

# FALL 2009 SCHEDULE BULLETIN

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Graduate and Undergraduate Class Offerings	
For accurate class availability log onto Bulldog Connection	
This PDF file is not reflect current classes or available space	
In classes.	
All forms, applications, and instructions are available on line at:	
<a href="http://www.bowiestate.edu">www.bowiestate.edu</a>	
 <a href="http://www.bulldogconnect.bowiestate.edu">www.bulldogconnect.bowiestate.edu</a>	

## For Your Information

### **Winter Session 2010**

January 4 -22, 2010

### **January 25, 2010**

Spring 2010 classes begin

Late Registration Dates and a \$50.00 late fee applies beginning 1/25/2010 – 1/29/2010 for all students who register late.

Payment or pay arrangements must be made before attending classes.

Currently enrolled students must see an advisor before they can register. Get connected with Bulldog Connection.

It is your responsibility to drop your classes should you decide not to attend Bowie State University. **EFFECTIVE** Fall 2009 student's' must petition for removal of a class or term **before the end** of the effective term. Request after the close of the term will not be honored.

### **English Proficiency Examination**

If you have not completed ENGL 101 and 102 with at least the grade of C or better, you cannot register for ENGL/PRO. **This is a graduation requirement for undergraduate students.**

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### **Emergency Closings**

In the case of inclement weather, notification of school closing will be available on Baltimore/Washington television channels and radio stations. Closings and delays will be recorded on the campus information line 301-860-4000.

# FALL 2009 ACADEMIC CALENDAR

## AUGUST 2009

First day of classes (regular and 1 <sup>st</sup> eight week )	31
August 2009 Degrees Conferred	15
Late registration	August 31-Sep 8

## SEPTEMBER 2009

Labor Day (University Closed)	7
Last day to register	8
Graduate MS Comprehensive Examination Orientation	8
Presidents State of the University Fall Convocation	23
Last day to withdraw 1 <sup>st</sup> eight week courses	25

### Graduate & Undergraduate Class offerings

All class information is available by logging into Bulldog Connection-  
The PDF file on the webpage is not the most accurate copy of the schedule of classes and is subjected to change.

Get connected with Bulldog Connection – On line student services from enrollment, grading, payment to apply for graduation!



## OCTOBER 2009

Last day to apply for December graduation	2
Graduate Comprehensive Examination	3 & 10
Last Day to remove Spring 2008 Grades of "I" (Incomplete)	9
Mid term exams for Undergraduate students	19 – 23
End of 1 <sup>st</sup> eight week classes	23
Second eight week classes begin	26
Last day to Add/Drop for 2 <sup>nd</sup> eight week session	30

## NOVEMBER 2009

English Proficiency examinations	6 & 8
Last day to change from Credit to Audit	13
Last day to drop course with a grade of "W"	13
Advisement week (undergraduates)	16 – 20
Last day to withdraw from 2 <sup>nd</sup> eight week session	20
Winter/Spring 2010 Registration	23
Thanksgiving Recess (University Closed)	26 – 27
Classes Resume	30

## DECEMBER 2009

Final Examinations for Dec 2009 Graduation Candidates	2-8
Grades for Graduating Students due Noon	10
Last Day of Classes	11
Reading Day	12
Graduation Clearance	14 - 17
Fall 2009 Final Exam for Non Graduating Students	14 – 19
2 <sup>nd</sup> Eight week Classes End	17
Commencement Rehearsal	17
Last Day to Remove Fall 2008 Incomplete Grades Graduate students Only	17
December 2009 Commencement Ceremony	18
Final Grades for Non Graduating Students (Noon)	22
End of Semester (University Closes at 5:00 p.m.)	23

## DECEMBER GRADUATION

Friday, December 18

All students must be both financially and academically cleared to participate in the Commencement ceremony.

# FALL 2009 – SCHEDULE BULLETIN

<b>Campus Information</b> .....	301-860-4000
Academic Affairs .....	301-860-3460
Advising & Testing.....	301-860-3295
Admissions	
Undergraduate .....	301-860-3415
Graduate .....	301-860-3415
Alumni Relations .....	301-860-3939
Athletics .....	301-860-3570
Bookstore/Follett .....	301-860-4350
Bowie Card – Student Identification Card.....	301-860-3795
Career/Cooperative& International Services.....	301-860-3825
Campus Safety/Police.....	301-860-4040
Commuter Affairs & Community Services.....	301-860-3844
D.I.T. Help Desk.....	301-860-4357
Disability Support Services.....	301-860-3292
Financial Aid.....	301-860-3540
Health and Wellness Center .....	301-860-4170
Honors Program.....	301-860-4090
Housing and Residence Life.....	301-860-5000
Intramural & Recreational Sports Program.....	301-860-3812
Library .....	301-860-3850
Media Operations .....	301-860-3900
New Student Orientation .....	301-860-3837
Office of the Registrar/FERPA.....	301-860-3430
Veteran Services.....	301-860-3432
Office of Student Life.....	301-860-3835
Student Government Association (SGA).....	301-860-3796
Student Accounts .....	301-860-3490
TTY .....	301-860-4000
University Relations & Marketing.....	301-860-4311

