal, which may be obtained online at www.ed.umuc.edu/graduate/forms or from a field representative. Stopping payment on checks for registration fees or not paying at registration does not constitute an official withdrawal or relieve the student of his or her financial obligation to UMUC-Europe. Never attending or ceasing to attend classes does not constitute a withdrawal. UMUC-Europe cannot accept withdrawals verbally over the telephone.

An Application for Withdrawal cannot be initiated after the beginning of the final exam or last class meeting whichever comes first. For one-semester-hour weekend seminars, students may initiate an official withdrawal from these seminars within five working days of the final seminar meeting if they have not taken the final examination. Students in classes that span over two terms cannot withdraw after the Friday before the final examination week for these classes. Additional information can be found in the refund section of this Catalog.

Conference Courses

Conference courses are offered to provide an alternative for students who cannot otherwise complete their degrees. The Program Director must approve conference courses.

A graduate student may apply for permission to take a conference course with UMUC-Europe if the student has:
1. Been granted full admission to BSU
2. Achieved advancement to candidacy
3. Successfully passed the comprehensive examination
4. Earned a cumulative GPA of at least 3.0
5. Completed at least 27 semester hours toward the master's degree
6. Determined that the course requested, or a suitable alternative, is not available within a reasonable commute during the current term or in any term prior to the student's projected PCS/projected degree completion date
7. Satisfied all outstanding incompletes

To apply to take a conference course, a student must request the course from the Program Director for the degree program in which the student is enrolled. The student should demonstrate that all of the above criteria have been met.

Upon receipt of the request, the Program Director:
1. Determines eligibility for enrollment in a conference course
2. Determines if the requested course is suitable for a conference course
3. Determines if a faculty member is available who can provide the conference course

Under certain circumstances, the Program Director will initiate a conference course for a student. The student does not need to apply for permission to take this course.

Name Change

Requests for a name change on official records of the University must be accompanied by one of the following documents:
1. Copy of court order
2. Copy of marriage certificate
3. Statement from a legal officer certifying the name change

The request, which can be made by letter or a completed Change of Name Notification form, available from a field representative, should be mailed with the appropriate document to the Office of the Registrar. To ensure accurate and complete student records, a student must continue to register under his or her former name until the request and documentation have been acknowledged.

For additional information, please contact:

University of Maryland University College
Office of the Registrar
Unit 29216
APO AE 09102
Transcripts

In accordance with the provision of the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's records are confidential. A transcript may be released only upon the signed request of the student.

Requests for transcripts should be accompanied by a check or money order for $5 for each transcript requested. Requests for transcripts should include the student's full name, signature, Social Security number, date of birth, and first and last dates of attendance. Rush transcripts are available for $20.

Prior to graduation and until an official diploma is received from BSU, transcript requests should be sent to:

University of Maryland University College
Office of the Registrar (Transcripts)
Unit 29216
APO AE 09102
Telefax: +49-(0)6221-301284

Forms for requesting transcripts are available at education centers or online at www.ed.umuc.edu.

All transcript requests after receipt of the official diploma must be sent directly to BSU at the following address:

Bowie State University
Office of the Registrar
Overseas Programs
14000 Jericho Park Road
Bowie, Maryland 20715-9465
Telefax: +1-301-860-3438

Forms for requesting transcripts from BSU are available online at www.bowiestate.edu.

Family Educational Rights and Privacy Act

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), students have the right to inspect and seek correction to their educational records. Requests for such inspections and corrections of student records may be made to:

University of Maryland University College
Attn: Registrar
Unit 29216
APO AE 09102

or

University of Maryland University College
Attn: Registrar
Im Bosseldorn 30
69126 Heidelberg, Germany

In addition, most institutional information concerning students may not be released to third parties without the prior consent of the students themselves. The only student information that may be released without prior consent is directory information: the student's name, primary field of study, dates of attendance, degrees/awards earned, and the previous educational institution most recently attended. This information is disclosed even in the absence of consent unless the student provides written notice by the end of the second week of the term in which the student begins each school year. To prevent automatic disclosure of directory information, this notice must be provided annually to the Registrar within the time allotted above.

