UMUC IN MARYLAND AND AROUND THE WORLD

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

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

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

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

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

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

Maj. Gen. Lloyd "Milo" Miles,
U.S. Army, Ret.
Senior Vice President,
Global Military Operations

James B. Cronin
U.S. Army, Ret.
Vice President and Director,
UMUC Asia

Meet Your Director

Christian Mahoney, PhD
Director of Graduate and Special Programs, Asia

ACCREDITATION

University of Maryland University College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (+1–267–284–5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. UMUC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents.

UMUC is certified to operate by the State Council of Higher Education for Virginia. UMUC at Quantico, Corporate Center, 525 Corporate Drive #101, Stafford, VA 22554

See the policy statement and additional policies in the index.
From the Dean

I am pleased to welcome you to The Graduate School for the 2019–2020 academic year, as University of Maryland University College transitions into becoming University of Maryland Global Campus!

In case you haven’t already heard the news, on July 1, 2019, our name was officially changed to University of Maryland Global Campus by an act of the Maryland State General Assembly. You’ll be seeing and hearing our new name more and more—on our website, in course materials, publications, and correspondence; in the media; and at our locations around the world—and eventually, it will no longer seem different to you.

The name change better reflects our position as a state university with a global footprint. The new name reveals our values, goals, and commitment to serving students across the world, as we have done since 1947. It reflects both our rich history as a University System of Maryland institution and our enduring mission to serve students in Maryland, the United States, and in the global community.

Use this catalog as a roadmap to plan your route from where you are today to the career you want tomorrow. Inside you will find the degree requirements, program details, and administrative information that will help guide you toward the successful completion of your educational and professional objectives.

Your graduation is our highest achievement. To that end, our goal is to give you access to the best education possible, available to everybody, everywhere, and this is where you start. Explore our programs, and then get started as soon as possible.

As always, feel free to reach out to your faculty, program chair, or my office if you have questions or concerns. We are here to help you succeed.

Sincerely,

Kathryn Klose, PhD
Acting Vice Provost and Dean
The Graduate School
E-mail: graddean@umuc.edu

POLICY STATEMENT

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

This catalog provides the degree requirements and recommended curriculum for students who begin continuous study on or after August 1, 2018. (Details are listed on p. 26.) When a curriculum or graduation requirement is changed, it is not made retroactive unless the change is to the student’s advantage and can be accommodated within the span of years normally required for graduation. See additional policies on pp. 45–42 Sources for any claims made throughout this catalog may be found on the UMUC website (umuc.edu).
# Table of Contents

## INTRODUCTION
- Welcome to UMUC
- About The Graduate School
- Preparing for Graduate Study

## BUSINESS AND MANAGEMENT PROGRAMS
- Master of Business Administration
- Transformational Leadership Master's Program

## COURSE DESCRIPTIONS

## UMUC DOCTORAL AND GRADUATE PROGRAMS

## ADMINISTRATION

## DIRECTORY

## ACADEMIC AND ADMINISTRATIVE REQUIREMENTS
- Grading Methods
- Grades and Marks
- Computing Grade Point Average
- Changes in Grade
- Scholastic Recognition
- Academic Standards
- Degree Requirements and Continuous Enrollment
- Responsibilities of the Student

## ADMISSION AND ENROLLMENT
- General Information
- Admission
- Registration
- Financial Information

## SERVICES AND RESOURCES
- General Information
- Admission Assistance
- Advising
- Accessibility Services
- Graduation Clearance and Services
- MyUMUC
- Financial Aid
- Transcript Services
- Verification Services
- Student Advisory Council
- Other Resources

## UNIVERSITY POLICIES

## APPENDIX

## INDEX
Welcome to UMUC

MADE FOR YOU

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

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

CARRYING OUT THE MISSION

Students First

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

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

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

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

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

Excellence

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

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

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

Innovation

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

FACILITIES AND PROGRAMS

UMUC offers degree programs from the associate level to the doctorate. Most undergraduate and graduate programs are available online. These academic programs are administered by The Undergraduate School and The Graduate School.

The university’s administrative headquarters, located in Adelphi, Maryland, also serve as home to a prestigious art collection and a conference facility, the College Park Marriott Hotel and Conference Center at UMUC. Both The Undergraduate School and The Graduate School, as well as all related academic support units, are housed at the Academic Center at Largo.

FOR ASSISTANCE

Contact us by e–mail at mba–asia@umuc.edu

Military Address
UMUC Asia
Unit 5060, Box 0100
APO AP 96328–0100

Civilian Address
UMUC Asia
Building 445, Yokota Air Base Fussa, Fussa–shi
Tokyo (197–0001) Japan

Telephone
DSN: 315–225–3680
Civilian: +81–(0)42–552–2510, ext. 5–3680
About The Graduate School

MISSION STATEMENT

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

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

ACADEMIC PROGRAMS

UMUC’s graduate degrees are designed to provide a career-focused curriculum. Over the years, many of these programs have won awards for excellence. Recently, UMUC’s graduate program in data analytics received the University and Professional Continuing Education Association (UPCEA) Mid-Atlantic Region Outstanding Program and Partnership Award in 2016. UMUC teams won both first and third place in the 2018 Watson Analytics Global Competition, and the university’s cybersecurity competition team placed first and second at MAGIC’s Capture the Flag cybersecurity competition.

A list of UMUC’s graduate programs, organized by career field, is provided on the following pages.

Virtually all programs are available online. Coursework for some programs is available on-site at Maryland/national capital area locations in a hybrid format that combines on-site attendance with online study. For more information, e-mail grad.advisor@umuc.edu or call 800–888–UMUC (8682).

CONTINUOUS INNOVATION

As a leader in distance education, UMUC continually strives to ensure that its academic programs, course delivery formats, and student services meet the highest standards for excellence. Ongoing efforts focus on improving the student experience online and ensuring that programs meet the needs of today’s workforce. These changes may involve the introduction of new or revised programs later in the academic year. Visit umuc.edu/grad for the latest program information, especially if you intend to enroll in 2019–2020. Also check umuc.edu for possible addenda to this catalog.

EDUCATIONAL RELATIONSHIPS

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

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

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

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

As long as you are continuously enrolled, you should refer to the catalog of the year in which you began graduate study for the specific requirements related to your program of study. Continuous enrollment is defined on p. 27.

In all programs, you must maintain a term and cumulative grade point average (GPA) of 3.0 to remain in good academic standing; in some, you must also earn a grade of B or better in each class to progress to the next class. Academic progress is assessed at the end of each term. Other requirements—such as time limits for degree completion and minimum GPA—also apply; details are provided on pp. 26–27.

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

NONPROGRAM COURSES

Because UMUC graduate students often enter graduate study with academic backgrounds in very different fields and return to study after a gap of many years, UMUC offers a number of courses outside the usual required program courses that are designed to help you succeed in your graduate studies. Complete course descriptions are provided on pp. 12–13.

Required Introductory Course

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

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

Optional Noncredit Courses

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

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

COURSE FORMATS

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

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

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

Computer and Internet Access

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

As a UMUC student, you must be prepared to participate in asynchronous, computer–based class discussions; study groups; online database searches; course evaluations; and other online activities—whether you are taking a course online or in a hybrid format.
You must, therefore, ensure that you have some type of Internet access. Barring individual course requirements, this access may be through use of a UMUC computer lab; university or public library; or other readily available, reliable source if you do not have home access. However, such access should be regularly available, and you must have a current e-mail address.

Some academic programs may have specific technical requirements.*

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

1. You need to be prepared to write extensively, because nearly all communication is written. You need strong reading and writing skills in English.

2. You need to be competent in the use of computers and commonly used software programs.

3. Because the online classroom is asynchronous and you are expected to be an active participant, you are encouraged to log in frequently to check what has transpired in your online classroom (instead of classroom meetings).

4. You need disciplined work habits, effective time management skills, and the ability to work both alone and collaboratively.

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

Some academic programs may have additional technical requirements, such as requiring you to download and install computer programs. To determine whether such requirements apply to your program, you should consult the program chair (listed under Contact Information).

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

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

These descriptions also provide possible career fields toward which graduates of these programs may aim.

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

* Certain project management courses require the use of a computer with a Microsoft Windows operating system.
Advance your career in an award–winning MBA program that can help you gain the skills and abilities desired by today’s employers.

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

What You’ll Learn
Through your coursework, you’ll learn how to

■ Create and implement a personal leadership development plan
■ Foster mutual respect, trust, and high standards of ethics, performance, and teamwork
■ Assess and manage critical knowledge and skill gaps related to core organizational functions and managerial responsibilities
■ Complete a comprehensive analysis of the costs of operations, pricing options, financing, product mix, distribution channels, and supply chain relationships
■ Evaluate your cultural intelligence, ethical values, and skills in decision making, and implement specific actions to leverage your strengths and further develop areas of relative weakness
■ Evaluate your organization’s policies for managing legal and ethical risks, with a focus on contracts, agency, and tort law
■ Design and develop a marketing plan for a new product or service in both domestic and international markets
■ Prepare a detailed project management plan for an initiative in a new international location that presents business, language, cultural, legal, and other challenges for your organization
■ Develop a comprehensive strategy for expanding your organization’s products or services in a selected country

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

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

Coursework Examples
In past projects, students have had the opportunity to

■ Analyze costs of operations for an organization using managerial finance techniques
■ Determine optimal prices for goods and services by analyzing costs, revenues, and profitability
■ Evaluate the opportunities and risks involved in an organization’s decision to expand its operations to a global market by assessing issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business
■ Design and present a marketing plan for a new product or service, including a comprehensive situation analysis, a strong value proposition, an effective marketing mix strategy, and a holistic marketing communications plan

MBA

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits</td>
<td>36</td>
</tr>
</tbody>
</table>

More information about certificates, including gainful employment disclosures, is available at umuc.edu/gradcertificates.
Preparation Recommended for Success

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

Degree Requirements

MBA

REQUIRED CORE COURSES
PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)
MBA 610 Leading Organizations and People (6)
MBA 620 Financial Decision Making (6)
MBA 630 Leading in the Multicultural Global Environment (6)
MBA 640 Innovation Through Marketing and Technology (6)
MBA 670 Strategic Decision Making (6)

COURSE SEQUENCING
Courses must be taken in the order listed.

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

2019–20 Master of Business Administration Schedule

<table>
<thead>
<tr>
<th></th>
<th>FALL 2019</th>
<th>SESSION DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Onsite/Online (11 weeks)</td>
<td>2 October–17 December 2019</td>
<td>On-site/Online: 1 October 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>WINTER 2020</th>
<th>SESSION DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Onsite/Online (11 weeks)</td>
<td>2 January–17 March 2020</td>
<td>On-site/Online: 1 January 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SPRING 2020</th>
<th>SESSION DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Onsite/Online (11 weeks)</td>
<td>1 April–16 June 2020</td>
<td>On-site/Online: 31 March 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SUMMER 2020</th>
<th>SESSION DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Onsite/Online (11 weeks)</td>
<td>1 July–15 September 2020</td>
<td>On-site/Online: 30 June 2020</td>
</tr>
</tbody>
</table>

Course descriptions are found on pp. 12–13. Before enrolling, check umuc.edu/catalogs for possible updates to program offerings.
TRANSFORMATIONAL LEADERSHIP MASTER'S DEGREE PROGRAM

Reposition your military leadership skills and gain new competencies to transition to civilian organizations.

