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KARA MILES TURNER, Ph.D., *Associate Provost for Enrollment Management and Student Academic Support Services*; B.S., Rutgers University; M.A. and Ph.D., Duke University.

DON-TERRY VEAL, Ph.D., *Chief of Staff to the President*; B.A., Southern University at New Orleans; MPA., University of Mississippi; Ph.D., Northern Illinois University.

CLARA I. ADAMS, Ph.D., *Special Assistant to the President*; B.S., Morgan State University; M.S., Iowa State College; Ph.D., University of Massachusetts (in cooperation with Smith, Mt. Holyoke and Amherst Colleges).

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CLAUDE E. HITCHCOCK, J.D., *Assistant to the President for Governmental Relations*; B.A. and M.A., Morgan State University; J.D., University of Maryland School of Law.

KEVIN BANKS, Ed. D., *Vice President for Student Affairs*; B.A., Winston-Salem State University; M.S., Polytechnic University of New York; Ed.D., Nova Southeastern University.

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BISI OLADIPUPO., ScD., *Chief Information Officer*; B.S., University IFE of Nigeria; M.S., Massachusetts Institute of Technology; Ph.D., Massachusetts Institute of Technology.

T. JOAN ROBINSON, Ph.D., *Vice President for International Affairs*; B.S., Federal City College; M.S. and Ph.D., Howard University.

MAURICE C. TAYLOR, Ph.D., J.D., *Vice President for Academic Outreach and Engagement*; B.A., Juniata College; M.A. and Ph.D., Bowling Green State University; J.D., Duke University Law School.

TANYA V. RUSH, M.B.A., *Associate Vice President for Student Affairs*; B.A. and M.B.A., Morgan State University.

TIMOTHY AKERS, Ph.D., *Assistant Vice President for Research Innovation and Advocacy*; B.S., Metropolitan State College; M.S. and Ph.D., Michigan State University.

SOLOMON ALAO, Ed.D., *Assistant Vice President for Academic Affairs*; B.S., Delaware State University; M.A. and Ph.D., University of Maryland, College Park.

ANTOINETTE COLEMAN, Ph.D., *Assistant Vice President for Academic Affairs*; B. A., University of Maryland Eastern Shore; M.S.W. and Ph.D., University of Maryland Baltimore.

KIM McCALLA, B.S., *Associate Vice President for Design and Construction Management*; B.S., Carnegie Mellon University.

LINDA MEHLINGER, Ph.D., *Assistant Vice President for Planning and Institutional Effectiveness*. B.S., University of Southern California; M.Ed., University of Cincinnati; Ph.D., Morgan State University.

MILDRED H. OFUSU, Ph.D., *Assistant Vice President for Sponsored Programs*; B.S., Alcorn State University; M.S., Tuskegee University; Ph.D., Howard University.

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FIKRU H. BOGHOSSIAN, Ph.D., *Dean of the School of Business and Management*; B.B.A., Haile Selassie University; M.B.A., Northwestern State University of Louisiana; Ph.D., The University of Arkansas.

EUGENE M. DeLOATCH, Ph.D., *Dean of the School of Engineering*; B.S., Tougaloo College; B.S., Lafayette College; M.S. and Ph.D., Polytechnic Institute of New York

MARK GARRISON, Ph.D., *Dean of the School of Graduate Studies*; A.B., Shimer College; M.A., University of Dallas; Ph.D., Emory University.

ALVIN KENNEDY, Ph.D., *Dean of the School of Computer, Mathematical, and Natural Sciences*; B.A., Grambling State University; Ph.D., University of California at Berkeley.

ANNA MCPHATTER, Ph.D., *Dean of the School of Social Work*; B.A., University of Missouri; M.S.W., Atlanta University; Ph.D., University of Illinois at Chicago.

PAMELA E. SCOTT-JOHNSON, Ph.D., *Interim Dean of the College of Liberal Arts*; B.A., Spelman College; M.A. and Ph.D., Princeton University.

KIM SYDNOR, Ph.D., *Dean of the School of Community Health and Policy*; B.S., Morgan State University; Ph.D., The Johns Hopkins University

PATRICIA M. WELCH, Ph.D., *Dean of the School of Education and Urban Studies*; B.S., Coppin State College; M.S., Morgan State University; Ph.D., University of Maryland, College Park.

DEWAYNE WICKHAM, M.P.A., *Dean of the School of Global Journalism and Communication*; B.S., University of Maryland College Park; M.P.A., University of Baltimore.

KADIR ASLAN, Ph.D., *Assistant Dean for Research and Graduate Studies, School of Computer, Mathematical, and Natural Sciences*; B.Sc., Hacettepe University, Turkey; M.Sc., Middle East Technical University; Ph.D., Illinois Institute of Technology.

WILLIE A. BRAGG, Ph.D., *Assistant Dean, School of Graduate Studies and Director, Continuing Studies*; B.S., Morgan State University; M.A., Fisk University; Ph.D., Indiana University.

M. ANTHONY FITCHUE, Ed.D., *Assistant Dean, School of Education and Urban Studies*; B.S., Hampton University; Ed.M., Harvard University; M.A., M.S., and Ed.D., Columbia University.

EDWIN T. JOHNSON, Ph.D., *Interim Assistant Dean, College of Liberal Arts*; B.A., Morgan State University; M.A., Towson State University; M.A. and Ph.D., Morgan State University.

PRARIA A. STAVIS-HICKS, Ed.D., *Assistant Dean, School of Graduate Studies*; B.A., University of Connecticut;

M.P.A., University of Pittsburgh; Ed.D., University of Pennsylvania.

HALAEVALU F.O. VAKALAHI, Ph.D., *Associate Dean of the School of Social Work*; B.S., BYU-Hawaii; M.S.W., University of Hawaii; M.Ed. and Ph.D., University of Utah

EDUARDO VELASCO, Ph.D., *Assistant Dean of the School of Community Health and Policy*; M.S., University of Mexico; Ph.D., The Johns Hopkins University.

CARL WHITE, Ph.D., *Associate Dean for Research and Graduate Studies, School of Engineering*; B.S.E.E. and M.S.E.E., Howard University; Ph.D., Cornell University.

DIRECTORS

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HANS COOPER, M.A., *University Registrar*; B.S. and M.A., Morgan State University.

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ARMADA W. GRANT, M.P.A., J.D., *Director, Human Resources*; B.S. and M.B.A., Morgan State University; M.P.A. and J.D., University of Baltimore.

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EDET E. ISUK, Ph.D., *Director, Sponsored Programs*; B.Sc., University of Sierra Leone; M.A., The City University of New York-Brooklyn College; Ph.D., University of Iowa, Iowa City.

BRENDA J. JAMES, Ph.D., *Director, Center for Academic Success and Achievement*; B.S., Emporia State University; M.S. University of Kansas; M.A. and Ph.D., The Ohio State University.

ADRIENNE KARASIK, *Director, Transfer Center*; B.A., Coppin State University; M.A., University of Maryland, College Park.

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CONNIE C. MCDONALD, Ed.D. *Director, Project Upward Bound*; B.S., University of Maryland; M.Ed., Salisbury State; M.Ed., Loyola College.

TIFFANY BETH MFUME, Ph.D., *Director, Student Success and Retention*; B.S., M.S. and Dr. P.H., Morgan State University.

GILBERT H. MORGAN, M.B.A., *Director, Administrative Computing*; B. Comm. and B.A.S.C., University of Windsor; M.B.A., University of Baltimore.

AGNÈS MOON, MFA., *Director, Summer Session, Wintermester, and Special Programs*; B.A. University of Maryland, College Park, M. F.A. University of Maryland, Baltimore County.

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PATRICK M. O'BRIEN, C.P.A., *Comptroller*; B.S., Towson State University.

DARRYL L. PETERKIN, Ph.D., *Director, University Honors Program*; B.A., Yale University; M.A. and Ph.D., Princeton University.

SHERLEASE QUEEN, M.S., *Assistant Director and Articulation Specialist, Transfer Center*; B.A. Morgan State University; M.S., Coppin State University.

CYNTHIA MENDOZA ROBINSON, Ph.D., *Director of Management and Performance Analysis*; B.S., M.B.A., and Ph.D., Morgan State University.

CHERYL ROLLINS, M.Ed., *Director, Institutional Research*; B.A., Howard University; M.Ed., Harvard University.

CRYSTOL B. SILLS, M.B.A., *Manager, Finance and Operations, Division of Academic Outreach and Engagement*. B.S. Morgan State University, M.B.A., Johns Hopkins University.

ANASUYA N. SWAMY, Ph.D., *Director, Center for Excellence in Mathematics and Science Education*; B.S. and M.S., Mysore University; M.Phil., Birbeck College (University of London); M.S., Morgan State University; Ph.D., University of

Maryland, College Park.

FLOYD E. TALIAFERRO, M.S., *Director, University Student Center;* B.S. and M.S., Morgan State University.

GABRIEL S. TENABE, M.S., *Director, Office of Museums;* B.A. and M.S., Morgan State University.

MONI A. TENABE, M.S., *University Bursar;* B.S. and M.S., Morgan State University.

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GREGORY ADAMO, Ph.D., *Associate Professor of Multiplatform Production*; B.A., Geneseo State College/ SUNY; M.A., The College of Staten Island/ CUNY; Ph.D., Rutgers University.

MARJORIE G. ADAMS, D.B.A., *Professor of Business Administration*; B.S., Towson State University; M.S., University of Baltimore; D.B.A., The George Washington University.

OLUWATOSIN ADEGBOLA, Ph.D., *Associate Professor of Strategic Communications*; B.A., Kentucky State University; M.A. and Ph.D., Howard University.

DENNIS K. AGBOH, Ph.D., *Associate Professor of Operations, Supply Chain & Project Management*; B.S.P.E., Louisiana State University; M.S., The University of Southwestern Louisiana; M.S., Southern University & Agricultural & Mechanical College; Ph.D., University of Alabama at Huntsville.

SHAHPOUR AHMADI, M.S., *Lecturer of Mathematics*; B.S., Bowie State University; M.S., Johns Hopkins University.

MONIQUE LESLIE AKASSI, M.A., *Lecturer in English*; B.A., University of Cincinnati; M.A., Wright State University.

ELIZABETH AKINYELE, Ph.D., *Lecturer of Chemistry*; B.S, M.S. and Ph.D., University of Ibadan, Nigeria.

MILTON ALDANA, M.M., *Lecturer in Music*; B.M., University of Texas - El Paso; M.M., University of Northern Colorado - Greeley.