A record of all disclosures of a student's educational record is maintained, except for those made to the student or made at the written request of the student or directory information disclosures. See Appendix E of the UMUC-Europe Undergraduate Catalog for additional information about FERPA.
Policy Statements

Academic Integrity

Integrity in teaching and learning is a fundamental principle of a university. UMUC-Europe believes that all members of the university community share the responsibility for academic integrity.

At UMUC-Europe, faculty members are expected to establish classroom environments conducive to the maintenance of academic integrity by promptly giving students a complete syllabus describing the course and its requirements, grading submitted work promptly and adequately, and arranging appropriate testing conditions, including having faculty members monitor examinations given in class.

Students at UMUC-Europe are expected to conduct themselves in a manner that will contribute to the maintenance of academic integrity. Failure to maintain academic integrity (academic dishonesty) may result in disciplinary action.

Academic dishonesty includes but is not limited to obtaining or giving aid on an examination, having unauthorized prior knowledge of an examination, doing work for another student, and plagiarism. Plagiarism is the presentation of another person's idea or product as one's own. Plagiarism includes (but is not limited to) copying verbatim all or part of another person's work; using phrases, charts, figures, illustrations, computer programs, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator. Students can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge those sources in footnotes.

UMUC-Europe’s policy on Academic Dishonesty and Plagiarism can be found in Appendix H of the Undergraduate Catalog or is available at www.umuc.edu/policy.

Course Load

One course, or three semester hours, is considered a normal course load for a graduate student who is fully employed. This course load for an eight-week course will require at least six hours of class time per week and approximately 18 hours per week of additional out-of-class study time, averaging 20 to 25 hours per week. Under unusual circumstances, students who have demonstrated their ability with the University may wish to enroll in more than one course during a term. These students, however, must expect heavy academic work loads.

Students may enroll themselves in up to six semester hours per eight-week term. However, students wishing to take nine semester hours or more must have a grade point average of 3.0 or better and must request special permission from the Program Director, Graduate Programs. Students enrolling for the first time may not take more than six semester hours in one term.

Exception to Policy

Requests for an exception to policy must be submitted in writing to the Program Director for the degree program in which the student is enrolled. The student bears the entire responsibility for adequately presenting a request for exception to policy, but should be aware that such requests are approved only in rare circumstances.

Grade Appeal Process

College and university students inevitably encounter instructors who vary widely in teaching philosophy and demeanor, and who use many different teaching styles. Not only is teaching influenced by course content, but also by the fact that there are many ways of conveying even the same material. It is only natural that students will like the style and personality of some instructors more than others. Disagreement with an instructor over demeanor and teaching style, however, is not grounds for a grade appeal. Students have the opportunity to express their opinions on these matters through the course evaluation forms they submit for every UMUC-Europe course.

Regardless of teaching style, it may happen that a student believes an instructor’s determination of a final course grade has been arbitrary and capricious. The phrase “arbitrary and capricious grading” means the assignment of a course grade:

- On some basis other than performance in the course,
- By resorting to unreasonable standards different from those applied to other students in the course, or
- By standards that are substantial, unreasonable, and unannounced departures from the instructor’s previously articulated standards.

A student who believes his or her final grade to be the result of arbitrary and capricious grading should first confer promptly with the instructor of the course. Therefore, students who want to appeal a grade should initiate the process within 30 days of the posting of the grade.

If the student has not been able to contact the instructor after a reasonable effort, or if the student and instructor cannot, after consultation, reach a satisfactory resolution, the student shall consult with the Program Director. If the student, the instructor, or the Program Director are unable to reach an amicable resolution, the student may file a formal grade appeal with the Director, Graduate Programs.