The Master of Science (MS) in Transformational Leadership program is designed for students with military experience who want to build on and maximize their leadership training and skills to transition to corporate, nonprofit, or government organizations. Each course offers you practical experience by using workplace scenarios to apply your strategic-thinking and decision-making skills in both group and individual activities with civilian organizations. You “learn by doing” and graduate better prepared for workplace opportunities. The program provides hands-on experience with transformational leadership strategies and techniques that will enable you to effect change at the individual, group, and organizational levels and prepare you for positions in civilian organizations. You’ll utilize theories and concepts in leadership in a civilian context, focusing on the dynamics of leadership and building skills in communication, strategic planning and management, team building, conflict resolution and mediation, fiscal and performance-based decision making, change management, project management, and organizational learning.

What You’ll Learn

Through your coursework, you will learn how to

- Analyze your strengths and weaknesses as a leader and leverage them to accomplish strategic goals
- Manage civilian employees and help them perform at higher levels
- Analyze the performance of an organization through metrics and formulate strategies to improve that performance
- Manage change in the organization’s environment

Career Preparation

The program is designed to prepare you for senior leadership positions in public, private, and nonprofit organizations in various fields.

Your Coursework

The curriculum is designed to enhance the knowledge you have already gained through your military experience, by examining the organization first from the inside, then looking outward at the environment it navigates. Ultimately, you’ll work on a project with a civilian organization.

Coursework Examples

- Assess and evaluate one’s own leadership skills using a leadership instrument created by experts in the field
- Create an individual development plan to leverage strengths and address skills that could benefit from development
- Develop performance and productivity metrics for individual employees and project teams
- Assess employee engagement and satisfaction and strategies for setting goals for individuals, departments, and the organization as a whole
- Evaluate workforce readiness to meet the immediate and long-term goals of an organization.
- Create employee development plans that outline strategies tailored to individual employees based on their employee profile and in support of the organization’s succession strategies and workforce plan
- Analyze trends and specific data points to support decision making within an organization
- Develop a performance predictive indicators report that provides guideposts for the organization’s strategic planning

MS IN TRANSFORMATIONAL LEADERSHIP

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credits</td>
<td>36</td>
</tr>
</tbody>
</table>
Admission Criteria
To be admitted to the program, you must meet the standard criteria for graduate admission and belong to one of the following military populations:

- Full-time active-duty members of the U.S. Armed Forces
- Members of the National Guard
- Reservists
- Veterans of the U.S. Armed Forces
- Commissioned Corps members of the U.S. Public Health Service
- Commissioned Corps members of the National Oceanic and Atmospheric Administration

Note: You are responsible for providing the documentation necessary to verify your military status.

If you are a civilian without military experience and are interested in developing your leadership and strategic skills, you may benefit by pursuing the MBA or MS in Management.

Preparation Recommended for Success

Expectations
You are expected to have some leadership experience as an officer (noncommissioned or commissioned).

Recommendations
Taking ASC 601 is recommended to improve writing skills.

Degree Requirements

MS in Transformational Leadership

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCL 600</td>
<td>Decisive Thinking, Communicating, and Leading (6)</td>
</tr>
<tr>
<td>TLP 610</td>
<td>Repositioning Your Leadership Skills (6)</td>
</tr>
<tr>
<td>TLP 620</td>
<td>Leading in the Organization (6)</td>
</tr>
<tr>
<td>TLP 630</td>
<td>Leading with Strategy and Performance Measures (6)</td>
</tr>
<tr>
<td>TLP 640</td>
<td>Leading Through Change and Uncertainty (6)</td>
</tr>
<tr>
<td>TLP 670</td>
<td>Leadership Capstone (6)</td>
</tr>
</tbody>
</table>

COURSE SEQUENCING
Courses must be taken in the order listed.

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

2019–20 Masters in Transformational Leadership Schedule

<table>
<thead>
<tr>
<th>SESSION DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2019</td>
<td></td>
</tr>
<tr>
<td>Onsite/Online (11 weeks)</td>
<td>2 October–17 December 2019</td>
</tr>
<tr>
<td>WINTER 2020</td>
<td></td>
</tr>
<tr>
<td>Onsite/Online (11 weeks)</td>
<td>2 January–17 March 2020</td>
</tr>
<tr>
<td>SPRING 2020</td>
<td></td>
</tr>
<tr>
<td>Onsite/Online (11 weeks)</td>
<td>1 April–16 June 2020</td>
</tr>
<tr>
<td>SUMMER 2020</td>
<td></td>
</tr>
<tr>
<td>Onsite/Online (11 weeks)</td>
<td>1 July–15 September 2020</td>
</tr>
</tbody>
</table>
PRO (Professional Communication and Leadership)

PRO 600 Communicating, Problem Solving, and Leading in Professional Fields (6)
Make yourself more valuable to an employer by gaining and improving skills in communication and problem solving. Explore your field by developing connections to your career path, creating a professional social network presence, and using critical thinking to inform decisions. Improve and refine your skills in quantitative reasoning and team leadership as you hone your proficiency with analytical software programs, collaboration tools, and other professional software.

MBA (Business Administration)

MBA 610 Leading Organizations and People (6)
Prerequisite: PRO 600. Assess and develop your leadership skills by creating a personal leadership and professional development plan that you will refine during the program. Develop a strategic understanding of your organization by analyzing its mission, vision, goals, and values. Evaluate your organization’s culture, climate, and approach to decision making and assess leadership effectiveness, governance structure, and processes. Explore how high-performing work teams can be a source of competitive advantage.

MBA 620 Financial Decision Making (6)
Prerequisite: MBA 610. Apply concepts behind financial statements, pricing, cost analysis, and capital budgeting in decisions. Propose solutions in real-world scenarios by using published financial reports and data from well-known national and international brands. Apply concepts from managerial economics to make pricing decisions for a business. Review business performance by analyzing the cash flow statement, income statement, and balance sheet. Make cost allocation, financing, and investment decisions by applying knowledge of corporate evaluation. Determine the cost of capital and make capital budgeting decisions.

MBA 630 Leading in the Multicultural Global Environment (6)
Prerequisite: MBA 620. Enhance your cultural competence and evaluate opportunities and risks for operations in a global market. Expand your ability to apply ethical decision-making models. Assess issues of culture, business ethics, employment law, contracts, and criminal law in the context of a global business. Analyze political, legal, economic, and cultural forces that impact multinational businesses. Recommend the legal form and organizational structure of a business.

MBA 640 Innovation Through Marketing and Technology (6)
Prerequisite: MBA 630. Apply principles of market research and branding. Use web analytics to make decisions in digital marketing. Organize tasks in a marketing plan, assess market risk and opportunity, and collect data required to implement the marketing plan. Develop financial projections and suitable metrics for tracking the marketing plan.

MBA 670 Strategic Decision Making (6)
Prerequisite: MBA 640. Assume the role of a strategy officer who reports to the CEO. Develop an understanding of strategic leadership. Identify activities in the value chain of an organization, and propose a plan to relocate one or more activities to another geographical region. Prepare a project management plan for the opening of a facility in a new country. Develop a business plan that includes an entry strategy, marketing plan, competitive strategy, and financial statements.
DCL (Decisive Communication and Leadership)

DCL 600 Decisive Thinking, Communicating, and Leading (6)
(Required for new graduate students.) Prepare for academic and professional success by developing skills that employers want in their employees. Explore your area of study to learn how it connects with your career aspirations, create a professional social network presence, and use critical thinking to inform decisions. Improve and refine your skills in communication, critical thinking, quantitative reasoning, and team leadership. Hone your professional writing and oral communication skills to produce effective presentations. Become proficient with spreadsheets, collaboration tools, and other professional software.

TLP (Transformational Leadership)

TLP 610 Repositioning Your Leadership Skills (6)
Prerequisite: DCL 600. Discover how leadership takes place within organizations and the most effective leadership styles for directing individuals, projects, and groups to success. Demonstrate the differences between managing and leading with a focus on motivating and inspiring individuals in preparation for future challenges and opportunities. Explore the various roles that leaders take on in domestic and global markets, and the ways leaders influence events that can drive success through individual and collaborative efforts. Create your own personal brand as you begin a journey to becoming a transformational leader.

TLP 620 Leading in the Organization (6)
Prerequisite: TLP 610. Analyze the dynamics involved in leading a workforce of multigenerational and diverse talent. Develop strategies for facilitating an inclusive work culture and maximizing the varied skill sets and experiences of employees. Weigh the impact of workforce change on organizations and consider the potential challenges that run counter to respectful, civil, and ethical work environments. Create retention and succession and techniques for coaching and mentoring emerging leaders.

TLP 630 Leading with Strategy and Performance Measures (6)
Prerequisite: TLP 620. Gain the tools needed to assess the organization’s bottom line and action steps for growth and sustainability. Apply strategic management theories and practice to measure and motivate organizational performance, identify trends, and recognize the different stages of the organization’s life cycle. Become proficient using tools to review and interpret analytics, market research, and financial data that can drive short- and long-range strategic decisions and identify potential deficiencies that run counter to the organization’s mission and goals.

TLP 640 Leading Through Change and Uncertainty (6)
Prerequisite: TLP 630. Apply change management techniques for leading and maintaining stability during unplanned, turbulent events within the organization. Analyze and implement strategic planning and decision-making approaches to diagnose the symptoms and predictors of organizational challenges and obstacles to change. Use change management models to assess organizational performance and process reengineering, and forecast outcomes and resistance to change at the individual, group, and organization levels.

TLP 670 Leadership Capstone (6)
Prerequisite: TLP 640. Lead a real-world consulting project. Apply the techniques of project management as you collaborate with a partnering organization to develop a strategic and financial plan to address an organizational issue. Use client-relationship management, organizational diagnosis models, and coaching and presentation skills to complete your consulting project, and showcase your solutions and plans to your partner organization.
# UMUC Doctoral and Graduate Programs

## Students May Have Access to These Additional Programs Through Online Study

### Doctoral Program
- Doctor of Business Administration *
- Doctor of Management in Community College Policy and Administration ♦

### Accounting and Finance Programs
- Master of Science in Accounting and Financial Management
- Master of Science in Accounting and Information Systems
- Master of Science in Management
  - Accounting
  - Financial Management

### Business and Management Programs
- Master of Business Administration
- Master of Science in Management
  - Acquisition and Supply Chain Management
  - Human Resource Management
  - Interdisciplinary Studies in Management
  - Nonprofit and Association Management
  - Project Management
- Master of Science in Transformational Leadership

### Cybersecurity Programs
- Master of Science in Cybersecurity Management and Policy
- Master of Science in Cybersecurity Technology
- Master of Science in Digital Forensics and Cyber Investigation
- Master of Science in Information Technology
  - Information Assurance

### Education and Teaching Programs
- Master of Arts in Teaching **
- Master of Distance Education and E-Learning
- Master of Education in Instructional Technology
- Master of Science in Learning Design and Technology

### Healthcare and Science Programs
- Master of Science in Biotechnology
  - Bioinformatics
  - Biosecurity and Biodefense
  - Biotechnology Management
  - Biotechnology Regulatory Affairs
- Master of Science in Environmental Management
- Master of Science in Healthcare Administration
- Master of Science in Health Informatics Administration

* Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

♦ Not available to Maryland residents.Offered online with mandatory residencies or course meetings at UMUC headquarters in Adelphi, Maryland.

** On-site teaching field experiences and practicum required.
STUDENTS MAY HAVE ACCESS TO THESE ADDITIONAL PROGRAMS THROUGH ONLINE STUDY

INFORMATION TECHNOLOGY PROGRAMS
- Master of Science in Cloud Computing Architecture
- Master of Science in Data Analytics
- Master of Science in Information Technology
  - Database Systems Technology
  - Informatics
  - Project Management
  - Software Engineering
  - Systems Engineering
  - Telecommunications Management
- Master of Science in Management
  - Information Systems and Services

MARKETING AND COMMUNICATIONS PROGRAMS
- Master of Science in Management
  - Marketing
  - Public Relations

PUBLIC SAFETY AND INTELLIGENCE PROGRAMS
- Master of Science in Information Technology
  - Homeland Security Management
- Master of Science in Management
  - Criminal Justice Management
  - Emergency Management
  - Homeland Security Management
  - Intelligence Management

CERTIFICATE PROGRAMS
- Acquisition and Supply Chain Management
- Bioinformatics
- Cybersecurity Management and Policy
- Cybersecurity Technology
- Foundations in Business Analytics
- Foundations of Human Resources Management
- Global Health Management
- Homeland Security Management
- Information Assurance
- Instructional Technology Integration
- Leadership and Management
- Learning Design and Technology
- Project Management

More information about certificates, including gainful employment disclosures, is available at umuc.edu/gradcertificates.