DELORES ALEXANDER, *Lecturer in Teacher Education and Professional Development*; B.S. and M.S., Morgan State University.

REGINALD AMORY, Ph.D., F.ASCE., *Professor of Civil Engineering*; B.C.E, New York University; M.C.E., Clarkson College of Technology; Ph.D., Rensselaer Polytechnic Institute.

PETER ANDERSON, M.S.E.E., *Associate Professor of Electrical Engineering*; B.S.E.E., Worcester Polytechnic Institute; M.A., Monmouth College; M.S.E.E., Columbia University.

ERICA L. ANTHONY, Ph.D., *Assistant Professor of Business Administration*; B.S., Illinois Institute of Technology; M.B.A., University of Illinois at Urbana-Champaign; Ph.D., Purdue University.

RUTH ANTOINE, M.Ed., *Instructor of English*; B.A., University of South Carolina; M.Ed., Southern University.

MOLEFI K. ASANTE, Jr., M.F.A., *Associate Professor of English*; B.A., Lafayette College; M.F.A., University of California, Los Angeles.

YACOB ASTATKE, D.Eng., *Instructor of Electrical and Computer Engineering*; B.S., Morgan State University; M.S., The Johns Hopkins University; D.Eng., Morgan State University.

NATHAN K. AUSTIN, Ph.D., *Associate Professor of Business Administration*; M.S., Surrey University; Ph.D., Strathclyde University.

SANDRA AUSTIN, Ph.D., *Associate Professor of Social Work*; B.S. and MSW, University of Buffalo; Ed.D, University of Massachusetts at Amherst.

ABDELLAHI AW, Ph.D., *Lecturer of Mathematics*; B.A., M.S. and Ph.D., University of Nice SA, France.

ABDUL AZIZ, Ph.D., *Associate Professor of Business Administration*; B.A., M.A., and Ph.D., University of Delhi.

MUHAMMED BADAMAS, Ph.D., *Lecturer in Information Systems*; B.S., Morgan State University; M.S., American

University; Ph.D., Century University

UMARU BAH, Ph.D., *Associate Professor of Strategic Communication*; B.A., University of Sierra Leone; M.A., Ohio State University; Ph.D., Howard University.

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CALVIN BALL, Ed.D., *Lecturer in Advanced Studies, Leadership and Policy*; B.A., Towson State University; M.A., University of Baltimore; Ed.D., Morgan State University.

JARED BALL, Ph.D., *Associate Professor of Multiplatform Production*; B.A., Frostburg State University; M.A., Cornell University; Ph.D., University of Maryland, College Park.

TRIDIP BARDHAN, Ph.D., *Associate Professor of Industrial Engineering*; B.Sc., Dhaka University; B.S.I.E., M.S., Ph.D., Wichita State University.

DAVID BARNEY, *Assistant Professor of Strategic Communication*; B.A., Georgia State University; M.S. Towson University; M.A., Bowie State University.

ADAM BRIDGE, M.Arch., *Lecturer in Architecture*; B.A., Rutgers University; M.Arch., University of Maryland, College Park.

LEON BRIDGES, M.B.A., *Assistant Professor in Architecture*; B.Arch., University of Washington; M.B.A., Loyola College of Maryland.

BARBARA BRISCOE, M.A., *Lecturer of Family and Consumer Sciences*; B.A., Morgan State University; M.A., Coppin State University.

ERIC BRISCOE, M.F.A., *Lecturer in Art*; B.A., Morgan State University; M.F.A., Howard University.

LEEROY BRONNER, Ph.D., P.E., *Associate Professor of Industrial Engineering*; B.S., University of Akron; M.S., Northeastern University; Ph.D., Case Western Reserve University.

BRENDA BROWN, M.A., *Lecturer in History*; B.A., Morgan State University; M.A., Cornell University.

LEIZA BROWN, Ph.D., *Lecturer in English*; B.A., Morgan State University; M.P.D., University of Baltimore; Ph.D., Temple University.

LISA BROWN, Ph.D., *Associate Professor of Biology*; B.S., University of Rhode Island; M.S. and Ph.D., University of Connecticut.

SHERINE BROWN, Ph.D., *Assistant Professor of Nutritional Sciences*; B.S., Oakwood University; Ph.D., Harvard University.

ARTHUR BURT, Ph.D., *Lecturer in History*; B.A. and M.A., Howard University; Ph.D., University of Toronto.

BRETT BUTLER, M.A., *Lecturer in English*; B.A., Villa Julie College; M.A., Towson University.

DENISE CABRERA, *Lecturer in Multimedia Journalism*; B.A. Adelphi University.

MICHAEL CALLOW, Ph.D., *Associate Professor of Business Administration*; B.A., University of Edinburgh Scotland; M.B.A., City University of New York, Baruch College; M. Phil. and Ph.D., City University of New York.

DERWIN CAMPBELL, M.A., *Lecturer in English*; B.A. and M.A., Fayetteville State University.

DANIEL CAMPO, Ph.D., *Associate Professor of City and Regional Planning*; B.A., State University of New York at Binghamton; M.U.P., Hunter College of the City University of New York; Ph.D., University of Pennsylvania.

CHARLES L. CARTER, Ed.D., *Associate Professor of Dance Education*; B.S. and M.Ed., Frostburg State College; Ed.D., West Virginia University

LINDA CARTER, Ph.D., *Associate Professor of English and Language Arts*; B.A. and M.A., Morgan State College; Ph.D., University of Maryland.

ADRIENNE C. CARTHON, Ph.D., *Assistant Professor of English*; B.A., Howard University; M.A., North Carolina State University; Ph.D., Howard University.

ROD CARVETH, Ph.D., *Assistant Professor School of Global Journalism & Communication*; B.A., Harvard University; M.A. and Ph.D., University of Massachusetts-Amherst.

FRANK CASALE, Ph.D., *Assistant Professor of English*; B.S., St. John's University; M.A., Rutgers University, Newark; Ph.D., The Graduate Center of the City University of New York.

JASON CHARALAMBIDES, Ph.D., *Assistant Professor of Architecture*; B.A. University of California at Berkeley; M.A., Ecole d'Architecture Marseille/Ecole Supérieure de Commerce Marseille; M.Arch. and Ph.D., University of Texas at Austin.

MAURICE CHAMPAGNE, Ph.D., *Assistant Professor of English*; B.A., LaSalle University; M.A. and Ph.D., University of Maryland.

GUANGMING CHEN, Ph.D., *Professor of Industrial Engineering*; B.S. and M.S., Shanghai Jiao Tong University; Ph.D., Wayne State University.

KANG CHENG, Ph.D., *Assistant Professor of Accounting*; B. Laws, National Taiwan University, Taiwan; M.B.A. and Ph.D., The George Washington University.

SANDRA CHIPUNGU, Ph.D., *Professor and Chair of Ph.D. Department in Social Work*; B.A., Morgan State University; M.A. and Ph.D., University of Michigan.

KAREN CICMANEC, Ph.D., M.S.W. *Assistant Professor of Advanced Studies, Leadership and Policy*; B.S., Kansas State University; M.A., Hood College; Ph.D., Ohio University.

BETTY CIESLA, M.S., *Lecturer, Medical Technology*; B.S., Philadelphia College of Pharmacy & Science; M.S., Towson University.

GRACE K. COFFEY, M.A., *Assistant Professor of English*; B.A., Benedict College; M.A., Morgan State College; M.A., The Johns Hopkins University.

MARSHALL M. COHEN, Ph.D., *Visiting Professor*; B.S., University of Chicago; M.S., and Ph.D., University of Michigan.

ARLENE COLE-RHODES, Ph.D., *Professor of Electrical Engineering*; B.S., Warwick University; M.Phil., Cambridge University; Ph.D., University of California at Berkeley.

KIMBERLY COLLINS, M.A., *Lecturer in English*; B.A., Trinity College; M.A., Howard University.

YU CONG, Ph.D., *Assistant Professor of Accounting*; Ph.D., Rutgers University.

RUTH CONNELL, M. Arch., *Associate Professor of Architecture*; B.A., Vassar College; M.Arch., University of Pennsylvania.

SUNIL H. CONTRACTOR, Ph.D., *Visiting Assistant Professor of Business Administration*; B.E.E., Gujarat University; M.S., Northeastern University; M.B.A., Ohio State University; Ph.D., University of Georgia

ERIC A. CONWAY, D.M.A., *Associate Professor of Music*; B.M.P and M.M.P., Peabody Conservatory of The Johns Hopkins University; M.A.S., The Johns Hopkins University; D.M.A., Peabody Conservatory of The Johns Hopkins University.

JEFFREY COSTER, M.A., *Lecturer in History*; B.A., Dartmouth College; M.A., University of Maryland, College

Park.

JOHANNA COTTMAN, M.S.W., *Assistant Director of Field Education in Social Work*; B.S.W., Antioch University; M.S.W., Howard University.

JOANNA L. CROSBY, Ph.D., *Associate Professor of Philosophy and Religious Studies*; B.A. and M.A., California State University, Fullerton; Ph.D., Vanderbilt University.

VELMA CUNNINGHAM, M.Ed., *Lecturer in English*; B.S., West Virginia State University; M.Ed., Towson State University.

HOLLY CYMET, Ph.D., *Assistant Professor of Chemistry*; Johns Hopkins Medical.

EDWARD DANIAL, Ph.D., *Lecturer of Mathematics*; B.A. Mercyhurst College; M.A., Truman State University; Ph.D., University of Missouri-Rolla.

KEVIN DANIELS, Ph.D., *Associate Professor of Social Work*; B.S., Morgan State University; M.S., University of Maryland at Baltimore; Ph.D., Morgan State University.

KEVIN DARBY, M.A., *Lecturer in English*; B.A., University of Maryland, Eastern Shore; M.A., Morgan State University.

LINDA DARRELL, M.S.W., *Lecturer in Social Work*; B.S.W., Stony Brook; M.S.W., Virginia Commonwealth University.

DESSA DAVID, Ph.D., *Associate Professor of Information Systems*; B.S., M.A., M.Phil., and Ph.D., City University of New York.

BETTY DAVIS, M.A., *Lecturer in English*; B.A. and M.A., Morgan State University.

CLARENCE DAVIS, M.A., *Lecturer in History*; B.A., Morgan State College; M.A., Morgan State University.

MAURICE DAVIS, MSHA, MPA, *Lecturer in Health Education*; B.A., Limestone College; M.S.H.A. and M.P.A., Grambling State University.