**Bowie State University**  
**14000 Jericho Park Road**  
**Bowie, Maryland 20715**

**Dr. Mickey L. Burnim**  
**President**

Henry Administration Building  
301-860-3555

**Dr. Roosevelt Newson**  
**Provost & Vice President**  
**for Academic Affairs**

Henry Administration Building  
301-860-3460

**Dr. Karl Brockenbrough**  
**Vice President for**  
**Administration and Finance**

Henry Administration Building  
301-860-3470

**Dr. Artie Travis**  
**Vice President for Student**  
**Affairs & Campus Life**

Henry Administration Building  
301-860-3390

**Dr. Alirio Valbuena**  
**Vice President for**  
**Information Technology**

Marshall Library  
301-860-3957

**Dr. Richard Lucas, Jr.**  
**Vice President for**  
**Institutional Advancement**

Henry Administration Building  
301-860-4303

**Ms. Karen J. Shaheed**  
**Esq.**  
**Vice President & General**  
**Counsel**

Henry Administration Building  
301-860-3555

**Ms. Arlene Creek**  
**Interim Director of Athletics**

James Gym  
301-860-3571

**Ms. Tammi L. Thomas**  
**Director of University**  
**Relations & Marketing**

Henry Administration Building  
301-860-3555

# FALL 2009 – SCHEDULE BULLETIN

COLLEGE of ARTS & SCIENCES	COLLEGE of BUSINESS	COLLEGE of PROFESSIONAL STUDIES														
<p><b>Dr. George Acquah, Dean</b> Computer Science Building (CSB) 3<sup>rd</sup> Floor 301-860-3320</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">ACADEMIC DEPARTMENTS</div> <p><b>Communications</b> Dr. Otis Thomas, Chair MLK 0206 301-860-3711</p> <p><b>Computer Science</b> Dr. Sadanand Srivastava, Chair CSB 301-860-3960</p> <p><b>English &amp; Modern Languages</b> Dr. Anne Nedd, Chair MLK 0253 301-860-3670</p> <p><b>Fine &amp; Performing Arts</b> Dr. Clarence Knight, Jr., Chair MLK 236 301-860-3570</p> <p><b>History &amp; Government</b> Dr. Sammy Miller, Chair MLK 0249 301-860-3664</p> <p><b>Mathematics</b> Dr. Nelson Petulante, Chair CRA 110B 301-860-3352</p> <p><b>Military Sciences</b> Lt. Col. Thurinton Harrell James Gym 301-860-3560</p> <p><b>Natural Sciences</b> Dr. Elaine Davis, Chair CRA 207 301-860-3330</p> <p><b><u>Academic Advising Specialist</u></b></p> <table style="width: 100%; border: none;"> <tr><td style="width: 60%;">Aurora Burke</td><td style="text-align: right;">301-860-4066</td></tr> <tr><td>Nicole Mason</td><td style="text-align: right;">301-860-4068</td></tr> <tr><td></td><td style="text-align: right;">301-860-4065</td></tr> <tr><td>Patrick Toney</td><td style="text-align: right;">301-860-4069</td></tr> <tr><td>Angela Williams</td><td style="text-align: right;">301-860-4071</td></tr> <tr><td>Michael Hughes</td><td style="text-align: right;">301-860-4067</td></tr> <tr><td colspan="2" style="text-align: center;">Disability Service Coordinator</td></tr> </table>	Aurora Burke	301-860-4066	Nicole Mason	301-860-4068		301-860-4065	Patrick Toney	301-860-4069	Angela Williams	301-860-4071	Michael Hughes	301-860-4067	Disability Service Coordinator		<p><b>Dr. Anthony Nelson, Dean</b> Center for Business &amp; Graduate Studies (BGS) 3<sup>rd</sup> Floor 301-860-3596</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">ACADEMIC DEPARTMENTS</div> <p><b>Accounting, Finance &amp; Economics</b> Dr. Samuel Duah, Chair BGS 3 Floor 301-860-3594</p> <p><b>Management/Marketing/Public Administration</b> Dr. Marjon Harris, Chair BGS 3 Floor 301-860-3622</p> <p><b>Management Information Systems</b> Dr. David Anyiwo, Chair BGS 3 Floor 301-860-3599</p> <div style="background-color: #e0e0e0; text-align: center; padding: 5px; margin: 10px 0;"><b>COLLEGE of EDUCATION</b></div> <p><b>Dr. Traki Taylor-Webb, Dean</b> Center for Learning &amp; Technology CLT 2<sup>nd</sup> Floor 301-860-3230</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">ACADEMIC DEPARTMENTS</div> <p><b>Dept of Counseling</b> Dr. Rhonda Jeter, Chair CLT 2 Floor 301-860-3233</p> <p><b>Teaching, Learning, and Professional Development</b> Prof. Barbara Smith, Interim Chair CLT 2 Floor 301-860-3130</p> <p><b>Department of Educational Studies and Leadership</b> Dr. Barbara T. Jackson, Interim Chair CLT 270 301-860-3125</p> <p><b><u>Office of Testing Services</u></b> <b>Doris Gillard, Director</b> CLT 3 Floor 301-860-3113</p> <p><b>Kathy Williams, Admin Asst.</b> CLT 3 Floor 301-860-3295</p>	<p><b>Dr. Antoinette Coleman, Dean</b> Center for Learning &amp; Technology (CLT) 3 Floor 301-860-4700</p> <div style="border: 1px solid black; padding: 2px; text-align: center; margin: 10px 0;">ACADEMIC DEPARTMENTS</div> <p><b>Behavioral Sciences and Human Services</b> Dr. Elliott Parris, Chair CLT 2 Floor 301-860-4703</p> <p><b>Nursing</b> Dr. Bopita Jenkins, Acting Chair CLT 2 Floor 301-860-3219</p> <p><b>Psychology</b> Dr. Cheryl Blackman, Chair CLT 3 Floor 301-860-3257</p> <p><b>Social Work</b> Dr. Doris Polston, Chair CLT 331D 301-860-3250</p> <p><b><u>GRADUATE SCHOOL</u></b> <b>Dr. Cosmos Nwokefor</b> <b>Interim, Dean of Graduate School</b> BGS 1st Floor 301-860-3406</p> <p><b><u>Honors Program</u></b></p> <p><b>Monika Gross, Director</b> Thurgood Marshall Library Rm. 279D 301-860-4091</p> <p><b><u>Office of Student Affairs and Campus Life</u></b> <b>Dorothy Holland</b> Dean of Students Henry Admin 2 Floor 301-860-3394</p> <div style="background-color: black; color: white; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Campus Building Legend Classes and Offices</b></p> <p>BGS – Ctr. for Business &amp; Graduate Studies CSB – Computer Science Bldg. CLT – Ctr. for Learning Technology MLK – Martin Luther King Jr. Bldg. CRA – Crawford Science Center PE- James Gym</p> </div>
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Angela Williams	301-860-4071															
Michael Hughes	301-860-4067															
Disability Service Coordinator																

# FALL 2009 – SCHEDULE BULLETIN

## OFFICE OF ADMISSIONS

Henry Administration Building, 1st Floor Suite 1400  
301-860-3415 - Fax 301-860-3518

### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
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## OFFICE OF THE REGISTRAR

Henry Administration Building, 1st Floor Suite 1200  
301-860-3730 - Fax 301-860-3438

### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.

Note: While- You- Wait Transcript Service  
Wednesday 8:30 A.M. – 7:00 P.M.  
There is a \$10.00 Charge per Transcript.