Offered jointly with University of Maryland, Baltimore.
University System of Maryland

Board of Regents (2018–19)
Linda R. Gooden
Chair
Barry P. Gossett
Vice Chair
Gary L. Attman
Treasurer
Michelle A. Gourdine, MD
Secretary
Robert D. Rauch
Assistant Secretary
Joseph Bartenfelder
Ex Officio
Katrina J. Dennis, Esq.
Ellen Fish
James Holzapfel
D’Ana Johnson
Robert R. Neall
Robert L. Pevenstein
Louis Pope
Robert L. Wallace
William T. “Bill” Wood
Langston O. Frazier
Student Regent

Officers
Robert L. Caret
Chancellor
Joann Boughman
Senior Vice Chancellor for Academic and Student Affairs
Peter Goodwin
Vice Chancellor for Environmental Sustainability
Ellen Herbst
Vice Chancellor for Administration and Finance

Patrick N. Hogan
Vice Chancellor for Government Relations

Jeff Neal
Vice Chancellor for Communications and Marketing

David Mosca
Director of Internal Audit

Leonard R. Raley
President/Chief Executive Officer, USM Foundation

J. Thomas Sadowski
Vice Chancellor for Economic Development

UMUC

President’s Cabinet
Javier Miyares
President

Ed Bach
Vice President, Strategic Partnerships

Joseph Cantoni
Vice President, Strategy and Innovation

Tony Cho
Vice President and Director, UMUC Europe

James “Jim” Cronin
Vice President and Director, UMUC Asia

Heather Date
Vice President, Communications and Engagement

Maureen Walsh David
Vice President and General Counsel

Alan Drimmer
Senior Vice President and Chief Academic Officer

Ivonna Edkins
Vice President, Student Success

Michael Freedman
Senior Vice President, Communications

Julie Ann Garcia
Vice President, Human Resources

Deborah Grayson
Vice Provost, Learning Design and Experience

Martina Hansen
Vice President, Student Retention

Blair H. Hayes
Ombudsman, Vice President, and Chief Diversity Officer

Lisa Henkel
Vice President, Operations and Planning

Jamie Jaynes
Vice President, Enrollment Management

Lisa Kemp
Senior Vice President, Administration and Finance, and Chief Financial Officer

Kathryn Klose
Vice Provost and Dean, The Graduate School

Eugene D. Lockett Jr.
Vice President, Financial Operations and Facilities Management

Kristophyre McCall
Vice President, Academic Operations, and Acting Registrar

Lloyd “Milo” Miles
Senior Vice President, Global Military Operations

Erika Orris
Senior Vice President, Strategic Enrollment Management, and Chief Enrollment and Marketing Officer

Blakely Pornietto
Deputy Chief Academic Officer

Frank J. Principce Jr.
Chief of Staff

Cathy Sweet
Vice President, Institutional Advancement

Kara Van Dam
Vice Provost and Dean, The Undergraduate School

Robin Whitfield
Vice President, Enterprise Solutions

Kelly Wilmeth
Vice President, Stateside Military Operations

Tracey Woods
President, AccelerEd, and Chief Technology Officer

Nicholas H. Allen
Provost Emeritus
The Graduate School

Graduate Leadership Council
The Graduate Leadership Council serves in an advisory capacity to the dean of The Graduate School. The council is responsible for advisement on academic affairs, including curriculum development, program initiatives, policies, and standards. The council meets monthly or more frequently, at the dean's request, and comprises the following members:

Kathryn Klose
Vice Provost and Dean

Douglas Harrison
Associate Dean

Alexis Hill White
Assistant Vice Provost, Administration

Bryan Booth
Vice Dean, Doctoral Program

Emma Garrison-Alexander
Vice Dean, Cybersecurity and Information Assurance

Kathleen Hogan
Vice Dean, Graduate Learning Initiatives

A full list of graduate faculty, including adjunct faculty, is available online at www.asia.umuc.edu/about/graduate-faculty-listing.
Yokota Headquarters

James B. Cronin
Vice President and Director

Amanda C. Maguire
Associate Vice President and Deputy Director

Jeffrey D. Newbern
Assistant Vice Provost

Joshua A. Fickes
Assistant Vice President, Operations

Kiondra Broadway
Overseas Diversity and Equity Manager

Alytrice R. Brown
Director, Student Services

Michael Harrison, Associate Director
Marketing and Communications

Elizabeth Howard
Director, Contract Compliance and Institutional Research

Emi Ikeda
Director, Human Resources and Logistics

Keiko Jack
Comptroller

Christian M. Mahoney
Director, Graduate and Special Programs

David Schultz
Associate Director, Technical Support

Military Address
UMUC Asia
Unit 5060, Box 0100
APO AP 96328–0100

Civilian Address
UMUC Asia
Building 445, Yokota Air Base
Fussa, Fussa-shi
Tokyo (197–0001) Japan

Telephone
DSN: 315–225–3680
Civilian: +81–(0)42–552–2510, ext. 5–3680

E–mail
registrar–asia@umuc.edu
mba–asia@umuc.edu

Web
www.asia.umuc.edu

Facebook
www.facebook.com/umucasiaguam
www.facebook.com/umucasiajapan
www.facebook.com/umucasiakorea
www.facebook.com/umucasiaokinawa
UMUC Asia Locations

There may be one or more education centers sponsoring UMUC Asia classes at these locations.

Australia
Alice Springs

British Indian Ocean Territory
Diego Garcia

Guam
Joint Region Marianas
Andersen AFB
Naval Base Guam

Mainland Japan
Atsugi
Camp Fuji
Camp Zama
Iwakuni
Misawa AB
Sasebo
Yokosuka
Yokota

Okinawa
Camp Courtney
Camp Foster
Camp Hansen
Camp Kinser
Camp Schwab
Futenma
Kadena AB
Torii Station

South Korea
Camp Carroll
Camp Casey
Camp Henry
Camp Humphreys
K–16
Kunsan AB
Osan AB
Suwon

Singapore
Singapore
Kaiserslautern Headquarters

Tony K. Cho  
Vice President and Director, UMUC Europe

Patricia A. Coopersmith  
Associate Vice President and Deputy Director, UMUC Europe

Andrew D. Boone  
Associate Vice Provost, Academic Affairs

Pamela A. Benbiga  
Associate Director, Student Services and Financial Aid

Iris S. Close  
Associate Director, Marketing and Communications

Monika E. Denburg  
Director, Institutional Research and Support

Kelen Derecho  
Associate Director, Human Resources Operations

Susanna L. Driver  
Assistant Vice President, Operations

Gregory P. Emerson  
Director, Administrative Operations

Sabri Erturk  
Comptroller

Timothy J. Holliefield  
Associate Director, Technical Support

Patricia A. Jameson  
Director, Overseas Diversity and Equity Programs and EOO / Title IX Investigator

Janice A. Keller  
Director, Student Initiatives and Support

Luis E. Morales  
Associate Director, Human Resources Systems

Renée I. G. Noon  
Regional Director, Headquarters / Operations

Timothy Quezada  
Director, Graduate and Partnership Programs

Elisabeth L. Rice  
Associate Director, Academic Affairs

Military Address
UMUC Europe  
Unit 29216  
APO AE 09004

Civilian Address
UMUC Europe  
Hertelsbrunnenring 10  
67657 Kaiserslautern, Germany

Telephone Civilian: +49–(0)631–534–800

Fax  
Civilian: +49–(0)631–534–80207

E–mail  
studentservices–europe@umuc.edu

Web  
www.europe.umuc.edu

Facebook  
www.facebook.com/umuceurope
UMUC Europe Locations

There may be one or more education centers sponsoring UMUC Europe classes at these locations.

**Bahrain**
Manama

**Belgium**
Brussels
Kleine Brogel
SHAPE

**Djibouti**
Camp Lemonnier

**Egypt**
Sinai North Camp
Sinai South Camp

**Germany**
Ansbach
Baumholder
Buechel
Garmisch
Geilenkirchen
Grafenwoehr
Hohenfels
Illesheim
Kaiserslautern
Landstuhl
Ramstein
Sembach
Spangdahlem
Stuttgart
Vilseck
Wiesbaden

**Greece**
Souda Bay

**Italy**
Aviano
Gaeta
Ghedi
Livorno
Naples
Sigonella
Vicenza

**Kuwait**
Ali Al Salem Air Base
Camp Arifjan
Camp Buehring

**Netherlands**
Schinnen (AFNORTH)
Volkel

**Other CENTCOM**
332 AEW

**Portugal**
Lajes
Lisbon

**Qatar**
Al Udeid
Doha – Camp As
Sayliyah

**Spain**
Moron
Rota

**Turkey**
Adana (Incirlik)
Izmir

**United Arab Emirates**
Al Dhafra

**United Kingdom**
Alconbury
Croughton
Lakenheath
Mildenhall
Grading Methods
The Graduate School has four grading methods: standard, satisfactory/unsatisfactory, satisfactory/fail, and audit. The most commonly used is the standard method. The satisfactory/unsatisfactory method is available only for noncredit courses. The satisfactory/fail method is restricted to certain specified courses. Any course may be audited. Regulations for each grading method are provided in the following paragraphs.

<table>
<thead>
<tr>
<th>GRADE OR MARK</th>
<th>INTERPRETATION</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Below standards</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>FN</td>
<td>Failure for nonattendance</td>
<td>0</td>
</tr>
<tr>
<td>G</td>
<td>Grade pending</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Grades and Marks
The Grade of A: Excellent
Only students who demonstrate exceptional comprehension and application of the course subject matter merit an A.

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

The Grade of C: Below Standards
The grade of C indicates that your work was not considered sufficient to meet overall standards for work at the graduate level. Note that the grade of C is not available for all courses. Please refer to Academic Academic Standards (p. 26) for further information on the implications of a grade of C.

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

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

The Mark of G: Grade Pending
The mark of G is an exceptional and temporary administrative mark given only when the final grade in the course is under review. It is not the same as a mark of Incomplete.
The Mark of I: Incomplete
The mark of I (Incomplete) is an exceptional mark, given only if your completed coursework has been qualitatively satisfactory, but you have been unable to complete all course requirements because of extenuating academic or personal circumstances beyond your control. To be eligible for an I, you must have completed 60 percent or more of the course requirements with an overall grade of B or better. You must request an I from your faculty member before the class ends. Faculty, however, are not required to approve the request. If your request for a mark of I is approved, you must arrange fulfillment of course responsibilities with your teachers by the assigned deadline to receive credit.

The mark of I is not available for noncredit courses. The doctoral program and master’s degree programs requiring DCL 600, PRO 600, and CBR 600 have additional parameters for the mark of I. Consult your course syllabus for detailed information.

Refer to UMUC Policy 170. 71 Policy on Grade of Incomplete at umuc.edu/incomplete and your course syllabus for more information, particularly on deadlines.

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

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

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

The mark of W can be posted only when you withdraw from the course through MyUMUC before the deadline for withdrawal.

The withdrawal process is described on p. 30.