RICHARD A. DEAN, Ph.D., *Lecturer in Electrical Engineering*; B.S.E.E., Manhattan College; M.S.E.E., University of Maryland, College Park; Ph.D., Oklahoma State University.

SUZANNE DEBERRY COLE, Ph.D., *Lecturer in History*; B.A. and M.A., Missouri State University; Ph.D., Miami University.

FRANK DENARO, Ph.D., *Associate Professor of Biology*; NMIMT, SUNY at Stony Brook UCSD; Ph.D., Stony Brook NY.

BLAISE DePAOLO, M.F.A., *Lecturer in Art*; B.A., The Evergreen State College; M.F.A., Rochester Institute of Technology.

JEREMIAH DIBUA, Ph.D., *Professor of History and Geography*; B.A. and M.A., University of Ibadan; Ph.D., University of Benin.

COREY DICKENS, Ph.D., *Lecturer in Electrical Engineering*; B.S.E.E., Morgan State University; M.S.E.E., Cornell University; Ph.D., Howard University.

CASSANDRA DICKERSON, *Lecturer in Family and Consumer Sciences*; B.S.; Howard University and M.S.; University of North Texas.

LAURA DORSEY-ELSON, Ph.D., *Associate Professor of Communication Studies*; B.A., University of California, Los Angeles; M.A. and Ph.D., Howard University.

WALTER EDWARD DUKES, Ph.D., *Lecturer of Construction Management*; B.S., Alcorn State University; M.S., Indiana State University; Ph.D., Purdue University.

SHIRLEY BASFIELD DUNLAP, M.F.A., *Associate Professor of Theatre Arts*; B.A., Morgan State College; M.F.A., University of Cincinnati.

RUTH EDIDIN, M.A., *Instructor of Mathematics*; B.S., The Johns Hopkins University; M.A., The Johns Hopkins University; M.Ed., The Johns Hopkins University.

TIMOTHY EDLUND, D.B.A., *Associate Professor of Business Administration*; B.M.E., Cornell University; M.S., Case Institute of Technology; M.B.A., Boston University; D.B.A., Boston University.

SAMUEL EJIAKU, D.Sc., *Assistant Professor in Information Science & Systems*; B.S., Brooklyn College; M.S., City University of New York; M.Sc., Towson University; D.Sc., Towson University

BONIFACE EKE, Ph.D., *Lecturer of Mathematics*; B.Sc., Ohio State University; M.Sc., University of Dayton; Ph.D., Iowa State University.

RONI ELLINGTON, Ph.D., *Assistant Professor of Mathematics Education*; B.S., Mathematics, Morgan State University; M.A., Mathematics, Morgan State University; Ph.D., Curriculum Instruction Mathematics Education, University of Maryland.

ALI EMDAD, Ph.D., *Professor of Information Science & Systems*; B.S., College of Communication Sciences; M.L.S., Pahlavi University; Ph.D., Case Western Reserve University.

DALE EMEAGWALI, Ph.D., *Lecturer of Biology*; Ph.D., Georgetown University

NADIA ENURAH, Ph.D., *Lecturer of Mathematics*; M.S. and Ph.D., Moscow State University of Economics.

SAMUEL ENURAH, Ph.D., *Lecturer of Mathematics*; M.S. and Ph.D., Moscow State University of Economics.

IHEANYI ERONINI, Ph.D., P.E., *Associate Professor of Civil Engineering*; B.S., M.S., and Ph.D., University of California, Berkeley.

CHUNLEI FAN, Ph.D., *Associate Professor of Biology*; B.S., Shandong University; M.S., Chinese Academy of Sciences; M.S., University of Maryland, Eastern Shore, Ph.D., University of Maryland, College Park.

JOSEPH FARRELL, M.A., *Lecturer in Philosophy*; B.S., Loyola College; M.A., The American University.

MARY ANN FAY, Ph.D., *Associate Professor of History*; M.S., Boston University; Ph.D., Georgetown University.

SHARON G. FINNEY, Ph.D., *Associate Professor of Accounting & Finance*; B.S., North Carolina A&T State University; M.A.S., University of Illinois Champaign- Urbana; Ph.D., Georgia State University.

HOMER FLEETWOOD, M.A., *Lecturer in History*; B.A., University of California, Irvine; M.A., Howard University.

IVIS T. FORRESTER, Ph.D., *Director and Associate Professor of Nutritional Sciences*; B.S., and M.S., Tuskegee University; Ph.D., University of Missouri Columbia.

MARY K. FOSTER, Ph.D., *Assistant Professor of Business Administration*; University of Maryland, College Park; M.S., Johns Hopkins University; M.B.A., University of Pennsylvania; Ph.D., Morgan State University

SUZANNE FRASIER, M.A.U.P., *Associate Professor of Architecture*; B.Arch. and M.A.U.P., The City College of New York, CUNY.

JULIAN FULLER, M.S., *Lecturer of Mathematics*; B.S., Howard University; M.S., Morgan State University.

KATHLEEN GALBRAITH, Sc.D., *Director and Associate Professor of Nursing*; B.S., Villanova University; M.S., University of Delaware; Sc.D., Johns Hopkins University.

XIAO-XIONG GAN, Ph.D., *Associate Professor of Mathematics*; B.S., Huazhong Normal University; M.S., Academia Sinica; Ph.D., Kansas State University.

ZEKEH S. GBOTOKUMA, Ph.D., *Associate Professor of Philosophy and Religious Studies*; B.A., Philosophy of Bamanya and Faculté de Théologie Catholique de Kinshasa, Zaire; B.A., Urban Pontifical University, Vatican; M.A. and Ph.D., Gregorian University, Rome.

ANNETTE A. GEORGE, Ph.D., *Assistant Professor of Business Administration*; B.S. and M.B.A., Morgan State University; M.T.A., George Washington University; Ph.D., Morgan State University

ANNE GENIN, M.A., *Lecturer in Political Science*; M.A., Institut d'Études Politiques de Paris; LL.M., Friedrich-Schiller Universität-Jena; LL.D., Université de Paris I—Panthéon-Sorbonne.

MOHAMMAD GHARIPOUR, Ph.D., *Associate Professor in Architecture*; M.Arch., University of Tehran; Ph.D., Georgia Institute of Technology.

STEVEN GIBSON, Ph.D., *Assistant Professor of Information Science & Systems*; B.S., Morgan State College; M.Ed., University of Maryland; Ph.D., The Catholic University of America.

ROSEMARY GILLET-KARAM, Ph.D. *Associate Professor of Advanced Studies, Leadership and Policy*; B.S. and Ph.D., University of Texas Austin.

JADE GORMAN, M.A., *Lecturer in English*; B.A., East Carolina University; M.A., University of Maryland.

CLAYTON GOSS, M.F.A., *Assistant Professor of English*; B.F.A., Howard University; M.F.A., Temple University.

INDRANIL GOSWAMI, Ph.D., P.E., *Lecturer in Civil Engineering*; B.C.E., Jadavpur University; M.S.E. and Ph.D., The Johns Hopkins University.

ARTHUR D. GRAINGER, Ph.D., *Associate Professor of Mathematics*; B.S., Morgan State University; M.A. and Ph.D., University of Maryland, College Park.

DALE GREEN, M.Arch. *Assistant Professor of Architecture*, B.S., Morgan State University; M.Arch., University of Illinois at Urbana-Champaign.

YVONNE GREENE, M.S.W., *Chair of BSW Department in Social Work*; B.S. and M.S.W., University of Pittsburgh.

DANIEL GREGORY, M.A., *Lecturer in History*; B.A., Skidmore College; M.A., Antioch University.

BRIAN GRIEB, M.Arch. *Assistant Professor*; B.S. and M.Arch., University of Maryland, College Park.

ELIZABETH GUNN, Ph.D., *Assistant Professor of Foreign Languages*; B.A., Wesleyan University; M.A., Middlebury College; Ph.D., University of North Carolina at Chapel Hill.

DEBRA NEWMAN HAM, Ph.D., *Professor of History and Geography*; B.A., Howard University; M.A., Boston University; Ph.D., Howard University.

NIKEDA HAMILTON, M.S., *Lecturer of Mathematics*; B.S., Morgan State University; M.S., Purdue University.

ERNEST HAMMOND, M.S., *Assistant Professor of Physics*; B.S., Morgan State College; M.S., Howard University.

STELLA HARGETT, Ph.D., *Associate Professor of Sociology*; B.A., Fayetteville State University; M.A. and Ph.D., University of North Carolina, Chapel Hill.

HELEN HARRISON, Ph.D., *Associate Professor of Foreign Languages*; B.A., University of Virginia; M.A., M. Phil. and Ph.D., Columbia University.

GREGORY HAYNES, M.S., *Lecturer of Chemistry*; B.S., Morgan State University; B.Sc., University of Maryland-College Park; M.S., Washington State University.

LOUISE HELLWIG, Ph.D., *Lecturer of Chemistry*; B.S., Towson State University; Ph.D., University of Wisconsin.

DONALD C. HELM, Ph.D., P.E., *Samuel P. Massie Chair of Excellence in the Environmental Disciplines, Professor of*

Civil Engineering; A.B., Amherst College; M.Div., Hartford Seminary; M.S. and Ph.D., University of California, Berkeley.

DERICK HENDRICKS, Ph.D., *Lecturer in History*; B.A., University of the Virgin Islands; M.A., Texas Southern University; Ph.D., Morgan State University.

KARL HENZY, Ph.D., *Assistant Professor of English and Language Arts*; B.A. and M.A., University of Connecticut; Ph.D., University of Delaware.

JOHN HERSEY, Ph.D., *Lecturer in Philosophy*; B.A., University of Massachusetts; M.A., Boston College; Ph.D., The Catholic University of America.

YOUSEF HIJJI, Ph.D., *Assistant Professor of Chemistry*; B.S. and M.S., University of Jordan; Ph.D., Michigan State University.

MAX HILAIRE, Ph.D., *Associate Professor of Political Science*; B.A., Morgan State University; M.A., M.Phil. and Ph.D., Columbia University.

DWAYNE HILL, Ph.D., *Lecturer of Biology*; B.A., Lincoln University; M.S., West Virginia University; Ph.D., University of Arizona.

AMBER BRADSHAW HODGES, Ph.D., *Assistant Professor of Psychology*; B.S., Bennett College; M.Phil. and Ph.D., State University of New York.

EUGENE HOFFMAN, Ph.D., *Assistant Professor of Physics*; A.B., University of Chicago; S.B., University of Chicago; Ph.D., Iowa State University.

GLORIA HOFFMAN, Ph.D., *Professor of Biology*; B.S. and Ph.D., University of Illinois.