\*\*\*\*\*

## OFFICE OF FINANCIAL AID

Henry Administration Building, 1st Floor Suite 1100  
301-860-3540 - Fax 301-860-3549

### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
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## OFFICE OF STUDENT ACCOUNTS

Henry Administration Building, 1st Floor Suite 1300  
301-860-3490 - Fax 301-860-3488

### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.

### CASHIER

Monday 8:00 A.M. – 4:30 P.M.  
Tuesday 8:00 A.M. – 4:30 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 4:30 P.M.  
Friday 8:00 A.M. – 4:30 P.M.

## OFFICE OF TESTING SERVICES

Center for Learning & Technology, Suite 302  
301-860-3295 - Fax 301-860-3179

### SERVICE HOURS

Monday 8:00 A.M. – 5:00 P.M.  
Tuesday 8:00 A.M. – 5:00 P.M.  
Wednesday 8:00 A.M. – 7:00 P.M.  
Thursday 8:00 A.M. – 5:00 P.M.  
Friday 8:00 A.M. – 5:00 P.M.  
\*\*\*\*\*

## NEW STUDENT ORIENTATION PROGRAM

Wiseman Centre-Room 137  
301-860-3835 - Fax 301-860-3838

\*\*\*\*\*

## BOOKSTORE-FOLLETT

Wiseman Centre, Room 108  
301-860-4350  
Fax 301-805-4628

### SERVICE HOURS

Monday & Tuesday 9:00 A.M. - 7:00 P.M.  
Wednesday & Thursday 9:00 A.M. - 5:00 P.M.  
Friday 9:00 A.M. - 3:00 P.M.  
\*\*\*\*\*

## BOWIECARD-STUDENT IDENTIFICATION Card

Wiseman Centre, Room 118  
301-860-3795

### SERVICE HOURS

Monday –Friday 8:00 A.M. - 5:00 P.M.  
\*\*\*\*\*

## COMPUTER CENTER (STUDENT LABS)

Thurgood Marshall Library, Basement  
Computer Science Building  
301-860-4357

### SERVICE HOURS

Monday-Friday 8:00 A.M. - 12:00 A.M.  
Saturday-Sunday 10:00 A.M. - 5:00 P.M.  
\*\*\*\*\*

## THURGOOD MARSHALL LIBRARY

Reference & Special Collections, 2nd Floor  
301-860-3850 - Fax 301-860-3848

### SERVICE HOURS

Monday-Thursday 8:00 A.M. - 12:00 A.M.  
Friday 8:00 A.M. - 5:00 P.M.  
Saturday 9:00 A.M. - 6:00 P.M.  
Sunday 1:00 P.M. - 9:00 P.M.

**A passing score on the Bowie State University  
English Proficiency Examination  
is a graduation requirement  
for all  
undergraduate students, all transfer, and all  
second-degree and certification students.**

**What must you do to take this examination?**

You must register for the examination in the Office of the Registrar by the last day of the *Add/Drop* period and you must bring to the examination two #2 pencils, two 8 1/2 x 11" blue books (available in most college bookstores and not sold at the test site), and a form of identification with a photograph. You must have received a "C" or better in ENGL 101 and ENGL 102 (or transferred equivalent to BSU) to sit for this examination.

You will have two hours\* to complete the handwritten examination and will be prohibited from using a dictionary, thesaurus, or prepared materials or aides. You will be provided several topics and asked to write a well-developed essay with an introductory paragraph, which includes a thesis, *at least* two to four paragraphs of support, and a concluding paragraph. The elements of the five-paragraph essay you were required to write for English 102 will suffice.

**What support services are available to you?**

If you anticipate difficulty, please visit the Computer-Assisted Writing Center in the Department of English and Modern Languages or Student Support Services in the Student Success and Retention Center to seek assistance.

\*You will, however, be asked to set aside three hours for the examination, an hour of which is required to seat students.

**Check the academic calendar for dates, times and locations  
of the English Proficiency Test**

**The EPE Exam will not be given during the mini-semester.**

# FALL 2009 – SCHEDULE BULLETIN

Institutional Placement Testing and Academic Advisement are services provided to assist students in transitioning to college.

All first-year undergraduate and transfer students who are required to take the Placement Examination must do so prior to attending The New Student Orientation Conference.

# Prepare for Life

## INSTITUTIONAL PLACEMENT TESTING

All first-year undergraduate students are required to take the Reading, English, and Mathematics Placement Examination.

All transfer students who do not transfer English composition with a “C” or better must take the English Placement Examination.

All transfer students whose transfer evaluation does not indicate credits for *MATH 116* or a higher mathematics course must take the Mathematics Placement Examination.

*In-state transfer students who have an associate degree are not required to take a placement test.*

For additional information, please contact the Office of Testing Services at 301-860-3295.

### ADV HOLD – SERVICE INDICATOR

You will not be allowed to register if you have not met with your advisor to have your schedule approved and to have the Advising Hold removed.

## ACADEMIC ADVISEMENT

### **UNDERGRADUATE STUDENTS**

Before registering for any classes, first-year undergraduate students who have not officially declared a major and all students whose GPA is less than 2.00 must report to the Academic Advising Center for academic advising. The Advising Center is located in the Center for Business and Graduate Studies 2nd floor.

All transfer and returning students who have declared a major must report to their respective academic department for advising. Each Department Chair will direct his/her majors to assigned faculty advisors who will ensure that their advisees are following prescribed programs of study.

More detailed information about academic advisement can be obtained in the academic departments and unknown majors can contact OTS at 301-860-3295.

### **GRADUATE STUDENTS**

All new graduate students should schedule a meeting with their advisor prior to registration.

### **DECLARATION OF MAJOR**

Bowie State University requires that every undergraduate student declare a major by the beginning of his/her sophomore year. To declare a major, each student must obtain a Declaration of Major Form from the Office of the Registrar. He/she completes, secures the appropriate signatures, and returns the completed form for processing to the Office of the Registrar.

### **ASSIGNMENT OF ACADEMIC ADVISOR**

Once a student officially declares a major, he/she must verify with the academic departmental chairperson that the major and advisor assignments are correctly recorded.

# FALL 2009 – SCHEDULE BULLETIN

## Spring 2010 REGISTRATION

### Currently Enrolled Fall 2009 students:

Make sure you check your Personal Portfolio prior to registering for classes.

Payment is due before attending classes at BSU  
Winter 2010 within 48 hours of registration.  
Spring 2010 By 1/16/2009.

### NEW TO BSU?

**Newly Admitted Spring 2009 Students:** New undergraduates and transfer students must attend an orientation program and, if necessary and take a placement examination, where they will be advised, then register for Spring 2009 courses.