Computing the Grade Point Average
Your cumulative GPA is computed at the end of every term (fall, spring, or summer), based on all your graded coursework at UMUC, using the quality points assigned to each grade or mark (detailed in chart on p. 30). First, the quality-point value of each grade or mark is multiplied by the number of credits; then the sum of these quality points is divided by the total number of credits attempted for which a grade of A, B, C, F, or FN was earned.

Changes in Grade
In accordance with relevant policies, faculty members may revise a grade previously assigned only if your grade was mis-calculated or a mark of I was submitted and must be changed. Any revision must be made no later than four months after the original grade was awarded.

Repeated Courses
If you failed or withdrew from a course, you must repeat the course to establish credit in it. In these cases, you must register, pay the full tuition and fees, and repeat the entire course successfully.

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

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

Scholastic Recognition
Academic Honor Societies
IMA ACCOUNTING HONOR SOCIETY
The IMA (Institute of Management Accountants) Accounting Honor Society recognizes and honors academic achievement in the study of accounting and provides an opportunity for students to differentiate themselves as they begin their career journey. To be eligible, you must be enrolled in an accounting or finance program at UMUC, have taken a minimum of three accounting courses (which may include courses in accounting principles), and have a GPA of 3.0 overall and in accounting coursework.

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

PHI KAPPA PHI
As the nation's oldest, largest, and most selective collegiate honor society for all academic disciplines, Phi Kappa Phi promotes the pursuit of excellence in all fields of higher education.
ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

It recognizes the outstanding achievements of students, faculty, and others through election to membership and through awards for distinguished scholarly achievement. To qualify, you must be in the final term of your graduate degree coursework and in the upper 10 percent of your graduating class. For more information on the Phi Kappa Phi chapter, visit: polaris.umuc.edu/phikappaphi.

**PI LAMBDA THETA**

Pi Lambda Theta, one of the nation’s most prestigious education honor societies, was designed to advance education as a profession. The society honors the accomplishments of exemplary educators and supports the continuing development of knowledge and skills of education students. Membership is open to students in the Master of Arts in Teaching program. To be eligible, you must have completed at least 12 credits in the program with a minimum GPA of 3.5.

**SALUTE**

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

You are invited to apply if you have completed at least 12 credits as a graduate student at UMUC, have a cumulative GPA of 3.5 or higher, and qualify as a military/veteran student under locally derived and maintained definitions. In other words, you must have served or currently be serving in the military, National Guard, or reserves; if no longer serving, you must have been honorably discharged from service. In addition, you must also have served as a mentor in the One2One mentoring program for at least one term or be an active Mil–Vet Checkpoint communicator (posting feedback on articles or to the social wall at least twice a month) and maintain the highest ethical standards.

**UPSILON PHI DELTA**

Upsilon Phi Delta is a national academic honor society founded by the Association of University Programs in Health Administration for students in healthcare management and policy. It recognizes, rewards, and encourages academic excellence in the study of health administration. To be eligible for graduate student membership, you must have a cumulative GPA of 3.5 or higher and at least 18 credits of graduate coursework, and you must provide evidence of outstanding scholarship. You may obtain more information about the UMUC chapter, including membership criteria, by sending an e-mail to HonorsHCAD@umuc.edu.

**UPSILON PI EPSILON**

The Kappa Chapter of Upsilon Pi Epsilon, the international honor society for the computing and information disciplines, is open to graduate and undergraduate IT students. You may be considered for membership if you are pursuing one of the following degrees: MS in Cloud Computing Architecture, Cybersecurity Management and Policy, Cybersecurity Technology, Data Analytics, Digital Forensics and Cyber Investigation, or Information Technology (with a specialization in Database Systems Technology, Informatics, Information Assurance, Software Engineering, or Telecommunications Management). To qualify for membership, you must have completed at least 18 credits at UMUC toward your degree, with a cumulative GPA of 3.5 or higher.

**Presidential Management Fellows Program**

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

**Academic Standards**

**Grade Point Average**

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

**Academic Standing for Master’s Degree and Certificate Programs**

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

**GOOD ACADEMIC STANDING**

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

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

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

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

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

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

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

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

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

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

All requirements established for the completion of a doctoral degree program listed in this publication must be fulfilled within seven consecutive years. The time limit is calculated from the term in which you successfully complete the first credit course that applies to the program, except for the prerequisite course for the Doctor of Business Administration, DBA 600.
ACADEMIC AND ADMINISTRATIVE REQUIREMENTS

Doctoral Program Standards
The doctoral programs require more than maintaining a GPA of 3.0 to remain in good standing. If you receive a grade below B in a course, including a dissertation course, you must repeat that course in the next term of enrollment and earn a grade of B or better. The option to repeat a course may be exercised only once. If you receive a second grade below B, you will be dismissed from the doctoral program, regardless of your GPA.

Further information is available in section III. D. of UMUC Policy 158. 01 Academic Standing Status for Graduate Students (umuc.edu/policies/academicpolicies/aa15801.cfm).

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

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

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

Responsibilities of the Student

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

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

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

Academic Integrity

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

As a UMUC student, you are expected to conduct yourself in a manner that will contribute to the maintenance of academic Integrity in accordance with the university’s philosophy of academic integrity (umuc.edu/integrityphil). You are responsible for understanding and avoiding academic misconduct. Attempts to engage in academic misconduct or to assist others in doing so are prohibited. Resources to help you uphold the highest standards of academic integrity are available at umuc.edu/academic-integrity. UMUC’s complete policy on Academic Integrity is available at umuc.edu/academic-integrity.

Intellectual Property
The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. UMUC’s policy on intellectual property is available online at umuc.edu/policies/researchpolicies/research19000.cfm.

Academic Load

FOR MASTER’S DEGREE PROGRAMS
If you are enrolled in a program that operates on a three–term calendar for the academic year, you are considered a full–time graduate student if you are registered for at least 9 credits per term and half–time if you are enrolled for 6 credits of graduate coursework.

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

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

Taking more than 6 credits per term is not allowed in any programs that operate on a four–term calendar or in the MS in Data Analytics program but may be allowed in most

* The UMUC policy on religious holidays is available online at umuc.edu/policies/academicpolicies/aa05100.cfm.
programs that operate on a three-term calendar, if certain conditions are met.

If you have a compelling need to take more than 6 credits per term (and are enrolled in a program that allows course overloads), you may submit to your advisor a written request to take 3 additional credits of coursework (i.e., one additional course). You must have fulfilled the prerequisites for the additional course you wish to take. In the request, you must indicate your acceptance of the academic risk entailed in adopting the course overload. All requests for exceptions to the maximum recommended course load must be made at least one month before the beginning of a term and are subject to approval by the Office of the Dean for The Graduate School.

To be considered for a course overload, you must
- Be a degree- or certificate-seeking student.
- Have no previous grades of C, F, or FN.
- Have no current marks of I.
- Have never been on academic probation.

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

FOR THE DOCTORAL PROGRAM
If you are enrolled in the doctoral program, you are considered full-time if you are registered for 6 credits.

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

Because courses in the DM program follow a defined sequence and build on competencies developed in previous coursework, course overloads are not allowed in this program.

Grievance/Appeal Procedure
If you have legitimate complaints about Graduate School faculty, staff members, academic departments, or administrative units, contact your program chair. The most up-to-date contact information is provided online at umuc.edu/complaint-resolution. For information on the procedure to file a formal appeal or grievance about the actions of a faculty member or administrative staff member, contact Graduate Student Affairs, The Graduate School, at 800–888–UMUC, ext. 2–2400, or graduateschool@umuc.edu. More information is available online at umuc.edu/policies/academicpolicies/aa13070.cfm and umuc.edu/policies/academicpolicies/aa13080.cfm.

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

Connectivity and Technical Fluency
As a student in The Graduate School, you must own or have access to a personal computer and the Internet. In some classes, you may participate in synchronous computer–based class discussions and study group activities.

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

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

If you require further training in the use of Internet services and basic software packages, you may wish to consult the UMUC undergraduate schedule of classes or speak with an undergraduate advisor regarding appropriate classes. You can access the online schedule at umuc.edu/schedule, and you may reach advisors at 800–888–UMUC, ext. 2–2100.
Transfer of Credits from UMUC

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

Code of Civility

To encourage the development and growth of a supportive and respectful academic environment for all students, faculty, and staff, UMUC has created the Code of Civility, which is available at umuc.edu/civility and in UMUC publications.

Code of Student Conduct

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

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

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

See umuc.edu/policies/studentpolicies/stud15100.cfm for additional information about the UMUC Code of Student Conduct.
Eligibility
Members of the U.S. Armed Forces, American employees of the U.S. government, and their family members located in a contract country may enroll in graduate courses through University of Maryland University College Asia if they meet admission requirements. U.S. military policy requires a valid identification privilege card issued by the military services. Card validation is required after completing the online application. All eligibility questions should be directed to the MBA Program staff at the UMUC Asia Headquarters by emailing mba-asia@umuc.edu.

General Information
Before the beginning of each session, UMUC holds various events online, as well as on-site open houses, for new and prospective students. These events offer an opportunity to learn about UMUC and its programs, student services, academic and career options, faculty members, and fellow students. You can apply for admission and enroll in courses during the on-site open houses.

UMUC field representatives and academic advisors stand ready in military communities to provide on-site assistance with admissions, registration, financial aid, advising appointments, and more. Contact information for field offices is available at www.asia.umuc.edu/locations.

Admission
Admission Requirements
UMUC’s graduate admissions policy is available online at umuc.edu/policies/academicpolicies/aa17010.cfm.

Most applicants who have graduated from a regionally accredited degree-granting university or college are eligible for admission. Graduates from other accredited institutions may be considered on a case-by-case basis. Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) scores are not required. Applicants who are not seeking a degree or certificate must meet the same criteria and are limited to taking a maximum of 12 credits.

Admission Procedures
GRADUATE CERTIFICATE AND MASTER’S DEGREE PROGRAMS
If you are applying for admission to a graduate certificate or master’s degree program, you must submit a completed application for admission and a nonrefundable application fee.

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

Some master’s degree programs require the submission of official transcripts before you can be admitted and enroll in classes. These programs have specific admission requirements and/or prerequisite coursework, which are set forth on the individual program pages of the catalog and the UMUC website. A list of the programs that require submission of a transcript before admission is available at umuc.edu/admission-transcript.

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

You may apply to all UMUC graduate programs online at umuc.edu/apply.

DOCTORAL PROGRAMS
To be eligible for admission to a doctoral program at UMUC, you must submit an application, a nonrefundable application fee, and official transcripts demonstrating completion of a master’s degree from a regionally accredited college or university or another accredited institution (approved by UMUC on a case-by-case basis) on or before the application deadline (or secure permission of the department).

Applicants to the Doctor of Business Administration program are required to complete DBA 600 with a grade of B or better for full admission to the program. The complete admissions file must be reviewed and accepted by UMUC before you can enroll in DBA 600.

Information about documentation required for admission to the doctoral programs is provided on pp. 10–13. Visit umuc.edu/doctorate for further details and application deadlines.

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

INTERNATIONAL APPLICANTS TO ALL GRADUATE PROGRAMS
If you were educated abroad, you must submit the following to be considered for admission:

- Official documents indicating successful completion of the equivalent of a regionally accredited U.S. bachelor’s degree.
If you were educated outside the United States, you must have your official transcripts evaluated by an independent evaluation service. The evaluating organization will send a copy of the evaluation both to you and to The Graduate School. UMUC accepts credit evaluations from any National Association of Credential Evaluation Services (NACES)–approved organization, including World Education Services (WES) and the International Education Research Foundation (IERF). A list of NACES–approved agencies is available at naces.org/members.htm.

- Evidence of English language proficiency.

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

The following are accepted as proof of English proficiency.