For a formal grade appeal, the student shall submit a written statement to the Director, Graduate Programs, explaining in detail the allegation that the grade was the result of arbitrary and capricious grading and presenting relevant evidence. The Director, Graduate Programs may dismiss the appeal if:

- The student did not first confer with the instructor or Program Director,
- The allegations, even if true, would not constitute arbitrary and capricious grading,
Policy Statements

- The appeal was not filed in a timely manner, or
- The student submitted the same, or substantially the same, complaint to any other formal grievance procedure.

If the appeal is not dismissed, a committee shall be formed and a copy of the student's written statement forwarded to the instructor with a request for a written reply within 30 days. If a mutually agreeable solution is not achieved, the committee shall hold an informal, nonadversarial fact-finding investigation. If a majority of the committee finds the allegations supported by clear and convincing evidence, the committee shall take appropriate action to resolve the matter.

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

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

Make-up Examinations

Students are responsible for keeping informed concerning the dates of announced quizzes, tests, and examinations. A faculty member is not required to give make-up examinations unless students can present evidence that the absences were caused by illness or emergency circumstances over which they had no control. Make-up examinations, when permitted, are given at the instructor's convenience and should not interfere with regularly scheduled classes. A student who must be absent from a course excessively should confer with the instructor; if it is necessary to withdraw from the course, an Application for Withdrawal must be filed at the education center. (See Withdrawal, page 29.)

Nondiscrimination

Maryland, in all of its divisions, units, and offices, subscribes to a policy of equal educational and employment opportunity and does not discriminate against or harass any person because of race, religion, color, creed, gender, marital status, age, national origin, ancestry, political affiliation, mental or physical disability, sexual orientation, or veteran status. Any questions or complaints relating to Maryland's nondiscrimination policy within UMUC-Europe should be addressed to: Director, Human Resources, University of Maryland University College, Unit 29216, APO AE 09102. For the complete statement on nondiscrimination, see Appendix C of the UMUC-Europe Undergraduate Catalog. UMUC's revised Policy and Procedures is online at www.umuc.edu/policy/admin04030.shtml.

Students with Disabilities

UMUC-Europe is committed to assisting students with disabilities or medical conditions to the extent possible so that they are able to pursue their educational goals while overseas. UMUC-Europe faculty are prepared to make reasonable accommodations for students with specific disabilities so that the students will have the opportunity to develop and demonstrate proficiency in the required subject matter and on the comprehensive examination. Students also share the responsibility for ensuring that appropriate accommodations can be made, and are primarily responsible for identifying, documenting, and communicating their disabilities to the University. Any special arrangements should be agreed to in writing before the first class each term and with the application to the comprehensive examination.

Students who want more information or who wish to file a petition relating to their disability should contact the Administrative Director, Graduate Programs.

Code of Civility

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

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

- **Kindness**
  Refrain from using profanities, insults, or other disparaging remarks.

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

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

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

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

- **Nondiscrimination**
  Respect the differences in people and their ideas and opinions and reject bigotry.
Diplomas and Graduation

Degrees earned in graduate programs available through UMUC-Europe are awarded in August, December, and May of each academic year. Commencement ceremonies in May recognize master’s candidates who have earned their degrees in any of the three degree periods.

Application Deadlines

Students expecting to complete requirements for a master’s degree must submit an Application for Graduation and the $50 graduation (diploma) fee to:

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

Applications for graduation can be obtained from a Maryland field office, by contacting the Office of Graduate Programs, or online at www.ed.umuc.edu/graduate/forms.

The completed Application for Graduation must be received in the Heidelberg Office of Graduate Programs in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Expected Graduation</th>
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<tr>
<td>December</td>
<td>15 August</td>
</tr>
<tr>
<td>May</td>
<td>16 January</td>
</tr>
<tr>
<td>August</td>
<td>16 April</td>
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A student whose Application for Graduation is received after these deadlines will be considered for the next scheduled graduation.