CHRISTINE F. HOHMANN, Ph.D., *Associate Professor of Biology*; B.A., Lehranstalt für Pharmazeutisch-Technische Assistenten, Cologne West Germany; Ph.D., Brown University.

MOHAMMAD HOKMABADI, Ph.D., *Associate Professor of Chemistry*; B.S., University of Tabriz; Ph.D., Howard University.

BURNEY J. HOLLIS, Ph.D., *Professor of English*, B.A., Morgan State College; M.A. and Ph.D., University of Pennsylvania.

JOHN HOSLER, Ph.D., *Associate Professor of History*; B.A., M.A., Iowa State University; Ph.D., University of Delaware.

PAVLINA ILIEVA, M.Arch., *Lecturer of Architecture*; B.S. and M.Arch., Texas Tech University.

ANGELA McMILLAN HOWELL, Ph.D., *Assistant Professor of Sociology*; B.A., Morgan State University; A.M. and Ph.D., Brown University.

CORNELIA HSU, M.S., *Instructor of Mathematics*; B.A., Providence College; M.S., West Virginia University.

HAIYAN HU, Ph.D., *Associate Professor of Business Administration*; B.S. and M.S., Dong Hua University; Ph.D., University of Wisconsin – Madison.

SHAN-JEN HUANG, Ph.D., *Lecturer of Chemistry*; B.S. and M.S., Chung Yuan University; Ph.D., University of Pittsburgh.

DOLAN HUBBARD, Ph.D., *Professor of English and Language Arts*; B.A., Catawba College; M.A., University of Denver; Ph.D., University of Illinois at Urbana-Champaign.

CLEO A. HUGHES-DARDEN, Ph.D., *Assistant Professor of Biology*; B.S., Morgan State University; Ph.D., Clark Atlanta University.

SALMA IBRIHAM, Ph.D., *Assistant Professor of Accounting*; B.Com., Helwan University, Egypt; M.S., Syracuse University; Ph.D., University of Maryland.

MARK INDURSKY, Ph.D., *Lecturer of Mathematics*; M.S., University of Moscow; Ph.D., Thermal Engineering Institute, Moscow.

MAURICE C. IWUNZE, Ph.D., *Associate Professor of Chemistry*; B.A., University of Dallas; M.S., West Texas State University; Ph.D., Baylor University.

ALICE M. JACKSON, Ph.D., *Associate Professor of Political Science*; B.A., M.P.A., and Ph.D., Howard University.

DAVID JACOBS, Ph.D., *Associate Professor of Business Administration*; Ph.D. Industrial and Labor Relations, Cornell University; M.A. and B.A., The University of Michigan-Ann Arbor.

MANSOUREH JEIHANI, Ph.D., *Assistant Professor of Transportation Systems*; B.S., Iran National University (Shahid Beheshti); M.S., Institute for Research in Planning and Development; M.A. and Ph.D., Virginia Polytechnic Institute and State University.

SANJEEDA JAFAR, Ph.D., M.B.B.S., University of Dhaka; Ph.D., Baylor College of Medicine.

SHERINE JENNELS, Ph.D., *Assistant Professor of Nutritional Sciences*; B.S., Oakwood University; Ph.D., Harvard University.

MILFORD JEREMIAH, Ph.D., *Professor of English*; B.A., Hampton Institute; M.A. and Ph.D., Brown University.

VADIM JIGOULOV, Ph.D., *Lecturer in Philosophy*; B.A., Kostoma State University; M.Div., New Orleans Baptist Theological Seminary; M.A. and Ph.D., University of Michigan.

VIRGINIA C. JOHNS, Ed.D., *Coordinator of Professional Development Schools in the Department of Teacher Education and Professional Development*; B.S. and M.S., Morgan State University; Ed.D., Temple University.

CHARLES JOHNSON, Ph.D., *Associate Professor of History*; B.A., Morgan State University; M.A., Morgan State University; Ph.D., Howard University.

LARRY JOHNSON, M.A., *Lecturer in English*; B.A., North Carolina Central University; M.A., College of Notre Dame of Maryland.

ROBERT JOHNSON, Ph.D., P.E., *Lecturer in Civil Engineering*; B.S., Belknap College; M.S.C.E., University of Notre Dame; Ph.D., Rensselaer Polytechnic Institute.

GUY JONES, M.F.A., *Lecturer in Art*; B.A., Morgan State University; M.F.A., Maryland Institute College of Art.

JACKIE JONES, *Associate Professor of Multimedia Journalism*; B.A., George Washington University

VAN R. JONES, M.A., *Lecturer of Mathematics*; B.S., North Carolina Central University; M.A., Morgan State University.

PIA JORDAN, M.A., *Assistant Professor of Multimedia Journalism*; B.S., University of Maryland, College Park; M.A., American University.

JEREMY KARGON, M.Arch., *Associate Professor in Architecture*; B.A., Yale University; M.Arch., Columbia University.

BHEEM P. KATTEL, Ph.D., C.P.E., *Lecturer in Industrial Engineering*; B.Tech., Indian Institute of Technology; M.S.I.E., Montana State University; Ph.D., Wichita State University.

MILTON KENT, *Lecturer in Multimedia Journalism*; B.A., University of Maryland

RODNEY KERBY, Ph.D., *Lecturer of Mathematics*; B.S., M.A. and Ph.D., University of Maryland-College Park.

PHYLLIS KEYS, Ph.D., *Associate Professor of Finance*; B.S., University of Mississippi; M.B.A., Jackson State University; Ph.D., Florida State University.

OMAR J. KHAN, Ph.D., *Associate Professor of Business Administration*; B.A., Government College, Lahore; M.B.A. and Ph.D., Saint Louis University.

MEENA KHORANA, Ph.D., *Professor of English Language Arts*; B.A, Osmania University; M.A. and Ph.D., Agra University.

JOSEPH KIMANI, M.B.A., *Instructor of Economics*; B.A., Inter-American University of Puerto Rico; M.B.A., Atlanta University.

ANTONY KINYUA, Ph.D., *Lecturer of Physics*; B.S., University of Nairobi; M.S. University of Florida; M.Sc. and Ph.D., University of Nairobi.

SAMIA RAB KIRCHNER, Ph.D., *Associate Professor of Architecture*; B.Arch., National College of Arts; M.S., Massachusetts Institute of Technology; Ph.D., Georgia Institute of Technology.

MICHAEL KOBAN, Ph.D., *Assistant Professor of Biology*; B.A., Alaska Pacific University; M.S., University of Alaska at Fairbanks; Ph.D., University of Illinois at Urbana-Champaign.

BARUTI KOPANO, Ph.D., *Associate Professor of Multiplatform Production*; B.A., Morgan State University; M.A., Syracuse University; Ph.D., Indiana University of Pennsylvania.

GABRIEL KROIZ, M.Arch., *Associate Professor of Architecture*; B.A. and B.Arch., Rhode Island School of Design; M.Arch., University of Maryland, College Park.

ARADHYA KUMAR, Ph.D., *Lecturer of Physics*; Ph.D., Bangalore University.

PERRY KYLES, Ph.D., *Assistant Professor of History*; B.S., Texas Southern University; Ph.D., Florida International University.

JUMOKE O. LADEJI-OSIAS, Ph.D., *Associate Professor of Electrical Engineering*; B.S.E.E., University of Maryland, College Park; Ph.D., Rutgers, The State University of New Jersey.

WEI-WEI LE, M.D., *Research Associate Professor of Biology*, M.D., University of Shanghai.

JAMES LEE, D.M.A., *Associate Professor of Music*; B.M., M.M., and D.M.A., University of Michigan.

SEONG LEE, Ph.D., *Associate Professor of Industrial Engineering*; B.S., The National Pusan University (Korea); M.S. and Ph.D., The Catholic University of America.

YOUNG-JAE LEE, Ph.D., *Assistant Professor of Transportation Studies*; B.S.E. and M.S.E., Seoul National University; M.S.E. and Ph.D., University of Pennsylvania.

CARLEEN LEGGETT, Ph.D., *Associate Professor of Foreign Languages*; B.A., Millsaps College; M.A. and Ph.D., The Catholic University of America.

MARTINIQUE LEWIS, *Lecturer in Family and Consumer Sciences*; B.S., North Carolina A&T and, M.A., Savannah College of Art and Design.

JIANG LI, Ph.D., P.E., Ph.G., *Associate Professor of Civil Engineering*; B.S., Wuhan Institute of Technology; M.S., Chinese Academy of Sciences; Ph.D., University of Nevada-Reno

JEAN-PIERRE LIAMBA, Ph.D., *Lecturer of Mathematics*; B.A., M.S., and Ph.D., University of Wisconsin-Milwaukee.

MICHAEL LINDSAY, M.A., *Lecturer in English*; B.A. and M.A., North Carolina A&T State University.

ABDELLAH LISFI, Ph.D., *Associate Professor of Physics*; B.S., University of Rabat, Morocco; M.S. and Ph.D., University of Paris, France.

MELISSA B. LITTLEFIELD, Ph.D., *Associate Professor of Social Work*; M.S.W. and Ph.D., Howard University.

DAN LONG, M.F.A., *Lecturer in Theatre Arts*; B.A., St. Mary's College of Maryland; M.F.A., Wayne State University.

BRENDA A. LORICK, Ed.D., *Lecturer in Freshman Orientation*; B.S. and M.Ed., Howard University; M.A., St. John's College; Ed.D., Texas A & M University.

LEYLAND M. LUCAS, Ph.D., *Associate Professor of Business Administration*; B.Sc., University of Guyana; M.B.A., Howard University; M.B.A. and Ph.D., Rutgers, The State University of New Jersey.

JONATHAN LUFTIG, M.A., *Lecturer in English*; B.A., Vassar College; M.A. and Ph.D., SUNY— Buffalo.

HELEN M. MADRY, M.A., *Lecturer in English*; B.A., Coppin State College; M.A., Morgan State University.

ADAM MAHONSKE, M.M., *Lecturer in Music*; B.M., University of Toronto; M.M., Indiana University.

BILAL MAKKAWI, Ph.D., *Associate Professor of Accounting*; B.B.A., American University of Beirut; M.B.A., University of Florida; Ph.D., Florida International University.

ROSHAN BENJAMIN MALIK, Ph.D., *Lecturer in English*; B.A., Devi Ahiliya University of Indore; Ph.D., Devi Ahiliya Visha Vidhalaya University of Indore.

SANTOSH MANDAL, Ph.D., *Associate Professor of Chemistry*; B.S. and M.S., Calcutta University; Ph.D., University of Louisville.