- A minimum TOEFL (Test of English as a Foreign Language) score of 79 on the internet version or both a minimum TOEFL score of 550 on the paper-based version and a minimum Test of Written English (TWE) score of 4 (Note: The TOEFL score recovery code for UMUC is 5804.)
- A minimum overall score of 6.5 on the IELTS (International English Language Testing System), including the academic writing and academic reading modules
- A minimum grade of Pre-1 on the Eiken Test in Practical English Proficiency
- A transcript indicating completion of at least 12 credits of graduate coursework at a regionally accredited U.S. degree-granting institution. Graduate coursework from other accredited institutions may be considered on a case-by-case basis. You must have earned the credits in the past two years with a grade of B or higher. All credit is subject to review before being accepted as evidence of English proficiency.

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

Alternative evidence may be accepted as demonstrating English proficiency. Contact Graduate Admissions at admissions@umuc.edu for more information.

Note: UMUC does not issue Form I-20 A-B Certificate of Eligibility for F-1 student status.

International Applicants to the Doctoral Programs

Both doctoral programs require a brief residency at UMUC in Adelphi each semester. It is your responsibility to ensure that you can enter the United States each term to complete the on-site residencies. UMUC cannot advise you on the process or the requirements for entering the United States. If you have questions, you must contact the U.S. embassy in your home country for information.

Readmission

READMISSION AFTER BEING DISMISSED

If you were academically dismissed from The Graduate School, you may be considered for a one-time reinstatement (if you reapply within five years) or a restart (if you reapply after five years). Readmission does not apply to the doctoral program. See pp. 26 for more information on these two options.

READMISSION AFTER BEING ON ACADEMIC PROBATION

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

Special Admission Situations

STUDENTS FROM OTHER USM INSTITUTIONS

If you are a degree-seeking student in good academic standing in an approved graduate program at another USM institution and wish to take courses at UMUC, you need not apply for admission to UMUC. Instead you must obtain an interinstitutional enrollment form from your home institution, complete it, and submit it to UMUC Graduate Admissions.

Your previous coursework will be reviewed by the appropriate Graduate School department to see if course prerequisites have been met.

MILITARY–AFFILIATED STUDENTS

If you intend to use military tuition assistance (TA) benefits, you must contact your educational services officer or counselor within your branch of service for details on eligibility and your military branch's process for submitting TA forms before you submit an application for admission to UMUC.
Most military servicemembers may apply to all UMUC graduate programs online via MyUMUC at umuc.edu/apply. However, if you are serving on active duty in the U.S. Army or are a member of the Army National Guard or Army Selected Reserves and intend to use military TA benefits, you must use the Common Admissions Application through the GoArmyEd portal (GoArmyEd.com) to apply for admission to UMUC.

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

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

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

READMISSION FOR MILITARY SERVICEMEMBERS
If you discontinued your studies with UMUC because of your military service obligations and would like to return as a UMUC student, contact military@umuc.edu. Refer to UMUC Policy 210.12 Readmission for Military Servicemembers at umuc.edu/policies for more information.

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

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

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

Restrictions on Admission
You may be admitted either as a graduate or as an undergraduate, but you may not hold both classifications simultaneously. As a graduate student, you may be enrolled in only one master's degree program at a time, and you may not enroll in courses outside your degree program.

Registration

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

UMUC offers a number of ways to register for most courses, including online (via MyUMUC) and on-site registration. Detailed information and instructions are available each session online at umuc.edu/register.

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

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

The following conditions apply to the waiting list:
- If a space becomes available, the first student on the waiting list automatically will be registered for it, and the charge will appear on his or her account. An e-mail notification of the enrollment from the waiting list will be sent. If a space becomes available but the first student is ineligible to enroll in the class (for reasons such as failing to meet the prerequisites, being enrolled in another section of the same class, or being enrolled in a class that conflicts in time), the space will go to the next person on the waiting list.
If you no longer want to enroll in a class, you should remove your name from the waiting list to prevent the possibility of being automatically enrolled.

If you are already enrolled in the maximum number of allowable credits (6 credits) and you are on a waiting list for a third course, you will not be registered in the third course even if space becomes available in the class.

If you are already enrolled in a different section of the same class for which you are waitlisted, you will not be enrolled in the waitlisted section even if space becomes available.

Faculty members and academic advisors are not authorized to add students to a full class.

Priority Enrollment for Veterans
If you have a past due balance, you may be disenrolled from one or all of your UMUC courses. Some exceptions may apply if you are receiving veterans education benefits. Once you have completed the steps to request certification of your enrollments for veterans benefits, and if your benefit type pays directly to the school, you will be excluded from disenrollment.

Dropping or Withdrawing from Classes

PROCEDURES
To cancel your enrollment in a class without any mark on your transcript (dropping a class), you must access the MyUMUC portal and follow the steps for dropping a class before the end of the drop period. The dates for the drop period are available on the UMUC website at umuc.edu/gradcalendar.

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

If you wish to cancel enrollment in a class after the drop period ends (withdrawing from a class), you must access the MyUMUC portal and follow the steps for withdrawing from a class before the end of the withdrawal period. (Army students must withdraw through the GoArmyEd portal.) The dates for the withdrawal period are also available at umuc.edu/gradcalendar.

Withdrawing from a class will result in a mark of W (described on p.25) on your academic transcript. You may be refunded a portion of your tuition based on the withdrawal date and the refund schedule posted at umuc.edu/refunds. You will be responsible for any remaining tuition due.

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

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

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

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

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

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

If you are interested in taking courses outside your academic program, you should first consult Graduate Advising. Information on advising is provided on p. 152. The complete text of UMUC Policy 211.00 Cross-Enrollment is available at umuc.edu/policies.

Financial Information

Tuition and Fees
University of Maryland University College requires that you pay your tuition and fees on time. Due dates are provided at the time of registration and depend on how early you register for courses.

PAYMENT DEADLINES
If you register seven or more days before the class start date, your payment will be due seven days before the class start date. If you register within seven days of the class start date, your payment will be due on the day before class starts. If you
register on or after the class start date, your payment is due at the time of registration. Please note: All other charges, including application and diploma fees, are due the same day the charges are incurred.

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

UMUC offers a variety of payment options. Payments can be made via
- Credit card (American Express, Discover, MasterCard, or Visa)
- Money order
- Check (made payable to University of Maryland University College)
- Electronic debit from a checking or savings account
- Cash (in person at Largo only)

Consult the appropriate sections of this catalog for further information about tuition assistance, financial aid, or veterans benefits. More information about different payment options, including the monthly payment plan, is available at umuc.edu/payoptions.

CURRENT TUITION AND FEES

Tuition rates and fees are published each term in the graduate schedule of classes and are available at umuc.edu/tuition. You should review the fee schedule carefully to see which ones apply. Fees are commonly charged for admission and graduation applications, makeup testing, technology, and transcripts. Site-specific fees may apply for courses taken at certain locations. There also is a service charge for dishonored checks.

Refunds

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

If you withdraw during the withdrawal period, you may be refunded a portion of the tuition, as determined by the date of withdrawal and the refund schedule posted online at umuc.edu/refunds. All refunds are computed from the date the withdrawal is formally initiated, not from the date of the last class you attended or the last participation date. Refunds are applicable for tuition only. Fees are not refundable.

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

More information about refunds can be found on the UMUC website for your division.

See below for information on return of military tuition assistance and p. 39 for information on the federal return of funds policy for financial aid students.

Dishonored Checks

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

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

Indebtedness to the University

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

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

Military Tuition Assistance

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

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

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

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

**DROPS/WITHDRAWALS AND MILITARY TUITION ASSISTANCE**

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

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

A return of funds calculation is based on the last documented date of attendance or participation in the class or the date the drop, withdraw, cancellation, or disenrollment is initiated. When a return of funds calculation occurs, unearned funds are returned to the Department of Defense. This can result in you owing a balance, which is your responsibility to repay to UMUC. To learn more about UMUC Policy 170.72 Course Withdrawal and return of military tuition assistance, see umuc.edu/policies.

Any requests for exceptions to UMUC Policy 170.72, including requests related to dropping or withdrawing from a class because of military service obligations, must be submitted within 90 days of the last day of the term during which you dropped or withdrew from the class. For more information, contact Student Resolution and Judicial Affairs at exception.request@umuc.edu.

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

**Employer-Provided Tuition Assistance**

If an employer is going to pay for part or all of your tuition, at the time of registration you must submit two copies of a document (purchase order, tuition assistance form, or contract on company letterhead) containing the following information:

- A specific description of types of fees and charges (such as tuition, application fee, or books) and the amount to be assumed by the employer
- Your full name and student identification number
- The session covered by the document
- The billing address
- The signature and phone number of the authorizing official

If you do not have an authorizing document at the time of registration, you must pay the bill in full and arrange for direct reimbursement from your employer. UMUC cannot issue refunds for authorizing documents submitted after registration.

Documents that restrict payment or are in any way conditional will not be accepted. If the employer does not pay UMUC, you are responsible for payment.

**Monthly Tuition Payment Plan**

UMUC offers a cost-effective alternative for students who are budgeting for college tuition: an interest-free, monthly tuition payment plan. This plan allows you to spread all or part of your tuition bills into monthly installments on an academic session basis. All UMUC students are eligible to participate in the payment plan, regardless of financial need. If you are interested in the monthly payment plan, visit umuc.edu/payoptions or call 800–888–UMUC (8682).
Availability of Services

UMUC provides services and resources to help you complete your educational program—through online resources; by e-mail and telephone communication; and in person at various sites, primarily in Maryland and the national capital area. A number of offices are responsible for the delivery of these services, including Career Services, the UMUC Library, and the offices of Admissions, Advising, Financial Aid, and Information Technology.

UMUC offers a variety of these services on-site at the following locations in the Maryland and national capital area. A complete list of stateside class locations is available in the appendices. A complete list of stateside class and service locations is available online at umuc.edu/locations.

General Information

UMUC representatives are available 24 hours a day, seven days a week, at 800–888–UMUC (8682) to answer general questions and help you navigate UMUC’s website. Representatives also can make sure you are signed up to receive upcoming class schedules and other important announcements.

Admission Assistance

Admissions counselors serve individuals who are inquiring about becoming UMUC students or those who are admitted but have not yet registered. Counselors can help you select the right program, apply for admission, identify the right payment option, plan your curriculum, and register for your first term of classes.

You may contact an admissions counselor by phone at 800–888–UMUC (8682) or by e-mail at studentsfirst@umuc.edu. More detailed information on admission is available on p. 10.

Advising

Once you have enrolled in your first course, advisors will help guide you through all the steps that lead to a graduate-level degree. They also will recommend ways for you to complete academic requirements quickly and efficiently.

Advisors will check in with you throughout the term, but you are also encouraged to keep track of your program requirements and seek advising. You should retain and refer to the catalog of the year you entered your program, as it contains all the degree requirements for which you will be held accountable as long as you maintain continuous enrollment. Archived catalogs are also available online at umuc.edu/catalogs.

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

Whenever possible, you should get advising information in writing to help with future degree planning. You must meet all degree requirements to be cleared for graduation.

Please visit www.asia.umuc.edu/advising for more information on how to contact an academic advisor in Asia.

Evaluation of Transfer Credit

FOR MOST GRADUATE DEGREE PROGRAMS

Up to 6 credits of graduate coursework may be considered for transfer to graduate degree programs at UMUC that do not require CBR, DCL, or PRO 600, if the credits were earned at an approved institution and if they are applicable to your program of study. The Graduate School may accept up to 3 graduate credits in transfer for a certificate program. The DBA, DM, and MS in Data Analytics programs do not accept transfer credit.