Accepted graduate students will receive advisors and registration information in the mail.

**Re-admitted Students:** Submit an application to be readmitted to BSU. After receiving acceptance letter, view academic calendar for registration dates and times.

**Housing:** Contact the Housing Office, to request and complete all housing transactions to reside on-campus. 301- 860-5000.

## HEALTH and WELLNESS CENTER

BSU requires all students to provide documentation of measles, mumps, rubella and tetanus/diphtheria. It is your responsibility to provide information to the University Health and Wellness Center prior to the beginning of the semester.

This requirement is mandatory. To learn more about the services available and for further information call 301-860-4170.

All International students must show proof of a negative TB skin test or a normal chest x-ray. Without these registration will not be permitted.

### STEP 1:

#### PLAN YOUR SCHEDULE

Read course listings carefully and pay special attention to course descriptions for prerequisites and notes associated with each course for restrictions or locations and days/times.

### STEP 2:

#### MEET WITH YOUR ACADEMIC ADVISOR

**Advising is mandatory prior to registering.** Your academic major department assigns your academic advisor. Discuss your schedule, receive approval and pin number to register on-line.

### STEP 3:

#### RESOLVE REGISTRATION HOLDS

Registration blocks must be resolved before your registration will be processed. If you owe money to the University, you are not eligible to register you clear your accounts.

### STEP 4:

#### OBTAIN SPECIAL PERMISSION

Some courses may have specific requirements, prerequisites or require special permission. You must meet all special permission and advising requirements before registering. Obtain a PERMISSION NUMBER which allows you to register for the course from the specific department chair.

**Course restrictions** are listed with the individual course listing. Some courses are open to honor students only; majors only; others have GPA or cumulative credit requirements or may require permission.

Actions requiring a dean's approval are exceptions to any of the restrictions listed below that require approval prior to registering. Remember to register for the course after obtaining any special permission.

**Maximum Credit Limit:** Full-time undergraduate students are generally limited to registering for 18 credits. Graduate students are generally limited to 9 credits. If you desire to register for additional credits, you must have written approval from the dean. You must maintain a minimum of six hours for financial aid.

**Request/situations that would require special permission:** Closed course/oversubscribe (**Dean only**)

- Studying at a different school/Permission to Enroll or inter-institution registration with other MD schools
- Academic difficulties, Independent study,
- consortium agreements, special populations/services

### STEP 5:

#### REGISTER FOR CLASSES USING BULLDOG CONNECTION

Prior to course entry, make sure all special permissions and advising requirements have been met. Be prepared to have an alternate class schedule. After completing steps 1 through 4, you may register for your classes. Make sure you have obtained confirmation of your registration transaction.

### STEP 6:

#### PAYMENT OF TUITION AND FEES

**Billing Information:**

### STEP 7:

**BowieCard-Student Identification Card:** All students are required to have a student identification card. After registering, apply for the BowieCard. You can receive financial aid credit for the purchase of books and supplies, along with library, copying, and computer lab privileges on your BowieCard. The BowieCard Office is located in the Wiseman Centre, 118. 301-860-3793.

### STEP 8:

**Parking:** All students/visitors are required to display a valid parking permit. You must pay for your parking permit at Student Accounts and pick-up the permit from Campus Safety, Robinson Hall to avoid being ticketed.

**Health Services:** BSU requires all students to provide documentation of measles, mumps and rubella and tetanus/diphtheria. This requirement is mandatory. Contact Health Services at 301- 860-4170 for details.

## FALL 2009 – SCHEDULE BULLETIN

### SCHEDULE ADJUSTMENT AFTER REGISTERING

**The last day to ADD or DROP  
is  
Tuesday, September 8, 2009**

#### ADDING AND DROPPING COURSES

You must use the **Schedule Adjustment Form** to add or drop courses during the schedule adjustment period. If you desire schedule changes you must complete the following steps:

- Contact your advisor for approval to change your schedule.
- Submit the **Schedule Adjustment Form** to the Office of the Registrar. You can adjust your schedule on-line.

Call or visit the Office of Student Accounts for payment or adjustments of tuition/fees at 301-860-3490.

### WITHDRAWAL AFTER SCHEDULE ADJUSTMENT

**The last day to WITHDRAW or AUDIT  
(receive the grade of W or AU)  
is  
November 13, 2009**

#### COURSE WITHDRAWAL or AUDIT

To withdraw from a course, you must log-in to Bulldog Connection and select the drop option to withdraw from a class. It is recommended that you consult your academic advisor and financial aid counselor prior to making this decision as it could have a negative impact on your educational objectives. Special Note: Graduate students cannot Audit after late registration closes.

#### WITHDRAWAL FROM THE UNIVERSITY

To officially notify Bowie State University that you will stop attending or not return to BSU, you must meet with your advisor to officially withdraw official from Bowie State University.

**Withdrawal from BSU does not eliminate your financial obligation. This process cannot be completed on-line. If you never attend but do not officially drop classes are responsible for tuition and fees.**

**It is *your* responsibility to ensure proper registration and to drop all classes prior to the beginning of the term to avoid being charged.**

### Bowie State University

#### Compliance Statement

It is the policy of Bowie State University to provide equal opportunity for all persons and to prohibit discrimination for reasons of race, color, religion, age, ancestry or national origin, gender, sexual preference, physical or mental disability, marital status, or veteran status. All policies, programs, and activities of Bowie State University are and shall be in conformity with all pertinent federal and state laws on nondiscrimination. Inquiries or complaints concerning this policy may be directed to the Office of Equal Employment Opportunity at 301-860-3450.

#### Disclosure Statement

The University reserves the right to make changes without prior notice to the information contained in this publication, including the alteration of various fee schedules and the revision or cancellation of particular courses due to low enrollment and other unforeseen circumstances. Consequently, course offerings are not guaranteed and are subject to change (times, days, cancellations, etc).

#### Family Educational Rights and Privacy Act of 1974

**Bowie State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act.**

**Directory Information is defined as:** Student's name, address, telephone listing, major field of study, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent and/or previous educational agency or institution attended may be released by the University without prior consent of the student. A student may request, in writing, that this information not be released.

Therefore, it is the University's policy to permit students to inspect their education records; limit disclosure to others of personally identifiable information from education records without student's prior written consent; and provide students with the opportunity to seek correction to their education records, where appropriate.