Graduation Review

Applicants will receive a graduation review to confirm remaining degree requirements. If the remaining requirements include incompletes to be removed, courses to be transferred from other institutions, credit by examination, or military credit, the student must ensure this work is completed and official documentation reaches the University of Maryland University College, Office of Graduate Programs, Unit 29216, APO AE 09102, no later than the first day of the month in which the degree is to be awarded.

Commencement

Master’s candidates who have earned their degrees in any of the three degree periods (August, December, or May of that academic year) are eligible to march at the May Commencement ceremonies. Candidates who plan to march at Commencement must pay a $50 cap and gown fee, as well as the graduation fee. To be eligible to march, May master’s candidates must be able to demonstrate that they will complete all degree requirements by the time of the ceremonies and pay the fees.

Issuance of Diplomas

All graduates completing degrees in August, December, or May can expect to receive their diplomas by mail approximately three months after the graduation date if all financial obligations with UMUC-Europe have been satisfied. If students need special verification of meeting master’s degree requirements prior to receiving the diploma, they may request a Letter of Completion from their Program Director.

Noncompletion of Degree Requirements

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

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

**Afghanistan**
- Bagram
- Kabul
- Kandahar

**Bahrain**
- Manama

**Belgium**
- Brussels*
- Kleine Brogel
- SHAPE*

**Bosnia-Herzegovina**
- Connor
- MCGovern
- Sarajevo
- Tuzla-Eagle Base

**Croatia**
- Rijeka

**Egypt**
- Cairo
- Sinai North Camp
- Sinai South Camp

**Germany**
- Ansbach
- Babenhausen
- Bad Aibling
- Bamberg
- Baumholder
- Böblingen
- Büchel
- Büdingen
- Darmstadt
- Dexheim
- Friedberg
- Garmisch
- Gelnkirchen*
- Giebelstadt
- Giessen
- Grafenwöhr
- Hanau*
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- Illesheim
- Kaiserslautern*
- Kitzingen*
- Landstuhl*
- Mannheim
- Metz
- Münchweiler
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**Greece**
- Larissa
- Souda Bay

**Iceland**
- Keflavik

**Italy**
- Aviano*
- Gaeta
- Gela
- La Maddalena
- Livorno
- Naples*
- Siena*
- U.S. Embassy, Rome
- Vicenza

**Kuwait**
- Ali Al Salem Air Base
- Al Jaber Air Base
- Camp Doha

**Netherlands**
- AFNORTH*
- Volkel

**Portugal**
- Lajes
- Lisbon

**Romania**
- Constanta

**Saudi Arabia**
- Riyadh

**Serbia and Montenegro**
- Bondsteel
- Camp Magnaeth
- Mointeeth
- Pristina

**Spain**
- Rota*

**Turkey**
- Incirlik
- Izmir

**Uzbekistan**
- K2

**United Kingdom**
- Alconbury*
- Croughton
- Fairford
- Harrogate*
- Keflavik
- Lakenheath*
- London*
- Mildenhall*
- Molesworth*
- Ramstein*
- Rhein Main*
- Schweinfurt
- Schwarzenberg
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Annapolis Center ................................................................. Prince George’s Community College
Anne Arundel Community College ................................. Quantico Marine Corps Base
Arundel Mills ....................................................................... Southern Maryland Higher Education Center
Bolling Air Force Base ......................................................... University of Maryland, College Park
Fort Belvoir ........................................................................ U.S. Department of Labor
Fort Detrick .......................................................................... Waldorf Center for Higher Education
Fort Meade ........................................................................... Walter Reed Army Medical Center
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Appendix

Appendix Information
For a complete listing of all appendixes pertaining to Maryland programs in Europe, please refer to the University of Maryland University College Europe 2003/2004 Undergraduate Catalog. The 2003/2004 Undergraduate Catalog includes the following appendixes:

Appendix A
Policies of the Maryland Higher Education Commission on Academic Regulations, General Education Requirements, and Transfer of Undergraduates from Public Institutions in Maryland

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Academic Calendar 2003/2004

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Term 2  27 October - 19 December
Term 3  19 January - 12 March
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Commencement ........ 30 May

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