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

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

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

FOR PROGRAMS THAT REQUIRE CBR, DCL, OR PRO 600

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

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

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

All graduate credits offered for transfer credit must meet the following criteria and will be reviewed for approval:

- Credits must have been earned as graduate credit.
- A grade of B or better must have been earned in the courses considered for transfer. These grades, however, will not be included in the calculation of the grade point average at UMUC.
- Credits must have been earned at an approved institution and be equivalent to graduate–level coursework or recommended for graduate–level credit by the American Council on Education.

APPROVED INSTITUTIONS
Approved institutions include those accredited by the following regional associations:

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

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

ACCESSIBILITY SERVICES
Reasonable accommodations are available to help you if you have a disability and are enrolled in any program offered at UMUC. You can request disability–related accommodations by submitting a request to Accessibility Services.

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

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

For more information, you should contact the Director, Student Services or e-mail sservices-asia@umuc.edu, or visit www.umuc.edu/accessibility.

GRADUATION CLEARANCE AND SERVICES

APPLICATION DEADLINES
You are responsible for filing a graduation application (available online at my.umuc.edu) and paying the appropriate fee (currently $50) if you expect to complete the requirements for a degree or certificate program. A separate application—with fee—is required for each program you are completing.

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

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

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

CLEARANCE PROCESS FOR GRADUATION

Once you have applied for graduation, Graduation Services reviews your academic requirements and determines whether you are cleared for graduation. If you do not complete degree requirements in the term in which you first applied for graduation, your application will automatically roll over into the next term. You will not have to pay another application fee.

Transcripts are not updated to show program completion, nor are diplomas mailed out, until the degree has been awarded.

Graduation Services then certifies degree completion, awards the degrees, and orders diplomas. Graduation Services also processes requests for letters of completion and embassy letters.
Advisors are available to answer any questions about requirements for graduation and the application for diploma at 800–888–UMUC, ext. 2–2100, or grad.advisor@umuc.edu.

For more information on graduation services and support, go to umuc.edu/graduationservices.

Commencement
If you have earned your degree in any of the degree periods (summer, fall, winter, or spring of that academic year), you are eligible to march at the spring commencement ceremonies. To be eligible to march as a master’s candidate, you must be able to demonstrate that you will complete all degree requirements by the degree conferral date (30 May) and pay the required fees.

2020 COMMENCEMENTS
Tokyo: April 11
Okinawa: April 18
Seoul: April 25
Guam: May 9

MyUMUC
Through MyUMUC (available online at my.umuc.edu), you may access many of your personal UMUC records. MyUMUC enables you to change personal information (such as home address, e-mail address, or phone numbers); register and pay for courses; pay bills; check grades, financial aid, and student account status; apply for graduation; request certification for VA educational benefits and check the status of the request; and view and print reports (such as your class schedule, grade report, statement of account, and unofficial transcript). To access services, you must enter your UMUC login credentials.

A glossary of terms frequently used in MyUMUC may be found in the appendices.

Financial Aid
UMUC's Financial Aid Office administers a variety of financial assistance programs—including grants, scholarships, and loans—to help you meet the costs of your educational goals. Aid is available for students who can demonstrate financial need, academic merit, or both. You are encouraged to apply for assistance regardless of your income level; many financing alternatives are available.

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

Financial Aid Programs
Most aid programs are available to both full- and part-time students. UMUC may offer the following types of financial aid: grants, scholarships, and loans. In most cases, at least half-time enrollment is required. (Full- and part-time status is explained on p. 26.)

Amounts and eligibility for financial aid vary from year to year. Following is a description of programs available for the upcoming award year.

GRANTS AND SCHOLARSHIPS
Gift assistance, for which no repayment is required, is offered by the state of Maryland and UMUC. The UMUC Financial Aid Office administers several types of gift assistance: UMUC scholarships and grants and Maryland state scholarships and grants.

UMUC scholarship programs, which include the UMUC President's Scholarship and the Dr. Milton Grodsky MS in Management Memorial Scholarship, offer a number of institutional scholarships as well as scholarships from corporate donors and foundations. Typical awards range from $200 umuc.edu/graduateprograms to $2,000 per semester. Requirements vary according to the individual scholarship programs. Most scholarships require a minimum GPA and completion of a minimum number of credits at UMUC for consideration.

If you meet eligibility requirements, you are automatically prompted to complete the scholarship application through MyUMUC. Scholarships are awarded for the academic year on a first-come, first-served basis, so it is essential that you
submit scholarship applications as early as possible. More information is available online at www.umuc.edu/scholarships.

The UMUC President’s Grant program offers grants to students who demonstrate financial need and are enrolled for at least 3 credits. If funds are available, typical awards range from $100 to $350 per semester, based on need.

The Dr. Milton Grodsky MS in Management Memorial Scholarship, named in honor of the founding dean of The Graduate School, is available to students in the MS in Management program who are pursuing a first graduate degree, have completed 18 to 30 credits with a 3.5 GPA or higher, demonstrate perseverance and excellence in an essay, and are enrolled for at least 3 credits. The one-time award is $2,000.

Maryland state grant and scholarship programs provide financial assistance to Maryland residents based primarily on financial need. Awards to graduate students typically require enrollment of at least 6 credits per semester. Award amounts range from $400 to $10,000 annually. Senatorial and Delegate Scholarship awards are based on criteria established by the elected official. For more information, contact the Maryland Higher Education Office of Student Financial Assistance at 410–767–3300 or 800–974–0203 or visit www.mhec.state.md.us.

Many UMUC students receive private scholarships offered by corporations, associations, foundations, and other organizations. These private scholarships offer awards on a competitive basis to students who meet specific criteria. Scholarship links and search tools are available online at www.umuc.edu/financialaid.

**Loans**

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

The William D. Ford Federal Direct Loan program offers low-interest federal loans to students. Repayment begins six months after you leave school or your attendance drops below half-time. For information about annual award amounts and general repayment terms, visit www.umuc.edu/financialaid.

Graduate PLUS and alternative student loan programs are also options to consider. If your financial aid awards do not meet your financial need, you may be able to borrow up to their cost of attendance through the graduate PLUS program offered by the U.S. Department of Education. You also may borrow additional funds through alternative loan programs offered by many banks and other lenders. Both programs require applicants to be credit-worthy. More information on graduate PLUS loans and alternative loan programs is available online at www.umuc.edu/financialaid.

**UMUC Financial Aid Standards for Satisfactory Academic Progress**

If you receive financial aid, federal regulations require you to maintain satisfactory academic progress toward your degree or certificate. If you fail to meet the minimum academic standard, you are not eligible to receive financial aid. Details of the appeal process are provided in the complete Satisfactory Academic Progress policy for financial aid students, located at umuc.edu/gradsap.

**The Financial Aid Application Process**

You must complete the Free Application for Federal Student Aid (FAFSA) to be considered for any type of federal, state, or institutional financial aid at UMUC. The FAFSA (which may be completed online at fafsa.gov) must also be completed if you wish to be considered for need-based Maryland state scholarships. UMUC’s school code is 011644.

**UMUC Financial Aid Priority Deadlines**

One of the most important aspects of the financial aid process is applying for assistance as early as possible. Priority deadlines are listed below. Students who apply by the priority deadlines may be considered for additional grant and scholarship programs with limited funds.

If you apply late, you may still receive aid, depending on your eligibility and the availability of funds. Late applications are still processed and considered. You are always encouraged to apply for financial aid.

<table>
<thead>
<tr>
<th>PROGRAM OR PERIOD BEING APPLIED FOR</th>
<th>PRIORITY DEADLINE FOR FILING FINANCIAL AID FORMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryland State Scholarships</td>
<td>March 1</td>
</tr>
<tr>
<td>Fall Academic Year or</td>
<td></td>
</tr>
<tr>
<td>Fall Semester Only</td>
<td>June 1</td>
</tr>
<tr>
<td>Winter and Spring Semesters</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>April 1</td>
</tr>
</tbody>
</table>

**Federal Return of Funds Policy**

Federal (Title IV) financial aid is awarded under the assumption that you will attend and participate in classes for the entire period for which the aid has been awarded. If you receive Title IV funds and do not attend or participate for the entire period for which you have been awarded aid, the university is required by federal regulation (34 CFR 668.22) to perform a Return of Title IV Funds calculation. The requirement to perform such a calculation is triggered by any of the following actions occurring on or before the 60 percent point of your enrollment period:
Course cancellation
Disenrollment
Never participating in a class
Ceasing to participate in a class
Dropping a course
Withdrawing from a course

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

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

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

Visit umuc.edu/enrollmentchanges for further information.

For Further Information
If you need additional information, visit the Financial Aid Online Support Center at umuc.edu/help to e-mail, chat, request a call, or view the extensive list of frequently asked questions in the Knowledge Base.

Note: If you are a resident of Washington state and are interested in information and resources about student loan repayment or wish to submit a complaint to the Washington Student Achievement Council regarding your student loans or student loan servicer, visit www.wsac.wa.gov/loan-advocacy or contact the student loan advocate at loanadvocate@wsac.wa.gov.

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

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

The Montgomery GI Bill—Active Duty Educational Assistance Program (MGIB, Chapter 30)
Vocational Rehabilitation (Chapter 31)
The Post-Vietnam Era Educational Assistance Program (Chapter 32)
The Post-9/11 GI Bill (Chapter 33)
Yellow Ribbon Program
Transfer of Post-9/11 GI Bill Benefits to Dependents
Marine Gunnery Sergeant John David Fry Scholarship
The Survivors’ and Dependents’ Educational Assistance Program (Chapter 35)
Montgomery GI Bill—Selected Reserve Educational Assistance Program (Chapter 1606)
Montgomery GI Bill—Reserve Educational Assistance Program (Chapter 1607)
Detailed information on these programs is available online at www.umuc.edu/vabenefits and www.gibill.va.gov.

APPLICATION PROCEDURES
Every educational assistance program requires different paperwork and documentation to process a claim. You may submit initial applications for benefits online directly to the U.S. Department of Veterans Affairs. You also must complete a UMUC Request for Certification form (available online via MyUMUC) each session you wish to receive benefits. The U.S. Department of Veterans Affairs processes claims and issues payment six to eight weeks after receiving completed paperwork, which may be submitted no earlier than two weeks before class starts.
AMOUNTS AND METHODS OF PAYMENT
The amount of money you may receive from the U.S. Department of Veterans Affairs depends on the educational assistance program for which you are eligible, the number of credits for which you are registered, the length of the session, and (for certain programs) the number of dependents you have. The current monthly payment for each educational assistance program is available online at www.gibill.va.gov.

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

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

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

- You are expected to make satisfactory progress toward a degree or certificate; everyone must comply with the academic standards of UMUC.
- You must report all changes in enrollment—including drops, adds, withdrawals, changes to audit, and changes in degree objective.
- Registering for a course and then not attending, or ceasing to attend without officially withdrawing, is a misuse of federal funds that is punishable by law.
- Payment of benefits will be disallowed for any course in which a grade of FN is assigned.
- Payment of benefits will be disallowed for repeating a course for which transfer credit has been granted or for which a passing grade was assigned.
- Payment of benefits will be disallowed for any course that is not a requirement of your degree or certificate program.
- Payment of tuition and fees is required at time of registration, unless you are applying for Chapter 31, Vocational Rehabilitation, or Chapter 33, Post-9/11 benefits.
- You are responsible for paying the balance of any tuition fees remaining after payment of Post-9/11 benefits.
- If you are in a program that involves any internship, practicum, or work study, you are required to provide documentation to the Veterans Certification Office verifying the physical location and zip code where the work takes place.

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

The UMUC VA Office confirms the course(s) are part of your degree program and submits DVA form 22–1999, certification of enrollment, to the DVA Regional Office in Buffalo, NY. You may view the status of the processing of your certification through MyUMUC by selecting “View My Certification Status.” The primary responsibility of the university is to verify active enrollment of VA students; it is not to make decisions on individual claims.