Questions concerning the FERPA may be referred to the University Registrar, located in the Henry Administration Bldg. 301-860-3416.

# FALL 2009 SCHEDULE BULLETIN

The Office of Financial Aid strives to provide BSU students with up-to-date and accurate information on financial aid services and to facilitate the acquisition of financial aid in the form of grants, scholarships, loans, and the federal work-study program. These services will be provided to alleviate financial barriers.

## IMPORTANT FINANCIAL AID DEADLINES

**June 1** The Financial Aid Office must receive your valid processed Student Aid Report in order to receive pending Financial Aid for tuition and fees. If you are selected for verification you must submit all required documentation by this date.

## FINANCIAL AID PROCEDURES CHECKLIST

(THIS CHECKLIST WILL HELP YOU WITH YOUR FINANCIAL AID APPLICATION PROCESS)

**Complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) for 2010-2011.** You are encouraged to complete and submit the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Paper FAFSA is also available. Be as accurate as possible. Inaccurate information could change financial aid award amounts.

**Review your Student Aid Report (SAR).** Each applicant will receive a SAR that includes information reported on the FAFSA. Self-reported information on the FAFSA is cross-referenced with several databases including the Social Security Administration, Selective Service Administration, and the National Student Loan Data System (NSLDS). The SAR will include the Estimated Family Contribution (EFC) and indicate any missing or inconsistent information. You are responsible for making any necessary corrections. If a student submits an incomplete application, the US Department of Education will be unable to determine financial aid eligibility. You will not be eligible until financial aid eligibility is determined. You can make corrections to the SAR online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or by paper.

**Report all expected scholarship funds.** Scholarship checks must be forwarded to the Office of Financial Aid and should include the student's name and Social Security number.

**Complete verification if necessary.** If you are selected for verification you must submit additional verification information to the Office of the Financial Aid upon request. The documents include but are not limited to, federal tax documents, verification worksheets, and proof of citizenship.

**Complete the online entrance interview if you are a first time borrower at BSU.** You can log on at <http://www.dissonline.com>.

**Receive a Financial Aid Award Letter.** The Financial Aid Award Letter indicates the amount of financial aid you have been awarded. The award is subject to change pending verification, enrollment status, and other changes in status. Review the award letter and decide which awards to accept and/or decline. Sign and return the award letter to the Office of Financial Aid. Complete the Master Promissory Note (MPN) if you are a first-time borrower at BSU. Students must sign and return the MPN to the Office of Financial Aid.

## Enrollment Requirements and Award Adjustments

Students must be enrolled at least half time to be eligible to receive financial aid. Students eligible for a Federal Pell Grant must be enrolled in at least three credit hours. Adjustments will be made to student accounts pending any change in the student's status. Satisfactory Academic Progress (SAP), the Office of Financial Aid is required by federal regulations to monitor the progress of financial aid recipients. Financial aid recipients must comply with the standards for Satisfactory Academic Progress (SAP) as a condition of continued eligibility for financial aid. Student's academic records will be reviewed at the end of each academic year to determine whether the student has maintained SAP. Please note that financial aid SAP requirements differ from University academic satisfactory progress policies. See "Academic Regulations".

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## BOWIE CARD INFORMATION

If you have a credit balance on your validated bill, you may cover book expense with your BowieCard. Proceed to the BowieCard Office with your validated/processed bill for monies to be added on the BowieCard, not to exceed \$850.00 per semester. **Students will be allowed to have monies added to their BowieCard only once per semester.**

## Common Errors-Students can easily avoid by using these few helpful hints:

1. Complete the correct application. Students must apply for financial aid every year. They often complete the application for the wrong year. Complete the **2009-2010 FAFSA**.
2. Complete the FAFSA by the deadline. You may miss out on valuable scholarships/grant resources due to missing deadlines.
3. Inadvertently omitting or reversing numbers, such as your Social Security number, or date of birth, will cause an error and delay the processing of your FAFSA.
4. Review your Student Aid Report (SAR) for any missing or incomplete information that caused your application to be rejected. Follow the directions on the SAR to update or correct information.
5. Include BSU as one of the schools you would like to receive your application.

## BSU school code is 002062

### Loan Borrower Entrance Interview:

All Perkins and Direct Loan recipients must complete an entrance interview prior to receiving their loans. Perkins Loan recipients must schedule an entrance interview with the Office of Financial Aid. The entrance interview for Direct Loan Borrowers is available online at <http://www.dissonline.com>. The entrance interview will include information on loan interest rates, grace periods, penalty charges and fees, borrowers' rights and responsibilities, deferments and cancellation or postponement procedures, consolidation issues, and any other items or conditions of the loan. Return of Title IV Financial Aid Policies.

Financial aid is awarded under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the financial aid funds that the student was originally awarded. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of financial aid funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the financial aid funds.

# FALL 2009 SCHEDULE BULLETIN

## Final Examination Schedule for Fall 2009 (December 14 – 19, 2009)

MWF CLASSES	EXAMINATION DATE		TIME
8:00 a.m.	Wednesday (W)	December 16, 2009	10:00 a.m. - 11:50 a.m.
9:00 a.m.	Wednesday (W)	December 16, 2009	10:00 a.m. - 11:50 a.m.
10:00 a.m.	Monday (M)	December 14, 2009	10:00 a.m. - 11:50 a.m.
11:00 a.m.	Wednesday (W)	December 16, 2009	1:00 p.m. – 2:50 p.m.
12:00 p.m.	Monday (M)	December 14, 2009	1:00 p.m. - 2:50 p.m.
1:00 p.m.	Monday (M)	December 14, 2009	1:00 p.m. - 2:50 p.m.
2:00 p.m.	Wednesday (W)	December 16, 2009	3:00 p.m. - 4:50 p.m.
3:00 p.m.	Wednesday (W)	December 16, 2009	3:00 p.m. - 4:50 p.m.
4:00 p.m.	Monday (M)	December 14, 2009	3:00 p.m. - 4:50 p.m.

  

TR CLASSES	EXAMINATION DATE		TIME
8:00 a.m.	Tuesday (T)	December 15, 2009	10:00 a.m. – 11:50a.m.
9:30 a.m.	Thursday (R)	December 17, 2009	10:00 a.m. - 11:50 a.m.
11:00 a.m.	Tuesday (T)	December 15, 2009	1:00 p.m. - 2:50 p.m.
12:30 p.m.	Thursday (R)	December 17, 2009	1:00 p.m. - 2:50 p.m.
2:00 p.m.	Tuesday (T)	December 15, 2009	3:00 p.m. - 4:50 p.m.
3:30 p.m.	Tuesday (R)	December 15, 2009	3:00 p.m. - 4:50 p.m.