GLORIA MARROW, M.A., *Lecturer in History*; B.A. and M.A., Morgan State University.

CHRISTOPHER J. MATHIS, Ph.D., *Assistant Professor of Business Administration*; M.B.A., Clark Atlanta University; Ph.D., Jackson State University.

ABDOULAYE MBAYE, Ph.D., *Lecturer in English*; B.A. and M.A., University of Dakar; Ph.D., University of Maryland, Baltimore County.

AUDREY McCALLUM, M.M., *Lecturer in Music*; B.M. and M.M., Peabody Conservatory of The Johns Hopkins University.

SYLVESTER MCKAY, Ph.D., *Professor of Advanced Studies, Leadership and Policy*; B.S., M.S., and Ph.D., North Carolina State University.

JANICE McLANE, Ph.D., *Associate Professor of Philosophy*; B.A., Bryn Mawr College; M.A., Pennsylvania State University; Ph.D., State University of New York at Stony Brook.

GABRIELLE MCLEMORE, Ph.D., *Assistant Professor of Biology*; B.S., Trenton State College; Ph.D., The Pennsylvania State University.

LOIS McMILLAN, M.A., *Assistant Professor of English*; B.A., Morgan State College; M.A., Atlanta University, M.L.A., The Johns Hopkins University.

KEITH MEHLINGER, M.F.A., *Associate Professor of English and Language Arts*; B.S., University of California, Berkeley; M.F.A., University of California, Los Angeles.

L. ADAM MEKLER, Ph.D., *Associate Professor of English and Language Arts*; B.A., University of Delaware; M.A. and Ph.D., Drew University.

GETACHEW METAFERIA, Ph.D., *Associate Professor of Political Science*; B.A., University of Nebraska; M.A., University of New Orleans; Ph.D., Howard University.

CHRIS METZGER, M.A., *Lecturer in Music*; B.A., Lafayette College; M.A. and M.F.A., Maryland Institute College of Art.

ROSE MEZU, Ph.D., *Associate Professor of English and Language Arts*; B.A. and M.A., The State University of New York at Buffalo; Ph.D., University of Port Harcourt.

MELVIN MILES, M.A., *Instructor of Music*; B.S. and M.A., Morgan State University.

FARZAD MOAZZAMI, Ph.D., *Assistant Professor of Electrical and Computer Engineering*; B.S., University of Tabriz; M.Eng., Morgan State University; D.Eng, Morgan State University.

JYOTI MOHAN, M.A., *Lecturer in History*; B.A., St. Stephen's College (India); M.A., University of Delhi; M.A., University of Maryland, College Park.

CARMEN MOORE, Ph.D., *Assistant Professor of Business Administration*; B.S., Towson University; M.A. and Ph.D., Temple University.

WINDSOR MORGAN, M.S., *Assistant Professor of Physics*; B.A. and M.A., Fisk University; M.S., University of Massachusetts.

ROBERT MORROW, Ph.D., *Associate Professor of History*; B.A., College of Wooster; M.A. and Ph.D., University of Maryland, College Park.

PAUL MUKUNDI, Ph.D., *Lecturer in English*; B.Ed., Kenyatta University; M.A. and Ph.D., Morgan State University.

BUAGU MUSAZI, Ph.D., *Associate Professor of Accounting*; B.S., Makerere University; M.A., The University of Michigan; Ph.D., Wayne State University.

JOY MYREE-MAINOR, Ph.D., *Assistant Professor of English and Language Arts*; B.A., Clark Atlanta University; M.A., University of North Carolina at Chapel Hill; Ph.D., University of Kentucky.

JOYCE MYSTER, M.Ed., *Instructor of Mathematics*; B.S., Allen University; M.A., University of Colorado; M.Ed., University of Pittsburgh.

BRIAN R. NAUGHTON, M.A., *Instructor of Multiplatform Production*; B.S., State University of New York at Oneonta; M.A., The Ohio State University.

BHAMINI M. P. NAYAR, Ph.D., *Assistant Professor of Mathematics*; B.Sc. and M.Sc., Union Christian College; Ph.D., University of Delhi.

JULIE CARY NERAD, Ph.D., *Associate Professor of English and Language Arts*; B.A., Florida International; M.A., Georgia State University; Ph.D., University of Kentucky.

MBARE NGOM, Ph.D., *Professor of Foreign Languages*; B.A. and M.A., Université de Dakar; Ph.D., Université de Paris-Sorbonne.

GASTON NGUERKATA, Ph.D., *Associate Professor of Mathematics*; B.Sc., M.Sc., and Ph.D., University of Montreal.

VANTHUAN NGUYEN, Ph.D., *Assistant Professor of Finance*; B.A. and M.S., University of Southern Denmark; Ph.D., University of Mississippi.

ASAMOAH NKWANTA, Ph.D., *Assistant Professor of Mathematics*; B.S., North Carolina Central University; M.S., University of Wisconsin-Milwaukee; Ph.D., Howard University.

OBED NORMAN, Ph.D., *Associate Professor, Advanced Studies, Leadership and Policy*; B.S., University of Western Cape; M.S., University of Pennsylvania; Ph.D., University of Iowa.

PETERS NWAFOR, M.A., *Lecturer in English*; B.A., University of Jos, Nigeria; M.A., Morgan State University.

GLADSON NWANNA, Ph.D., *Professor of Finance*; B.A., Rutgers University; M.B.A., St. John's University; Ph.D., Fordham University.

SIMON NYAGA, Ph.D., *Lecturer of Biology*; B.S., Southern Texas University; Ph.D., University of Texas Medical

Branch (UTMB).

KOFI NYARKO, Ph.D., *Associate Professor of Electrical and Computer Engineering*; B.S.E.E., Morgan State University; M.S.E.E., Morgan State University; D. Eng., Morgan State University.

GBEKELOLUWA OGUNTIMEIN, Ph.D., P.E., *Associate Professor of Civil Engineering*; B.S. and Ph.D., Iowa State University.

FREDERICK OLADEINDE, Ph.D., *Lecturer of Chemistry*; B.S., Morgan State University; M.Sc., Northeastern University; Ph.D., University of Ibadan, Nigeria.

HARRY OLSON, Ph.D., *Lecturer of Physics*; B.S., Sioux Falls College; M.S. and Ph.D., Baylor University.

MARGARET OLSON, D.M.A., *Assistant Professor of Music*; B.M., University of North Carolina, Greensboro M.M., University of Maryland, College Park; D.M.A., University of Iowa.

NATASHA OTTO, M.A., *Lecturer in Psychology*; B.S., Oakwood College; M.A., Andrews University.

ANNETTE PALMER, Ph.D., *Associate Professor of History and Geography*; B.A., Carleton University; M.A. and Ph.D., Fordham University.

ANITA PANDEY, Ph.D., *Associate Professor of English and Language Arts*; B.A., Ahmadu Bello University, Nigeria; M.A. and Ph.D., University of Illinois at Urbana-Champaign.

ALEXANDER PANKOV, Ph.D., *Associate Professor of Mathematics*; M.S. and Ph.D., Voronezh State University, USSR.

LADAWN PARTLOW, M. Eng., *Lecturer in Electrical and Computer Engineering*; B.S.E.E., Morgan State University; M.Eng., Morgan State University.

SANDIP PATEL, Ph.D., *Associate Professor of Information Science & Systems*; B. E. Gujarat University; M.S., Georgia Institute of Technology; Ph.D., University of Louisville.

CARROL PERRINO, Ph.D., *Associate Professor of Psychology*; B.A., Syracuse University; M.A. and Ph.D., Northwestern University.

EVELYN PERRY, M.S., *Director of Professional Development Schools in the Department of Teacher Education and Professional Development*; B.S., Morgan State University; M.S., Johns Hopkins University.

LAWRENCE PESKIN, Ph.D., *Associate Professor of History and Geography*; B.A., University of Chicago; M.A. and Ph.D., University of Maryland, College Park.

JOSEPH PETTIT, Ph.D., *Associate Professor of Philosophy and Religious Studies*; B.A., George-town University; M.A., and Ph.D., University of Chicago.

GLENN O. PHILLIPS, Ph.D., *Professor of History*; B.A., Atlantic Union College; M.A., Andrews University; Ph.D., Howard University.

RICHARD A. PITTS, JR., Ph.D., *Associate Professor of Industrial Engineering*; B.S., Morgan State University; M.S. and Ph.D., The Pennsylvania State University.

MARGARET PITTMAN, MSW, *Instructor of Social Work*; B.S.W. University of Maryland at Baltimore County; M.S.W University of Maryland at Baltimore

ANDERSON POWELL, M.S., *Instructor of Health, Physical Education and Recreation*; B.S., Morgan State University; M.S., United States Sports Academy.

WILLIAM POWELL, M.S., *Lecturer of Physics*; B.S., Morgan State University; M.S. Indiana University of Pennsylvania.

SAROJ PRAMANIK, Ph.D., *Associate Professor of Biology*; Indian Agriculture.

NATASHA PRATT-HARRIS, Ph.D., *Lecturer in Sociology*; B.A., University of Maryland, College Park; M.S., University of Baltimore; Ph.D., Howard University.

JACQUELINE M. PRESSEY, M.S., *Lecturer of Physical Education*; B.S. and M.S., American University;

GLENDA PRIME, Ph.D., *Associate Professor of Advanced Studies, Leadership and Policy*; B.S., M.A. and Ph.D., The University of the West Indies.

WILLIAM PROCTOR, J.D., *Associate Professor of Business Administration*; B.S., Pennsylvania State University; M.B.A., University of Pennsylvania; J.D., North Carolina Central University.

KAREN L. PROUDFORD, Ph.D., *Associate Professor of Business Administration*; B.S., Florida A&M University; M.A. and Ph.D., University of Pennsylvania.

GHULAM QUIBRIA, Ph.D., *Professor of Economics*; B.A., University of Dhaka; M.A. and Ph.D., Princeton University.

ABIRAMI RADHAKRISHNAN, Ph.D., *Associate Professor of Operations, Supply Chain & Project Management*; B.S., University of Madras; M.B.A., Madurai Kamaraj University; Ph.D., Clemson University.

MATHUMATHI RAJAVEL, Ph.D., *Assistant Professor of Biology*; Ph.D., Kamaraj University of India.

GERALD RAMEAU, Ph.D., *Associate Professor of Biology*; B.S., Adelphi University; M.S., City College (CUNY); Ph.D., Albert Einstein College of Medicine.