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

Contact The UMUC Asia VA Office
CIV: +81–3117–55–3680
DSN: 315–225–3680
E-mail: va-asia@umuc.edu
Web: www.asia.umuc.edu/va

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

TUTORIAL ASSISTANCE
Veterans, active-duty military personnel, and reservists receiving funding assistance from the U.S. Department of Veterans Affairs may qualify for tutorial assistance. If you are enrolled at least half-time, you may qualify. Payments are allowed when you demonstrate deficiency in courses that are required for your degree programs.
For Further Information
Information and applications are available from your advisor or at umuc.edu/vabenefits on the UMUC website.

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

Transcript Services
Official transcripts are maintained by the Office of the Registrar. These transcripts show all coursework taken at UMUC; if graduate credit from another university has been accepted in transfer, that also is noted.

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

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

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

If you are a current student, you may request enrollment verification through MyUMUC free of charge. If you are no longer enrolled at UMUC, you may request a transcript of your academic record to verify past enrollment.

All enrollment verifications requested via MyUMUC are processed in real time and available to print on the same day. An enrollment verification will not be processed until all financial obligations to the university have been satisfied.

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

If you have a William D. Ford Federal Direct Loan and wish to apply for a deferment, you must complete the In-School Deferment Request (available at umuc.edu/finaidforms) and submit it to the Office of the Registrar by mail for certification. Forms should be mailed to UMUC, Student Records—Outgoing Transcripts, 3501 University Boulevard East, Adelphi, MD 20783.

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

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

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

Student Advisory Council
The Student Advisory Council provides advice to the university administration, and thus serves as an avenue for UMUC students to provide feedback about UMUC’s mission and overall direction. The council consists of 12 members, elected by their fellow students, who act in an advisory capacity to the university president, provost, deans, and other officials on behalf of all students.
If you would like to see certain issues addressed or have questions, contact your council representative by e-mail at stac@umuc.edu.

More information on shared governance is available online at umuc.edu/gov.

Other Resources

Course Materials
You can complete most graduate degrees without purchasing textbooks, thanks to electronic resources that are free, up-to-date, and available through your online classroom. Depending on the course, these open educational resources may include electronic textbooks, lectures, websites, and selected documents and media.

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

For those few courses that still require additional resources, you may order textbooks and software from MBS Direct online through the UMUC online bookstore (umuc.edu/bookstore) or by mail. MBS guarantees the quality of new and used inventory and has an easy return and buyback program. Orders are shipped via UPS within 24 hours of receipt, Monday through Friday. Overnight and two-day delivery are available for an additional fee. Payment by personal check, MasterCard, Visa, American Express, and Discover is accepted. Some employer contracts may be accepted.

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

Tools and Resources
Career Services offers a variety of online tools and resources, available 24 hours a day, that can be useful in career planning and the job-search process. Resources include résumé builders and templates, automated résumé reviews, online mock interviews, video job-search tips, mentor matching, occupational information, employer and graduate school directories, job hunting guides, and career resource literature.

Job-Search Services
UMUC offers several services designed to fulfill the employment needs of UMUC students and alumni, including employer recruitment sessions and job fairs (held online and on-site); job search skills workshops, such as résumé writing and interview preparation; and tutorials. CareerQuest enables you to search job listings and post résumés for prospective employers.

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

Career advising services are available by appointment (on-site and by phone, video chat, and e-mail) and can be scheduled via CareerQuest. Limited appointments are available on a walk-in basis at Largo during specified times. Call 800–888–UMUC (8682), ext. 2–2720, or visit umuc.edu/careerservices for more information.

Computer Labs and Services
Computer labs are available at many UMUC sites. You can check umuc.edu/locations to see if a site near you has computing services. At some sites, use may be restricted to students taking a class at that site.

These labs are available primarily for the use of students completing coursework but also are open to faculty members, staff, and alumni on a first-come, first-served basis on presentation of a valid library bar code. You must bring a flash drive to save data or documents.

Lab assistants are available during scheduled hours to help you with resident software programs but cannot provide tutoring.

You also may access host computers at UMUC via the Internet using Telnet. Two host systems are accessible: Nova and Polaris. You must have an account for the particular system you wish to use. For most students taking courses in computing, accounts are set up automatically as part of the coursework and are valid for the duration of the class.

Technical support for MyUMUC, the learning management system, and other learning applications is available 24 hours a day, seven days a week, through Help@UMUC online at umuc.edu/help or by phone at 888–360–UMUC (8682).
The UMUC Library

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

Library Resources

The UMUC Library provides access to a rich collection of research materials on a wide variety of topics (business, social science, science, arts and humanities, computer and information systems). You can access an extensive array of subscription research databases containing tens of thousands of full-text articles, as well as thousands of electronic books, through the UMUC Library home page at umuc.edu/library or through the learning management system. UMUC Library OneSearch allows you to search for scholarly articles, books, and other research resources via a single search engine that includes most of the databases to which the UMUC Library subscribes. The UMUC Library has also created subject-specific resource guides to serve as a starting point for research. Each guide includes subject-relevant research databases, books, websites, and other resources.

Library Services

Currently enrolled students in the continental United States have borrowing privileges at the 17 University System of Maryland and Affiliated Institutions member libraries. The library collections can be searched and books can be requested through the online library catalog, available via the library home page. All UMUC students may use the DocumentExpress service to request that journal articles or book chapters not available online in full text be sent to them electronically.

Library Instruction and Research Assistance

To help you gain the in-depth research skills needed to locate, evaluate, and use the rich research resources available to you, the UMUC Library provides many self-help tutorials and resources on its web pages and offers library instruction in selected online and on-site classes.

Reference and research assistance is available daily (except holidays), during regularly scheduled hours, through the office's web page under “Ask a Librarian.” For a complete list of library services, visit umuc.edu/library or call the UMUC Library at 240-684-2020 or 800-888-UMUC, ext. 2-2020, during regularly scheduled office hours.
UNIVERSITY POLICIES

The information contained in this catalog reflects the policies of both UMUC and the University System of Maryland (USM). The complete list and text of UMUC's policies can be found at www.umuc.edu/policies. USM policies can be found at www.usmd.edu/regsents/bylaws.

Student Classification for Admission and Tuition Purposes

For information on student classification and residency, review USM Policy VIII–2.70 at usmd.edu/regsents/bylaws/SectionVIII. Also see UMUC Policy 210.20 Student Residency Classification for Admission, Tuition, and Charge–Differential Purposes at umuc.edu/policies.

Disclosure of Student Records

UMUC complies with the Family Educational Rights and Privacy Act (“FERPA”), a federal law that protects the privacy of students' education records. In accordance with FERPA, you have the right to inspect and review your education records; seek an amendment of your education records, where appropriate; limit disclosure to third parties of directory information (student information which may be released without your prior written consent); and file formal complaints alleging a violation of FERPA with the Department of Education. In addition, FERPA provides that most of your student information may not be released to third parties without your prior consent. UMUC's policy 210.14 Disclosure of Student Records contains an explanation of information that may be disclosed with and without prior consent, as well as procedures for requesting amendments to records, requests for nondisclosure, and filing of complaints. Requests for inspection of your student records may be sent to exception.request@umuc.edu. For another person to act on your behalf, a power of attorney is required. More information on FERPA, including disclosures to third parties, can be found at umuc.edu/current-students/finances/financial-aid/financial-aid-policies/ferpa.cfm.

Student Drug and Alcohol Use

UMUC complies with all federal, state, and local laws that regulate or prohibit the possession, use, or distribution of alcohol or illicit drugs. Violations of such laws that come to the attention of UMUC officials will be addressed through UMUC procedures, through prosecution in the courts, or both.

All UMUC students are prohibited by UMUC from unlawfully possessing, using, manufacturing, distributing, or dispensing alcohol or any controlled substance on UMUC premises or at UMUC-sponsored activities. UMUC expects all students to comply with applicable federal, state, and local laws and regulations pertaining to possession, use, manufacture, distribution, or dispensing of alcohol and/or controlled substances.

Any student who violates any of the applicable standards of conduct is subject to corrective disciplinary actions and penalties up to and including expulsion from UMUC academic programs and referral to the appropriate federal, state, and/or local authorities for prosecution in the courts. Students should see the drug prevention program section and the most current annual safety and security report (www.umuc.edu/inform) for additional information.

Smoking

In accordance with USM policy, UMUC seeks to promote a healthy, smoke–free environment for the UMUC community. More information on Policy 640.00 UMUC Policy on Smoking may be found at umuc.edu/policies/adminpolicies/admin64000.cfm.

Intellectual Property

The primary mission of universities is to create, preserve, and disseminate knowledge. When that knowledge takes the form of intellectual property, a university must establish a clear and explicit policy that will protect the interests of the creators and the university while ensuring that society benefits from the fair and full dissemination of that knowledge. More information about UMUC's policy on intellectual property is available online at www.umuc.edu/policies/researchpolicies/research19000.cfm.

Peer-to-Peer File Sharing

Unauthorized use of copyrighted materials may bring civil and criminal penalties to the user. UMUC is committed to combating the unauthorized use of copyrighted materials on UMUC's network (including the online classroom) and therefore has established a written plan to achieve this goal. The intent of this plan is to inform UMUC students, faculty, and staff members of the appropriate use of copyrighted material on the network and to deter, detect, and discipline prohibited use, while reasonably maintaining the educational use of UMUC's network.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file–sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright...
infringement may be ordered to pay either actual damages or statutory damages affixed at not less than $750 and not more than $30,000 per work infringed. For willful infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

More information is available on the U.S. Copyright Office website at www.copyright.gov.

**UMUC Procedures for Handling Unauthorized Distribution**

UMUC implements an active protocol to respond to copyright infringement allegations. In accordance with the Digital Millennium Copyright Act (DMCA), UMUC has designated the following individual to receive and respond to reports of alleged copyright infringement on UMUC's website:

Erin Parker
Deputy General Counsel
Office of Legal Affairs
University of Maryland University College
3501 University Boulevard East
Adelphi, MD 20783
+1–301–985–7080
legal–affairs@umuc.edu

To be effective under the DMCA, a notification of claimed infringement must be in writing and include the following information:

1. A physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. Identification of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
3. Identification of the material that is claimed to be infringing or to be the subject of infringing activity and that is to be removed or access to which is to be disabled, and information reasonably sufficient to permit the service provider to locate the material;
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address at which the complaining party may be contacted;
5. A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. A statement that the information in the notification is accurate, and under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Once an effective DMCA takedown request is submitted, UMUC will act expeditiously to remove or block access to the infringing material.

**Nondiscrimination**

University of Maryland University College (UMUC) is committed to ensuring that all individuals have equal access to programs, facilities, admission, and employment and that no person shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to unlawful discrimination in this institution's programs and activities. In accordance with federal, state, and local laws and regulations, UMUC does not discriminate against any person on the basis of race, religion, color, creed, sex, gender, gender identity or expression, marital status, sexual orientation, age, national origin, ancestry, political affiliation, mental or physical disability, genetic information, veteran status (including Vietnam–Era veterans), or any other legally protected characteristic. Specifically, under Title IX of the Education Amendments of 1972, UMUC prohibits discrimination on the basis of sex in its programs and activities. UMUC will take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

All inquiries regarding UMUC's Nondiscrimination Statement or compliance with applicable statutes and regulations regarding equal opportunity should be directed to the fair practices and equal opportunity officer, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783–8000 (phone 301–985–7940 or e-mail fairpractices@umuc.edu).

For UMUC Policy 040.30 Affirmative Action and Equal Opportunity, see umuc.edu/policies/adminpolicies/admin04030.cfm.