  

SPECIAL EXAMINATIONS	EXAMINATION DATE		TIME
ENGL	Monday (M)	December 14, 2009	8:00 a.m. - 9:50 a.m.
BIOL	Tuesday (T)	December 15, 2009	8:00 a.m. - 9:50 a.m.
MATH	Wednesday (W)	December 16, 2009	8:00 a.m. - 9:50 a.m.
COSC	Thursday (R)	December 17, 2009	8:00 a.m. - 9:50 a.m.
COMM	Thursday (R)	December 17, 2009	8:00 a.m. - 9:50 a.m.

Candidates for December graduation final exams: December 2 - 8, 2009  
Evening and 2<sup>nd</sup> 8 week class final examinations are scheduled during regular class time.  
( December 14 – 17, 2009)

Saturday & Sunday final examinations are scheduled during regular class time.

Graduate School final examination period is December 14 - 17, 2009.  
Examinations are given in the same classroom used during the semester.

Academic departments will announce special location for examinations. The professor must arrange examinations for all applied music, TBA, independent study, T.V. courses, and other special courses.

### ATTENTION 2009 FACULTY

FINAL GRADES ARE DUE 72 HOURS AFTER EXAMINATION

### ATTENTION STUDENTS:

Check your grades on line – [www.bowiestate.edu](http://www.bowiestate.edu)

# ACADEMIC PROGRESS

## Undergraduate Students

### GRADE POINT AVERAGE (GPA)

Requirements for satisfactory academic progress are based solely upon grade point average. This is computed by dividing the total number of quality points accumulated in courses for which a grade of A, B, C, D, or F has been assigned by the total number of credits attempted in those courses. Each letter grade has a numerical value: A = 4; B = 3; C = 2; D = 1; F = 0. Courses for which a grade of "P", "US", "W", "I", or "NG" has been assigned are not included in computing the G.P.A.

### ACADEMIC PERFORMANCE

A student whose cumulative grade point average is at least 2.0 will be considered to be making satisfactory academic progress at Bowie State University. Within any given semester, a student who completes 12 or more credits (excluding grades of "P" and "NG") with a semester grade point average of 3.5 or higher will be awarded academic honors.

Students with a cumulative grade point average of less than 2.0 will be placed into one of three categories: **unsatisfactory performance, academic warning, or academic dismissal**. Their academic progress will be monitored during the semester.

Students displaying less than satisfactory academic progress will be advised to seek tutorial assistance and/or academic or personal counseling services.

Mid-semester examination results are provided to all undergraduate students and are available for academic advisors and departments as an indicator of academic progress.

The cumulative grade point average that defines each of these categories varies according to the credit level, as noted:

Academic Standing Based on Credit Level			
Credit Level = Courses completed at BSU with grades of A, B, C, D, F.			
Quality Hours	Unsatisfactory Performance	Academic Warning	Academic Dismissal
0 - 14	1.999 - 1.351	1.350 - 1.000	0.999 - 0.000
15 - 28	1.999 - 1.590	1.589 - 1.425	1.424 - 0.000
29 - 42	1.999 - 1.700	1.699 - 1.525	1.524 - 0.000
43 - 55	1.999 - 1.900	1.899 - 1.659	1.658 - 0.000
56 or more	-----	1.999 - 1.900	1.899 - 0.000

### UNSATISFACTORY PERFORMANCE

Students within this category at the end of any semester will be urged, in writing, to seek additional assistance from an academic advisor.

### ACADEMIC WARNING

Students will be notified in writing to consult with an academic advisor prior to the beginning of the next semester. Students who do not meet with an advisor will not be allowed to drop or add courses, or to register for the following semester. In addition, students receiving an academic warning will be required to report to the Student Success and Retention Center, CLT 3<sup>rd</sup> floor.

### ACADEMIC DISMISSAL

Depending on the credit level attempted, students will be academically dismissed at the end of any semester when their cumulative grade point average falls into the academic dismissal range.

**After attempting 45 or more credits, any student who receives an academic warning for two consecutive semesters will be automatically dismissed.**

## Graduate Students

### STANDARDS OF ACADEMIC WORK

In order to remain in good standing, candidates for the master's degree must maintain a 3.00 GPA after being advanced to candidacy. If the cumulative average falls below 3.00, the student will be placed on probation. After completing nine additional hours of work, if the cumulative average returns to the acceptable level of 3.00, the student will be restored to good standing. A student on probation will not be permitted to take the Comprehensive Examination, Seminar, or Practicum. Required courses in which the candidate earns a grade of "F" must be repeated. Students who lack sufficient academic aptitude or who fail to show evidence of serious purpose may be requested by the Graduate Dean to withdraw from the Graduate School.

### DISMISSAL POLICY

A graduate student whose cumulative grade point average falls below 3.0 is placed on academic probation; any student on academic probation is permitted to take a maximum of nine credit hours to raise the GPA to 3.0; **failure to obtain a 3.0 GPA will result in academic dismissal.**

The duration of the dismissal is one semester. The period of dismissal for a graduate nursing student is one year. In order to be considered for re-admission, the student must petition the Dean of the School of Graduate Studies. The seven-year time limitation for degree completion shall include the period of dismissal. A student dismissed for academic dishonesty may not re-apply.

**Visit [www.bowiestate.edu](http://www.bowiestate.edu) to view the on-line catalog.**



## OFFICE OF TESTING SERVICES

**Center for Learning and Technology, 312 ..... 301-860-3295**  
Academic advisement is mandatory for all undergraduate students enrolled at Bowie State University. Therefore, upon acceptance to Bowie State University, each student is assigned an Academic Advisor(s) who guides the student regarding educational and career goals and assists the student in developing long range academic plans.

## CAMPUS SAFETY

**Robinson Hall ..... 301-860-4040**  
The Bowie State University Police Department (BSUPD) is available to serve the University community. Its jurisdiction is the Bowie State University campus. Its law enforcement officers are charged with the responsibility of enforcing state, county and local laws, including the rules and regulations of the University.

To report a crime, suspicious activity or a motor vehicle accident, call the BSUPD at (301) 860-4040. An officer will be dispatched to the location of the campus incident, or a report can be made in person at the duty desk of the BSUPD.