GREGORY RAMSEY, Ph.D., *Assistant Professor of Information Science & Systems*, B.S., Duke University; M.S., Carnegie Mellon University; Ph.D., University of Minnesota.

RALPH RECKLEY, Ed.D., *Professor of English*; B.A., Morgan State College; M.A., Howard University; Ed.D., Rutgers University.

WELMA REDD, M.F.A., *Assistant Professor of Multiplatform Production*; B.A., University of Liberia; M.F.A., American University.

MICHEL REECE, D.Eng., *Assistant Professor in Electrical Engineering*; B.S.E.E., Morgan State University; M.S.E.E., The Pennsylvania State University; D.Eng., Morgan State University.

RANDAL REED, Ph.D., *Associate Professor of Economics*; B.S., Colgate University; M.S. and Ph.D., Northwestern University.

ARON REZNIK, Ph.D., *Lecturer of Mathematics*; Ph.D., Tashkent State University.

THELMA RICH, M.S.W., *Director of Field Education in Social Work*; B.A., Morgan State University; M.S.W., University of Maryland.

C. DARLINGTON RICHARDS, Ph.D., *Associate Professor of Business Administration*; LL.B (Hons), University of Jos; LL.M. (Taxation), University of Baltimore; Ph.D., Sheffield University.

EARL S. RICHARDSON, Ed.D., *Professor of Education, Center for Civil Rights in Education*. B.A., University of Maryland Eastern Shore; M.S. and Ed.D., University of Pennsylvania.

JULAIN RIGG, Ph.D., *Assistant Professor of Business Administration*; B.S. and M.S., University of West Indies; Ph.D., Purdue University.

KAREN ROBINSON, M.S., *Lecturer of Accounting*; B.S., Morgan State University; M.S., University of Baltimore.

MARILYN RONDEAU, Ed.D., *Director of M.S. Program in Educational Administration and Supervision, and Aspiring Leaders and Master of Arts in Teaching (M.A.T.) programs*; B.A., Elms College; M.S. and Ed.D., Morgan State University.

DEVONNA ROWE, M.M., *Lecturer in Music*; B.A., St. Augustine's College; M.M., University of North Carolina, Chapel Hill.

SANJIT ROY, M.S.Arch., *Assistant Professor of Architecture*; B.Arch., School of Architecture and Planning, New Delhi, India; M.S.Arch., University of Cincinnati.

KENNETH ROYSTER, M.F.A., *Associate Professor of Art*; B.A., Morgan State College; M.F.A., Maryland Institute of Art.

SHIRLEY RUSSELL, M.S., *Instructor of Mathematics*; B.S. and M.S., Morgan State University.

ANTHONY SAKA, Ph.D., P.E., PTOE., PTP., *Professor of Transportation Studies*; B.A., University of Southwestern Louisiana; M.U.R.P., University of Pittsburgh; Ph.D., University of Virginia.

ERIC SAKK, Ph.D., *Assistant Professor of Computer Science*, Ph.D., Cornell University.

MASUD SALIMIAN, Ph.D., *Lecturer in Industrial Engineering*; B.Sc., Shariff University of Technology; M.S. and Ph.D., University of Oklahoma.

KENNETH P. SAMUEL, Ph.D., *Professor of Biology*; B.S., University of the District of Columbia; M.A., State University of New York at Stony Brook; Ph.D., Georgetown University.

TONYA SANDERS, Ph.D., *Assistant Professor in City and Regional Planning*; B.S., Truman State University; M.A., Pennsylvania State University; Ph.D., University of Illinois at Chicago.

DAVISON SANGWEME, Ph.D., *Lecturer of Biology*; B.Sc., M.Sc., University of Zimbabwe; Ph.D., Johns Hopkins University School of Public Health.

FREDERICK SCHARMEN, M.Arch., *Assistant Professor in Architecture*; B.S., University of Maryland-College Park; M.Arch., Yale University.

CRAIG SCOTT, Ph.D., *Professor of Electrical Engineering*; B.S.E.E., Howard University; M.S.E.E., Cornell University; Ph.D., Howard University.

WAYMAN SCOTT, Ph.D., *Research Professor in Civil Engineering*; A.B., Oberlin College; M.S., University of Michigan; Ph.D., The Johns Hopkins University.

DEREJE SEIFU, Ph.D., *Assistant Professor of Physics*; B.Sc., Addis Ababa University; M.Sc. and Ph.D., University of Cincinnati.

SIDDHARTHA SEN, Ph.D., *Professor of City and Regional Planning*; B. Arch., University of Calcutta; M. Arch., Rensselaer Polytechnic Institute; M.C.P, Georgia Institute of Technology; Ph.D., University of Illinois at Urbana-Champaign.

ROMAN SERBYN, Ph.D., *Lecturer of Physics*; B.Eng. and M.Eng., McGill University; Ph.D., Catholic University.

TSENAY SEREQUEBERHAN, Ph.D., *Professor of Philosophy*; B.A., University of Massachusetts; M.A. and Ph.D., Boston College.

HARUNA SESAY, Ph.D., *Lecturer of Biology*; B.S., London University; M.Sc., Glasgow University; Ph.D., Johns Hopkins University School of Public Health

ARCHANA SHARMA, Ph.D., *Associate Professor of Landscape Architecture*; B.Arch, Maharaja Sayajirao University; M.L.A., Center for Environmental Planning and Technology; Ph.D., National University of Singapore.

ROOSEVELT SHAW, Ph.D., *Associate Professor of Chemistry*; B.A. and M.A., Morgan State College; Ph.D., Johns Hopkins University.

RUTHE SHEFFEY, Ph.D., *Professor of English*; B.A., Morgan State College; M.A., Howard University; Ph.D., University of Pennsylvania.

DANA SHELLEY, M.A., *Lecturer in Strategic Communication*; B.A., University of Wisconsin-Madison; M.P.A.; American University.

HYEON-SHIC SHIN, Ph.D., *Assistant Professor of City and Regional Planning*; B.A., Dankook University; M.A. University of Akron; Ph.D., University of Illinois at Chicago.

E. R. SHIPP, J.D., *Associate Professor of Multimedia Journalism*; B.A., Georgia State University; M.S., M.A. and J.D., Columbia University.

KMT G. SHOCKLEY, Ph.D., *Associate Professor of Advanced Studies, Leadership and Policy*; B.A., B.S., and M.Ed., University of Cincinnati; Ph.D., University of Maryland, College Park.

JANICE SHORT, M.A., *Lecturer in Theatre Arts*; B.A., Morgan State University; M.A., Bowling Green State University.

HOWARD L. SIMMONS, Ph.D., *Professor of Advanced Studies, Leadership and Policy*; B.S., Spring Hill College; M.A.T., Indiana University; Ph.D., Florida State University.

ANIKA SIMPSON, Ph.D., *Associate Professor of Philosophy*; B.A., Spelman College; M.A. Ohio State University; Ph.D., University of Memphis.

LESLIE SIMPSON, M.S., *Lecturer in Family and Consumer Sciences*; B.A., Simmons College; M.S., Philadelphia University.

MICHAEL SINCLAIR, *Assistant Professor of Social Work*; B.S. State University of New York; MSSW, Columbia University School of Social Work; ABD, Norfolk State University

ROBERT P. SINGH, Ph.D., *Professor of Business Administration*; B.S., University of Virginia; M.B.A., Illinois Institute of Technology; Ph.D., University of Illinois at Chicago.

SARAH SMILEY, Ph.D., *Assistant Professor of Geography*; B.A., University of Cincinnati; M.A. and Ph.D., University of Kansas.

BELINDA SMITH, Ph.D., *Assistant Professor of Social Work*; B.S.; Tuskegee University; M.S., University of Louisville; Ph.D., Howard University.

IOLA SMITH, Ph.D., *Professor of Teacher Education and Professional Development*; B.A., Penn State; M.A., The American University; Ph.D., The Catholic University of America.

ROBERT J. SMITH, Ph.D., *Associate Professor of Psychology*; B.A., Florida A&M University; M.A. and Ph.D., The Ohio State University.

JOHN SOUTHALL, M.B.A., *Assistant Professor of Business Administration*; B.S., Morgan State College; M.B.A., Atlanta University.

ROBIN L. SPAID, Ed.D., *Associate Professor of Advanced Studies, Leadership and Policy*; A.A., Hagerstown Junior College; B.A. and M.A., Hood College; Certificate of Advanced and Graduate Studies and Ed.D., Virginia Polytechnic Institute and State University.

MARGARET SPICER, Ed.D., *Coordinator of Professional Development Schools in the Department of Teacher Education and Professional Development*; B.S. and MBA, Morgan State University; Ed.D., University of Maryland.

ARNOLD SPICINETSKIY, M.S., *Lecturer of Mathematics*; B.S., and M.S., Kishinev University.

SAMUEL SPRINGER, D.M.A., *Lecturer in Music*; G.T.C.L., Trinity College of Music, England; M.M., Yale School of Music; D.M.A, Peabody Conservatory of The Johns Hopkins University.

MAURICE ST. PIERRE, Ph.D., *Professor of Sociology*; B.S., London University; M.A., McGill University; Ph.D., University of West Indies.

RENAE STAFFORD, *Lecturer in Family and Consumer Sciences*; B.S., Florida A & M University; M.S., Florida State University.

BRIAN STANSBURY, *Lecturer/BEAR Lab Coordinator*; B.F.A. Maryland Institute College of Art; M.F.A., School of the Art Institute of Chicago.

ERNEST STEELE, Ph.D., *Associate Professor of Biology*; B.S., Emory College; Ph.D., Emory University Graduate School of Arts and Sciences.

GRACE STEELE, M.S., *Lecturer of Computer Science*; B.S. and M.S., University of Baltimore.

ANDREW STILLS, M.S., *Lecturer of Mathematics*; B.S., Morgan State University; M.S., Lehigh University.

VOJISLAV STOJKOVIC, Ph.D., *Associate Professor of Computer Science*; M.S. and Ph.D., University of Beograd.

LAMONTE SUMMERS, M.A., *Assistant Professor of Multimedia Journalism*; B.S., Boston University; J.D., Boston College Law School; M.A., Ohio University.

HUEY-LIAN SUN, Ph.D., C.P.A., C.M.A., *Professor of Accounting*; B.B.A., National Taiwan University; M.B.A., Washington State University; M.S. and Ph.D., University of Houston.

SEBASTIAN SWANN, Ph.D., *Lecturer in History*; B.A., Oxford University; M.I.A., Tsukuba University; M.A. and Ph.D., London University.