Inquiries regarding Title IX/sexual misconduct may be directed to the Title IX coordinator, Office of Diversity and Equity, 3501 University Boulevard East, Adelphi, MD 20783–8000 (phone 301–985–7021 or e–mail titleixcoordinator@umuc.edu) or a member of UMUC's Title IX Compliance Team.

See umuc.edu/diversity/title-ix-sexual-misconduct/index.cfm.

For UMUC Policy 041.00 Sexual Misconduct, see umuc.edu/policies/adminpolicies/admin04100.cfm.
For external inquiries regarding the notice of nondiscrimination, including Title IX information, contact the Office for Civil Rights, U.S. Department of Education, Wanamaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, or call 800–421–3481.

**Sexual Misconduct Awareness**

UMUC is committed to providing an education and work environment that is free from sexual misconduct. Sexual misconduct is a form of discrimination based on sex or gender that includes dating violence, domestic violence, sexual exploitation, sexual harassment, sexual intimidation, sexual violence, and stalking. UMUC promotes awareness and addresses sexual misconduct issues through educational programs, training, and complaint resolution. All administrators, supervisors, and faculty members are required to promptly and appropriately report allegations of sexual misconduct that are brought to their attention.

If you have any questions regarding sexual misconduct or you need to report a complaint, contact Steven Alfred, Title IX coordinator, by phone at 301–887–7295 (voice and text) or via e-mail at titleixcoordinator@umuc.edu.

**Religious Observance**

So that academic programs and services of UMUC shall be available to all qualified students who have been admitted to its programs, regardless of their religious beliefs, students shall not be penalized because of observances of their religious holidays. More information on Policy 051.00 Religious Observances may be found at www.umuc.edu/policies/academicpolicies/a005100.cfm.

---

**Annual Security Information Report and Consumer Disclosures**

In accordance with U. S. Department of Education regulations, University of Maryland University College distributes an Annual Safety and Security Report to all current students, staff, and faculty. It is also available to prospective students, staff, and faculty, upon request. The annual report provides important information about rights and responsibilities on the following topics:

- Campus safety and security policies and services
- Sexual misconduct policy
- Emergency procedures
- Notification of rights under FERPA for postsecondary institutions
- Peer-to-peer file sharing
- Drug prevention program
- Clery act crime statistics by location for the previous three calendar years.

You can read the Annual Safety and Security Report at umuc.edu/inform. If you have questions or wish to receive a copy of the current annual report, contact the UMUC Director of Security at 301–985–7471.

To help you stay informed, additional consumer disclosures can be found at umuc.edu/disclosures.
Retention of Student Records
UMUC maintains records of students' admission, enrollment, grades, transfer of credits, transcripts, and graduation while the student is enrolled and permanently after graduation.

MyUMUC Terminology
The following is an explanation of terms students may encounter when using MyUMUC.

Academic Advisement Report (Degree Plan): A review of the academic progress that a student has made within his/her UMUC program.

Activation: The automated process of verifying a student's record for enrollment eligibility each term based on certain criteria. This process enables a student to register for courses.

Admission: The process of being admitted to the university, which includes completing an application and paying the fees required for entrance.

Campus: The UMUC division where a student is located. UMUC has three major campuses—UMUC Asia, UMUC Europe, and UMUC Stateside. Within those campuses are additional locations where classes are held or staff and academic advisors may be reached.

Career: Graduate or undergraduate level of study.

Class Number: The unique, five-digit number assigned to each class at UMUC.

Drop: To cancel your enrollment in a class before the end of the drop period posted on the UMUC website for your division.

eApp: An abbreviation for electronic application, which is an application to the university that is filled out and submitted online.

EmpID (or Student ID): A system-generated identification number for student use. Students should record their EmpID in a safe, secure place, as it will be needed to access the various services. GoArmyEd students should note that their UMUC EmpID will be different from their GoArmyEd EmpID.

Enrollment Activity: The process of adding or dropping a class.

Lower-Level (LL) Courses: Courses that are numbered 100–299.

Mid-Session (or "Intensive Session"): A shorter class period held between the standard eight-week sessions.

Official Evaluation (or Academic Advisement Report): A review of the academic progress that a student has made within his/her UMUC program.

Portal: A website that integrates online applications, such as e-mail, databases, references to other websites, and proprietary applications, under one unique URL, often allowing secure access with one unique login and password.

Real-Time: This means that transactions are implemented at the moment a user makes them, regardless of time zone. There is no time delay; all information is current up to the moment users access it.

Semester: Also known as a term (usually a five-month period divided into two sessions).

Session: Usually an eight-week period within a term (weeks may vary), during which classes are offered.

Subject and Catalog Number: The four-letter abbreviation and three-digit number for UMUC classes. For example, in COMM 300, “COMM” stands for communications and “300” is the catalog number.

Term: A full semester, which may be subdivided into sessions. Student finance and financial aid offices use this time period for instructional accounting.

Third-Party Payment: A payment made by a third party, such as tuition assistance (TA), Army Emergency Relief (AER), and scholarships. (Note: Loans and federal grants are not third-party payments.)

Units: Credit value the university assigns to a course.

Upper-Level (UL) Courses: Courses that are numbered 300–499.

UserID: A student's user name for logging into MyUMUC. Students will need both their UserID and password to log in.

Withdraw: To cancel your enrollment in a class after the end of the drop period posted on the UMUC website for your division.
# INDEX

## A

- Academic, 22, 24, 26, 28
- academic standards, 24
- changes in grade, 23
- computing the grade point average, 23
- continuous enrollment, 26
- degree requirements, 26
- grades and marks, 22
- grading methods, 22
- probation, 3, 4, 5, 6, 16, 20, 21, 22, 23, 24, 25, 26, 27, 38, 47
- repeated courses, 23
- responsibilities of the student, 26
- scholastic recognition, 23
- Academic Honor Societies, 23
  - IMA Accounting Honor Society, 23
  - Phi Kappa Phi, 23
  - Pi Lambda Theta, 23
  - SALUTE, 23
  - Upsilon Phi Delta, 23
  - Upsilon Pi Epsilon, 23
- Academic integrity, 26
- Academic load
  - for master’s degree programs, 26
  - for the doctoral program, 27
- Academic probation, 25
- Academic relationships, 5
  - military institutions, 5
- Undergraduate School, 5
- Academic standards, 24
- grade point average, 24
- program completion requirements, 25
- time limit for degrees and certificates, 25
- Academic standing
  - dismissal, 25
  - for master’s degree and certificate programs, 24
  - probation, 25
- Accessibility Services, 3, 36
- Administration, 16
  - University System of Maryland, 16
- Appeal procedure, 27
- Application
  - of Presidential Management Fellows program, 24
- Attendance, 26
- Audit, 22

## B

- Below standards grade, 22
- Board of Regents, 16
- Business administration
  - courses, 12
  - degree program, 8
- Business and management programs, 8, 10
- business administration, 8

## C

- Career fields, possible, 7
- Changes in grade, 23
- Code of civility, 28
- Code of student conduct, 28
- Computer and Internet access, 6
- Connectivity and technical fluency, 27
- Continuous enrollment, 26
- Course Descriptions, 3, 12
- Course evaluations, 7
- Course formats, 6
  - Computer and Internet access, 6
  - Online classes, 7
  - Technical requirements, 7
- Course load, 27
- Course prerequisites, 27

## D

- Deadline
  - for redeeming mark of incomplete, 23
- Decisive communication and leadership course, 13
- Degree requirements
  - continuous enrollment, 26
- Directory, 3, 18, 20
- Dismissal, 25
  - reinstatement after, 25
  - restart after, 25
- Doctoral studies in management courses, 13

## E

- e-mail account, 27
- Excellent grade, 22

## F

- Faculty, 17
- Failing grade, 22
- Failure for nonattendance, 22
- Financial Information, 32

## G

- Good academic standing, 25
- Good grade, 22
- Grade pending, 22
- Grade point average, 23
- Grades and marks, 22
  - below standards, 22
  - excellent, 22
  - failure, 22
  - failure for nonattendance, 22
  - good, 22
  - grade pending, 22
  - incomplete, 23
  - satisfactory, 23
  - unsatisfactory, 23
  - withdrawal, 23
- Grading changes, 23
- Grading methods, 22
  - audit, 22
  - satisfactory/fail, 22
  - satisfactory/unsatisfactory, 22
  - standard, 22
- Graduate Leadership Council, 17
- Graduate School, 5
  - academic relationships, 5
  - Graduate Leadership Council, 17
  - mission, 5
  - programs, 5
  - Graduate study, 6
    - course formats, 6
    - nonprogram courses, 6
    - Grievance/appeal procedure, 27

## H

- Honor Societies, 23

## I

- Incomplete mark, 23
- Integrity, academic, 26
- Intellectual property, 26
- Introductory course, 6

## L

- Locations, 19, 21

## M

- Master of Business Administration, 8
- Military relationships, 5
- Military Tuition Assistance, 33
- Mission
  - Graduate School, 5
  - UMUC, 4
- Monthly Tuition Payment Plan, 3, 34
N
Nonattendance
- continuous enrollment, 26
- failure for, 22
Nonprogram courses, 6
- Optional noncredit courses, 6
- Required introductory course, 6

O
Online classes, 7

P
Policies
- academic standing status for graduate students, 24
- code of student conduct, 28
- graduate academic load and enrollment status, 27
Preparing for graduate study, 6
Prerequisites, 27
Presidential Management Fellows Program, 24
Probation, 25
- restart after, 25
Procedures
- grievance/appeal, 27
Professional communication and leadership course, 12
Program completion requirements, 25

Q
Quality points, 22

R
Refunds, 3, 33
Reinstatement after dismissal, 25
Repeated courses, 23
Requirements
- degree, 26
- program completion, 25
Responsibilities of the student, 26
- academic integrity, 26
- academic load, 26
- attendance, 26
- code of civility, 28
- code of student conduct, 28
- connectivity and technical fluency, 27
- intellectual property, 26
- Restart after dismissal or academic probation, 25
- Satisfactory/fail grading, 22
- Satisfactory grade, 23
- Satisfactory/unsatisfactory grading, 22
- Scholastic recognition, 23
- academic honor societies, 23
- Presidential Management Fellows Program, 24
- Standard grading, 22
- Student responsibilities, 26
- Technical fluency, 27
- Technology requirements, 7
- for online courses, 7
- Time limit for degrees and certificates, 25
- TOEFL, 30
- Transcripts, 37, 41
- Transfer Credit, 3, 35, 49
- Tuition and Fees, 32
- University of Maryland University College (UMUC)
- facilities, 4
- faculty, 17
- mission, 4
- president’s cabinet, 16
- Welcome, 4
- University System of Maryland Board of Regents, 16
- Unsatisfactory grade, 23

W
Web pages
- academic standing policy, 24
- code of civility, 28
- code of student conduct, 28
- course load policy, 27
- incomplete grade policy, 23
- intellectual property policy, 26
- Phi Kappa Phi, 24
- technology requirements, 7
- Welcome to UMUC, 1, 3, 4
- Withdrawal, 22, 23, 34
- Withdrawal mark grade of W, 23
University of Maryland University College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267-284-5000), an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. UMUC is a constituent institution of the University System of Maryland and is governed by the USM Board of Regents. UMUC is certified to operate by the State Council of Higher Education for Virginia. UMUC at Quantico, Corporate Center, 525 Corporate Drive #101, Stafford, VA 22554.
ABOUT UMUC
University of Maryland University College was founded more than 70 years ago specifically to serve the higher education needs of working adults and servicemembers. Today, UMUC continues that tradition online and offers more than 90 degrees, certificates, and specializations backed by the reputation of a state university and the University System of Maryland. For more information, visit umuc.edu.

Visit UMUC on the web at www.asia.umuc.edu.