## CAREER AND COOPERATIVE EDUCATION

**Wiseman Centre, 0126 ..... 301-860-3826**  
For each semester that a Cooperative Education student is on an assignment, he/she must register for cooperative education credits and pay the appropriate fees. Students who apply for internships must also register for the internship prior to reporting to the assigned agency. Failure to register properly may result in a loss of the assignment.

## COUNSELING & STUDENT DEVELOPMENT CENTER

**Center for Learning and Technology, 348B ..... 301-860-3295**  
The Counseling and Student Development Center at Bowie State University is a vital component of the University community. A comprehensive center serving the entire campus populations, it places its major focus on the retention activities that are critical to the needs of freshman students, emphasizing this group as a target group that is vulnerable to the effects of attrition as it relates to the University-at-large. Generally, the Center provides counseling services in the academic, social/personal psychological and career areas.

## OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS/LEGAL COUNSEL

**Thurgood Marshall Library, Roo128..... 301-860-3442**  
The Office of Equal Employment Opportunity (EEO) Programs/Legal Counsel ensures fair practices throughout the University community for students, faculty, and staff. The office is authorized to investigate when an employee, student, parent, or interested third party alleges a violation of any state or Federal laws or regulations. Finally, the office monitors actions that could result in potential litigation, with the express mandate of the President to take any and all measures to prevent litigation or minimize or eliminate the impact such litigation would have on the University.

## GRADUATE STUDENT ASSOCIATION

**Henry Administration, 241 ..... 301-860-3406**  
The Graduate Student Association (GSA) serves as a vehicle to communicate the interests and concerns of the graduate students. It also provides graduate students with an opportunity to participate in social, academic, and professional pursuits. The Association membership consists of all non-degree and degree seeking graduate students.

## HONORS PROGRAM

**Thurgood Marshall Library, 279.....301-860-4090**  
The major benefit of any honors program is the intellectual growth that results from meeting rigorous intellectual challenges. The goals of Bowie State University's Honors College are to provide to well-motivated and highly talented students additional academic challenges and appropriate rewards for meeting the challenges; and to foster excellence in scholarship during the entire four-year college experience. Also the Honors College seeks to develop a group of students from the freshman to senior year levels who can serve as academic models for BSU. Thus, the Honors College has three major components: academic, cultural enhancement, and community service.

## DIVISION OF INFORMATION TECHNOLOGY(D.I.T.)

**Thurgood Marshall Library Basement.....301-860-4357**  
The Office of Information Technology (OIT) provides technological services and training to the University community. Training sessions are available for currently enrolled BSU students, faculty and staff throughout the academic year. Internet connectivity from residence hall rooms is available for students with properly configured computers.

## JUDICIAL AFFAIRS

**Henry Administration, 0230.....301-860-3394**  
The Judicial Affairs Officer (JAO) administers and enforces the Student Code of Conduct. The JAO is primarily responsible for the overall coordination of all disciplinary proceedings on campus and the recommendation of sanctions offered to students for infraction of the University's policies and procedures. The JAO conducts student hearings; ensures standards of due process; and consults with faculty, staff and students regarding student conduct issues.

## MILITARY SCIENCE/ROTC

**L. James Physical Education Complex .....301-860-3560**  
The Army ROTC program has been developed to give college men and women training and experience in the art of organizing, motivating, and leading others. This program includes instruction to develop self-discipline, physical stamina, and bearing qualities that are important parts of leadership and that contribute to success in any career.

## MODEL INSTITUTIONS FOR EXCELLENCE .....301-860-3875

**Thurgood Marshall Library**  
Bowie State's Science, Engineering and Mathematics Education (BSEME) reform is a program of the Model Institutions for Excellence (MIE) initiative, which is a collaborative effort between the National Science Foundation (NSF) and the National Aeronautics and Space Administration (NASA). The overall goal of BSEME is to ensure that a higher number of students seek and complete advance, quality education in science, engineering and mathematics.

## SCIENCE, ENGINEERING AND MATHEMATICS

**Computer Science BLDG, 1<sup>st</sup> floor.....301-860-3999**  
**FREE** tutoring services are available to **ANY** Bowie State University student taking a course within the SEM domain (biology, chemistry, computer science, computer technology, mathematics, physical science, and physics) from trained tutors. Tutoring may be by appointment (strongly suggested), but walk-ins are welcome.

## SPECIAL PROGRAMS

### BOWIE STATE UNIVERSITY PORTFOLIO PROGRAM

The Portfolio Program is designed to assist adults who have been out of school for several years and who wish to pursue an undergraduate degree, assess their life experiences, and seek undergraduate credit for appropriate experiential learning. Experiential learning may result from work, volunteer experiences, travel, recreational activities, hobbies, non-credit workshops, training, independent reading, licenses, special certification, and military experience. Students may earn up to 30 undergraduate credit hours by developing a Portfolio that describes and documents learning acquired through life experiences and relating it to degree requirements.

The Portfolio student must register for the program with the School of Continuing Education and Extended Studies and has up to one year from the date of registration to complete and submit the portfolio. The student must have applied to and been accepted by the undergraduate school prior to the submission of the portfolio.

#### Program Charges

Portfolio Fee: \$55.00 (includes workbook)

Portfolio Assessment Fee: \$55.00

Students are charged the current tuition rate for credits earned through the Program.

### THE COMMUNITY NETWORK TELECOMMUTING CENTER

A workplace that is convenient to you is waiting at the Bowie State University (BSU) Community Network Telework Center. Our Telework Center makes it possible for you to perform your normal work functions at an alternative office site...reducing your commute and maximizing your efforts. The Telecommuting Center is located on the 337-acre campus of BSU, located in Prince George's County, a short twenty miles west of Annapolis, twenty-five miles south of Baltimore, and twenty-five miles north of Washington, D.C. Telecommuting answers the challenge of today's fast-paced workplace requirements while allowing employees to be at work much closer to home. At BSU's Community Network Telecommuting Center you are closer to home, helping the environment, yet still in "the office".

The capabilities of your remote office at the BSU Community Network Telecommuting Center are endless. With all the resources of BSU at your office door, plus the latest technology right in your office space, you will never lack for capability while telecommuting. Everything in the center is state-of-the-art. The workspaces are virtual. The center is fully equipped with the latest in computer and office equipment and enhanced to keep you at the leading edge of technology.