SYAFRIDA SYAFRIDA, Ph.D., *Lecturer of Mathematics*, M.S. and Ph.D., Howard University.

ALEX P. C. TANG, Ph.D., *Professor of Finance*; B.B.A., National Chengchi University; M.B.A. and Ph.D., University of Houston.

AHLAM TANNOURI, Ph.D., B.S. and M.S., Lebanese University; Ph.D., Université Pierre et Marie Curie.

SAM TANNOURI, Ph.D., *Lecturer of Computer Science*; M.S., Conservatoire National des Arts et Métiers.

NIRA C. TARU, PhD., *Associate Professor of Teacher Education & Professional Development*; B.S., State University of New York Empire College; M.S., State University of New York College at Cortland; and PhD., Syracuse University.

ANITA THESEN, D.M.A., *Lecturer in Music*; B.M., University of Wisconsin, Madison; M.M. and D.M.A., Peabody Conservatory of The Johns Hopkins University.

SHEELA THIRUVADI, Ph.D., *Assistant Professor of Accounting*; B.Com., University of Madras, India; M.B.A., University of Toledo; Ph.D., Florida International University.

M. TAQI TIRMAZI, Ph.D. *Assistant Professor of Social Work*; B.S. California State University Monterey Bay; M.S.W. and Ph.D., Howard University.

DAVID THOMAS, Ed.D., *Lecturer of Health, Physical Education and Recreation*; B.S. and M.S., Morgan State University, Ed.D., Temple University.

MARLYN THOMAS, M.A., *Lecturer in English*; B.A., Fort Valley State University; M.A., Kansas State University.

MARVA HARRIS THOMAS, M.S., *Lecturer in English*; B.A., Florida A&M University; M.S., The Johns Hopkins University.

OTIS A. THOMAS, Ph.D., *Professor of Information Systems*; B.S., Fort Valley State College; M.A., Indiana University; Ph.D., American University.

WILLIE THOMPSON, II, Ph.D., *Associate Professor of Electrical and Computer Engineering*; B.S.E.E., Morgan State University, D.Eng., Morgan State University.

AUBREY THOMPSON, Ph.D., *Lecturer in History*; B.A., University of Guyana; M.A. and Ph.D., Howard University.

HIM TAI TSANG, Ph.D., *Lecturer of Chemistry*; B.S. and M.S., Chinese University of Hong Kong; Ph.D., University of Michigan-Ann Arbor.

CYNTHIA A. TUCKER, Ph.D., *Assistant Professor of Nutritional Sciences*; B.S. and M.B.A., Morgan State University; Ph.D., Howard University.

IANTHA L. TUCKER, Ed.D., *Associate Professor of Health, Physical Education and Recreation*; B.S. and M.S., Morgan State College; Ed.D, New York University.

FRANK TURNER, J.D., *Associate Professor of Business Administration*; B.A. and J.D., North Carolina Central University.

JOCELYN TURNER-MUSA, Ph.D., *Associate Professor of Psychology*; B.A., The University of North Florida; M.S. and Ph.D., Howard University.

SETH C. VANNATTA, Ph.D., *Assistant Professor of Philosophy*; B.A., Colorado College; M.A., Oklahoma City University; Ph.D., Southern Illinois University— Carbondale.

SUSHIL VERMA, Ph.D., *Lecturer in Political Science*; B.A., The Agra University; M.A., University of Allahbad; M.A., The Agra University; M.S.W., Howard University; Ph.D., The American University.

LAURENS VAN SLUYTMAN, Ph.D, *Assistant Professor of Social Work*; B. A. Upsala College; M. A. New York University; M. S. S. W. Columbia University; Ph.D., Hunter College, School of Social Work, Graduate School and University Center, CUNY.

PAUL VOOS, M.L.A., *Associate Professor of Landscape Architecture*; B.U.P.D and B.S., Ball State University; M.L.A., Morgan State University.

JAMES WACHIRA, Ph.D., *Associate Professor of Biology*; University of Nairobi, University of Nairobi, University of England; University of Maryland.

EARL D. WALKER, Ph.D., *Associate Professor of Psychology*; B.S., The Ohio State University; M.A. and Ph.D., Michigan State University.

ZIPING WANG, Ph.D., *Assistant Professor in Operations, Supply Chain & Project Management*; B.S., Nanjing University; M.S., Nanjing University; Ph.D., University of Wisconsin-Milwaukee.

NICOLE WATFORD, M.A., *Lecturer in English*; B.A. and M.A., University of Baltimore.

ELIZABETH WATSON, Ph.D., *Lecturer in English*; B.A., The College of Wooster; M.S.L.S., Western Reserve University; M.A., University of Pennsylvania; Ph.D., The Johns Hopkins University.

ANITA M. WELLS, Ph.D., *Lecturer in Psychology*; B.A, Yale University; M.A., Wesleyan University; Ph.D., Northwestern University.

RHONDA WELLS-WILBON, Ph.D., *Associate Professor and Chair of MSW Department in Social Work*; B.A., Michigan State University; M.S.W. and D.S.W., Howard University.

BENJAMIN H. WELSH, Ph.D., *Associate Professor of Urban Educational Leadership, Advanced Studies, Leadership and Policy*; B.A., M.S., and Ph.D., University of Pennsylvania.

PATRICIA WHEELER, M.B.A., *Assistant Professor of Strategic Communication*; B.A., University of Maryland; M.B.A., Columbia University.

CARL WHITE, Ph.D., *Professor of Electrical Engineering*; B.S.E.E. and M.S.E.E., Howard University; Ph.D., Cornell University.

J. A. WHITE, Ph.D., *Associate Professor of English*; B.A., The Johns Hopkins University; M.A. and Ph.D., State University of New York at Stony Brook.

A. LEO WHITE, Ph.D., *Lecturer in Philosophy*; B.A., Christendom College; M.A., University of St. Thomas; Ph.D., The Catholic University of America.

ERIKA WHITNEY, Ph.D., *Assistant Professor of Biology*; B.S., Spelman College, B.S., Georgia Institute of Technology; Ph.D., University of California Berkeley/ University of California, San Francisco.

JOSEPH WHITTAKER, Ph.D., *Professor, School of Computer, Mathematical and Natural Sciences*; B.S., Morgan State University; Ph.D., Howard University.

LURLINE WHITTAKER, Ph.D., *Associate Professor of Family and Consumer Sciences*; B.S., Tuskegee University; M.S., University of Illinois; M.P.H., The Johns Hopkins University School of Hygiene and Public Health; Ph.D., The Pennsylvania State University.

SHEILA WIGGINS, M.S., *Instructor of Computer Science*; B.S., Morgan State University; M.S., Fairleigh Dickinson University.

GREGORY M. WILKINS, Ph.D., *Lecturer in Electrical Engineering*; B.S.E.E., University of Maryland; M.S.E.E., The Johns Hopkins University; Ph.D., University of Illinois.

ARTHUR WILLIAMS, Ph.D., *Professor of Biology*; Alabama State University, Atlanta University, Purdue University.

CONRAD WILLIAMS, Ph.D., *Professor of Physics*; B.S., Morgan State College; M.S. and Ph.D., Howard University.

ISAAC WILLIAMS, Lecturer of Architecture; B.S. and M.Arch., University of Maryland at College Park.

NICASSIA WILLIAMS, M.S., *Lecturer of Mathematics*; B.S., Morgan State University; M.S., Purdue University.

RICHARD J. WILLIAMS, Ph.D., *Lecturer of Chemistry*; B.S., Morehouse College; Ph.D., Georgia State University.

DIANE WILSON, Ph.D., *Associate Professor of Medical Technology*; B.A., University of Mississippi; M.S. and Ph.D., Mississippi State University.

FREDERICK K. WILSON. Ph.D., *Research Scientist/ Lecturer in Civil Engineering*; M.S., Jackson State University; M.S., St. Petersburg HydroMeteorological Institute, St. Petersburg, Russia., Ph.D., Jackson State University.

JONATHAN WILSON, Ph.D., *Associate Professor of Biology*; University of Sierra Leone, University of Sierra Leone, Duke University.

ANGELA WINSTEAD, Ph.D., *Associate Professor of Chemistry*; Ph.D., University of North Carolina, Chapel Hill.

CALVIN WOODLAND, Psy.D., Ed.D., *Lecturer in Advanced Studies, Leadership and Policy*; B.S., Morgan State University; M.A., Howard University; Psy.D., Southern California for Professional Studies; Ed.D., Rutgers University.

LEON C. WOODSON, Ph.D., *Associate Professor of Mathematics*; B.S., Morgan State University; M.S. and Ph.D., Howard University.

HENRIETTA L. WRIGHT, Ph.D., *Lecturer of Teacher Education and Professional Development*; B.S., Florida Agricultural and Mechanical University; M.A. and Ph.D., University of Maryland.

JEFFREY WRIGHT, M.A., *Lecturer in English*; B.A., Frostburg State University; M.A., Towson University.

XUMING XIE, Ph.D., *Associate Professor of Mathematics*; B.S. and M.S., HuaZhong University of Science and Technology; Ph.D., Ohio State University.

MICHELLE YEBOAH, DrPH., *Lecturer of Health, Physical Education and Recreation*, B.S. and DrPH., Morgan State University.

GUVEN YILMAZ, M.A., *Lecturer of Mathematics*; B.S. Marmara University; M.A., Morgan State University.

KARIM ZAMINI, M.A., *Lecturer of Mathematics*; B.S. and M.A., Eastern New Mexico University.

JIGISH ZAVERI, Ph.D., *Associate Professor of Information Science & Systems*; B.S., Indian Institute of Technology; M.S., University of Kentucky; Ph.D., University of Kentucky.

GUOPING ZHANG, Ph.D., *Assistant Professor of Mathematics*; B.S. and M.S., School of Mathematical Sciences and Statistics, China; Ph.D., Graduate School of Mathematical Science, Tokyo.

YONGCHAO ZHANG, Ph.D., *Assistant Professor of Chemistry*; B.S., Fudan University, China; M.S., State University of New York at Albany; Ph.D. University of Texas at Austin.

DAVID B. ZOOGAH, Ph.D., *Associate Professor of Business Administration*; B.A. and B.Ed., Cape Coast University; M.B.A., Xavier University; M.L.H.R. and Ph.D., The Ohio State University.

XINGXING ZU, Ph.D., *Associate Professor of Operations, Supply Chain, & Project Management*; B.E. and M.E., Tianjin University; Ph.D., Clemson University.