**[www.tc.bowiestate.edu](http://www.tc.bowiestate.edu)**

### BACHELOR OF SCIENCE IN TECHNOLOGY

#### A Degree Program Designed for Community College Graduates

If you have an associate's degree and are looking for a bachelor's degree program, Bowie State University is the school for you. Bowie State's Bachelor of Science in Technology degree program adds a liberal arts core and upper level courses to your AA degree to top off your education. Technical courses earned as part of the AA degree are recognized by BSU, and you may be granted up to 60 credit hours toward the bachelor's degree. The Bachelor of Science in Technology degree can be earned at night and on the weekends.

Counseling sessions are set up to review your transcript and discuss your educational and career needs. You and your advisor will develop a program of study for baccalaureate degree completion. BSU areas of focus include business administration, management, human services, criminal justice, computer technology and management information systems.

### THE INSTITUTE FOR DEVELOPMENT AND ENTREPRENEURSHIP ADVANCEMENT (IDEA)

As a regional comprehensive University and as an historically black institution in an increasingly technical, diverse, and economically changing environment, Bowie State University provides a resource to small businesses and developing communities through the Institute for Development and Entrepreneurship Advancement (IDEA.) The Institute's goals:

- To advance the development of small business and entrepreneurship with special emphasis on African American and other minority-owned businesses, and to serve as the focal point for articulating policy in small business and economic development matters.
- To prepare students for entrepreneurship through student research on small business and economic development issues; to create awareness and acceptance of entrepreneurship and its spirit throughout the academic curriculum and across disciplines; and, to develop the student by providing a clear understanding of business structure, interpersonal dynamics, communication patterns, financial constraints, decision-making processes, and management strategies, as well as social, political, economic, and environmental implications.
- To enhance the ability of executives to formulate business strategies consistent with available human and financial resources thereby enhancing management and financial skills for effective decision-making.

## SPECIAL PROGRAMS

### IDEA (CONTINUED)

- To develop a partnership between business, government, and academic communities through training, internships for students, and outreach efforts.

### DEFENSE ACQUISITION CENTER AT BOWIE STATE

The Institute for Development and Entrepreneurship Advancement, under the leadership of the School for Continuing Education and Extended Studies, is certified to offer acquisition and contracting training to contracting personnel at the Department of Defense and civilian employees of federal agencies. The accredited program is composed of five-core acquisition and contracting courses, certified by the Defense Acquisition University. Successful completion of this program satisfies the federal acquisition workforce academic requirements for career advancement. For information contact Dora Thomas at 301-860-4082.

### THE INSTITUTE FOR DIVERSITY AND MULTICULTURAL AFFAIRS (IDMA)

IDMA was established as part of the University's commitment to achieving a new level of diversity and excellence at Bowie State University. The Institute's goals are to ensure that instruction, research, outreach, campus governance, and other academic activities contribute to a climate that is hospitable to everyone, and to ensure that faculty, staff, and students of all backgrounds are encouraged to reach their academic and professional potential.

The Institute's mission directly supports that of the University to serve a regionally, globally, and culturally diverse population through mutual acceptance of, appreciation for, and sensitivity to cultural, racial, gender, religious, ethnic diversity and individual differences. The Institute conducts a variety of workshops, seminars, and events to fulfill its mission and assist organizations in dealing with today's complex, changing workplace. For information contact: 301-860-4080.

### CERTIFICATE PROGRAMS

Bowie State University offers post-baccalaureate certificate programs for professionals who wish to strengthen their skills and knowledge and expand their career options. Each certificate program provides excellent professional development opportunities with experts in the field. Required courses are offered in the evening and weekend during the regular academic year. During the summer, many of the courses are offered in workshop format for the convenience of working adults. Persons interested in pursuing a certificate must hold the baccalaureate degree and apply for graduate admission as a non-degree student. Official transcripts and application fee are required.

**The Organizational Communication Specialists Certificate Program** provides continued professional development for communications practitioners. Four courses (12 credits) comprise the certificate program and must include ORGC 504 Organizational Communications and ORGC 535 Organizational Publications. The remaining six credits are selected by the student and advisor to meet the specific professional objectives of the student. For information contact the Department of Communications at 301-860-3701

**The Computer Science Certificate Program** is designed to strengthen the expertise of professionals in key computer science areas. The certificate program is especially valuable to individuals already in the workforce who seek to advance or redefine their careers by updating a particular area or exploring a new career direction. Students acquire direct experience with state-of-the-art hardware and software. This Certificate Program provides an excellent opportunity to explore post-baccalaureate study. The Certificate is earned by completing 12 credits in one of the following tracks: Data Base Management; Networks and Distributed Systems; Scientific Software Development; Software Engineering; Graphic and User Interfaces, and Geographical Information Systems and Image Processing. For information contact the Department of Computer Science at 301-860-3961.

**The Applied and Computational Mathematics Certificate Program** is designed to prepare individuals for careers as mathematical scientists engaged in the technical work in complex computer-driven industries. The Certificate Program consists of the following six courses (18 credits): MATH 300 Real Analysis; MATH 525 Ordinary Differential Equations; MATH 540 Operations Research I; MATH 544 Applied Statistics; COSC 304 Data and Information Structures; and, COSC 541 Numerical Analysis I. The Certificate is awarded to those students who successfully complete the required courses and pass a comprehensive examination. For information call the Department of Mathematics at 301-860-3352.

**The Information Analyst Certificate Program** prepares management professionals to serve as liaisons between functional units and the information processing/computer operations unit in organizations. The program emphasizes the assessment of information management needs and designing systems to meet those needs. Twelve (12) credits are required to earn the certificate: INSS Software Structures; INSS 530 Information Systems in Organizations; INSS 540 Information Management Analysis and Design, and INSS Data Base Management and Decision Systems. For information call the Department of Business, Economics and Public Administration at 301-860-3621.

The Department of Counseling offer certificate programs designed to meet the needs of mental health practitioners for professional development. Certificate programs tailored to assist students to function effectively in a specific mental health setting, include: **Family Counseling**; and **Human Services** which may be earned congruently with a master's degree or taken as a stand-alone program. The **Psychotherapy Certificate Program** is a post-master's degree program consisting of 30 credits. This program provides a means of securing either 48-hours for the National Board of Certified Counselors (NBCC) Examination or Maryland Professional Counselor Certification at the 60-hour level. All certificate programs may be taken with an Adlerian or Eclectic focus.

For information call the Counseling Department at 301-860-3239 or 3230.

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