MIGUEL A. ZUNIGA, Ph.D., *Assistant Professor of Business Administration*; B.S., M.B.A., and Ph.D., New Mexico

PROFESSORS EMERITI



MR. CHINEDOZI ANONYE^{±**}
History

DR. PERCY H. BAKER^{±****}
Biology

MR. EARL C. BANKS[±]
Health, Physical Education and Recreation

MR. EMBRA BOWIE^{±**}
Health, Physical Education and Recreation

DR. RUTH BRETT[±]
Counseling

MR. STEWART A. BROOKS[±]
Health, Physical Education and Recreation

DR. THERESA K. BROWN
Home Economics

MRS. PRIMA-LEE BRYSON^{±****}
Business Education and Office Administration

DR. WINFRED O. BRYSON^{±****}
Accounting and Finance

DR. PHILIP BUTCHER
English

MR. HAROLD A. CHINN, SR.^{±**}
Humanities Division

DR. SARA B. CORDERY^{****}
Business Education and Office Administration

DR. DELROY L. CORNICK[±]
Business Administration

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History

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Political Science

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English

MRS. ERTA W. FRANKS^{**}
Health, Physical Education and Recreation

DR. THOMAS P. FRASER^{±****}
Comprehensive Science and Science Education

DR. OTIS D. FROE^{±****}
Education

MRS. WILHELMINA A. GARNER^{***}
Secondary Education and Educational Leadership

DR. ROBERT L. GILL^{±****}
Political Science

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Art

MS. ANNABEL HAWKINS^{±***}
English

MRS. FRANCES B. HILL^{±***}
Music

MR. TALMADGE L. HILL^{±****}
Health, Physical Education and Recreation

DR. NORVELL W. HUNTER^{****}
Biology

MR. EDWARD P. HURT^{±****}
Health, Physical Education and Recreation

DR. WILLIAM C. JOHNSON^{***}
Elementary Education and Reading

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Architecture

DR. HARRY L. JONES^{±****}
English

DR. IVA G. JONES^{±****}
English

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Foreign Languages

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Music

MRS. JEANETTE KLEIMAN^{**}
History

MR. LEW KOWARSKI^{±**}
Mathematics and Computer Science

MR. ARTHUR C. LAMB^{±***}
Speech Communication and Theatre Arts

MR. CALVIN LAMPLEY^{±**}
Music

DR. FRANKLIN LANGSNER^{***}
Health, Physical Education and Recreation

MR. JAMES E. LEWIS^{±****}
Art

DR. MARY JANE LUPTON^{***}
English

MRS. NORMA C. MAIDEN^{***}
Home Economics

DR. ROLAND C. MCCONNELL^{±****}
History

MR. CLIFTON MCDONALD^{**}
Comprehensive Science and Science Education

DR. SANDYE J. MCINTYRE, II^{±****}
Foreign Languages

DR. RICHARD I. MCKINNEY^{±****}
Philosophy

MR. SHERMAN MERRILL^{±**}
History

DR. CLARENCE L. E. MONROE^{±****}
Biology

DR. THERMAN B. O'DANIEL^{±****}
English

MR. MELVILLE PUGH^{±**}
Sociology

DR. NATHANIEL K. PROCTOR^{±****}
Biology

MR. WILLIAM W. PROCTOR^{±***}
Mathematics

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DR. DINKER RAVAL^{***}
Business Administration

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DR. ESTHER J. RIDLEY^{±****}
Biology

DR. HENRY S. ROBINSON^{±****}
History

DR. SOCRATES W. SAUNDERS^{±****}
Mathematics

DR. BROADUS SAWYER^{±****}
Accounting and Finance

DR. RUBY F. SHUBKAGLE^{****}
Reading

DR. ERNEST SILVERSMITH^{****}
Chemistry

DR. GEORGE SINKLER^{****}
History

DR. DANIEL SKINNER^{±****}
Foreign Languages

DR. BENJAMIN F. SMITH****
Secondary Education and Educational Leadership

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DR. CLAYTON C. STANSBURY****
Psychology

DR. ULYSSES STUBBS****
Chemistry

PROF. BALA SUBRAMANIAN ***
Business Administration

DR. JULIUS H. TAYLOR****
Physics

DR. NATHANIEL TAYLOR^{±***}
Health, Physical Education & Recreation

DR. ROSALYN TERBORG-PENN****
History

DR. JEAN TURPIN^{±***}
English

DR. HUGH VANCE***
Chemistry
History

DR. ALEXANDER J. WALKER^{±****}
Political Science

DR. ERNESTEIN WALKER[±]
History

MR. ALPHONSO C. WARRINGTON^{±***}
Biology

DR. VERGIAL WEBB**** Elementary
Education

MRS. BERYL W. WILLIAMS[±]
Continuing Studies

DR. ROGER K. WILLIAMS^{±****}
Psychology

DR. ISAIAH A. WOODWARD^{±****}
History

DR. ANN V. YOUNG*** Foreign Languages

DR. EDITH VON ZEMENSZKY**** Foreign
Language

[±]DECEASED

***ASSISTANT PROFESSOR EMERITUS

****ASSOCIATE PROFESSOR EMERITUS

*****PROFESSOR EMERITUS



Appendix B

TITLE 13B

MARYLAND HIGHER EDUCATION COMMISSION

Subtitle 06 GENERAL EDUCATION AND TRANSFER

Chapter 01 Public Institutions of Higher Education

Authority: Education Article, (11-201 - 11-206,
Annotated Code of Maryland)

.1 Scope and Applicability.

This chapter applies only to public institutions of
higher education.

.2 Definitions.

A. In this chapter, the following terms have the
meanings indicated.

B. Terms Defined.

(1) “A.A. degree” means the Associate of Arts
degree.

(2) “A.A.S. degree” means the Associate of
Applied Sciences degree.

(3) “Arts” means courses that examine aesthetics
and the development of the aesthetic form and
explore the relationship between theory and
practice. Courses in this area may include fine
arts, performing and studio arts, appreciation
of the arts, and history of the arts.

(4) “A.S. degree” means the Associate of
Sciences degree.

(5) “Biological and physical sciences” means
courses that examine living systems and the
physical universe. They introduce students
to the variety of methods used to collect,
interpret, and apply scientific data, and to an
understanding of the relationship between
scientific theory and application.

(6) “English composition courses” means
courses that provide students with
communication knowledge and skills
appropriate to various writing situations,
including intellectual inquiry and academic
research.

(7) “General education” means the foundation
of the higher education curriculum providing
a coherent intellectual experience for all
students.

(8) “General education program” means a
program that is designed to:

(a) Introduce undergraduates to the
fundamental knowledge, skills, and values
that are essential to the study of academic

disciplines;

(b) Encourage the pursuit of lifelong learning;
and

(c) Foster the development of educated
members of the community and the
world.

(9) “Humanities” means courses that examine
the values and cultural heritage that establish
the framework for inquiry into the meaning of
life. Courses in the humanities may
include the language, history, literature and
philosophy of Western and other cultures.

(10) “Mathematics” means courses that provide
students with numerical, analytical, statistical
and problem-solving skills.

(11) “Native student” means a student whose
initial college enrollment was at a given
institution of higher education and who has not
transferred to another institution of higher
education since that initial enrollment.

(12) “Parallel program” means the program of
study or courses at one institution of higher
education which has comparable objectives
as those at another higher education institution,
for example, a transfer program in psychology in
a community college is definable as a parallel
program to a baccalaureate psychology program
at a 4-year institution of higher education.

(13) “Receiving institution” means the
institution of higher education at which a
transfer student currently desires to enroll.

(14) “Recommended transfer program” means
a planned program of courses, both general
education and courses in the major, taken at
a community college, which is applicable to a
baccalaureate program at a receiving institution,
and ordinarily the first two years of the
baccalaureate degree.

(15) “Sending institution” means the institution
of higher education of most recent previous
enrollment by a transfer student at which
transferable academic credit was earned.

(16) “Social and behavioral sciences” means
courses that examine the psychology of
individuals and the ways in which individuals,
groups or segments of society behave, function
and influence one another. The courses
include, but are not limited to, subjects which
focus on:

(a) History and cultural diversity;

(b) Concepts of groups, work and political

systems;

(c) Applications of qualitative and quantitative data to social issues; and

(d) Interdependence of individuals, society and the physical environment.

(17) "Transfer student" means a student entering an institution for the first time having successfully completed a minimum of 12 credits at another institution which is applicable for credit at the institution the student is entering.

.02-1 Admission of Transfer Students to Public Institutions.

A. Admission to Institutions.

(1) A student attending a public institution who has completed an A.A., A.A.S., or A.S. degree or who has completed 56 or more credits, shall not be denied direct transfer to another public institution if the student attained a cumulative GPA of at least 2.00 on a 4.00 scale or its equivalent in parallel courses, except as provided in subsection A(4) below.

(2) A student attending a public institution who has not completed an A.A., A.A.S., or A.S. degree or who has completed fewer than 56 credits shall be eligible to transfer to a public institution regardless of the number of credits earned if the student:

(a) Satisfied the admission criteria of that receiving public institution as a high school senior; and

(b) Attained at least a cumulative GPA of 2.00 on a 4.00 scale or its equivalent in parallel courses.

(3) A student attending a public institution who did not satisfy the admission criteria of a receiving public institution as a high school senior, but who has earned sufficient credits at a public institution to be classified by the receiving public institution as a sophomore, shall meet the stated admission criteria developed and published by the receiving public institution for transfer.

(4) If the number of students seeking admission exceeds the number that can be accommodated at a receiving public institution, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

B. Admission to Programs.

(1) A receiving public institution may require higher performance standards for admission to some programs if the standards and criteria for admission to the program:

(a) Are developed and published by the receiving public institution; and

(b) Maintain fair and equal treatment for native and transfer students.

(2) If the number of students seeking admission exceeds the number that can be accommodated in a particular professional or specialized program, admission decisions shall be:

(a) Based on criteria developed and published by the receiving public institution; and

(b) Made to provide fair and equal treatment for native and transfer students.

(3) Courses taken at a public institution as part of a recommended transfer program leading toward a baccalaureate degree shall be applicable to related programs at a receiving public institution granting the baccalaureate degree.

C. Receiving Institution Program Responsibility.

(1) The faculty of a receiving public institution shall be responsible for development and determination of the program requirements in major fields of study for a baccalaureate degree, including courses in the major field of study taken in the lower division.

(2) A receiving public institution may set program requirements in major fields of study which simultaneously fulfill general education requirements.

(3) A receiving public institution, in developing lower-division course work, shall exchange information with other public institutions to facilitate the transfer of credits into its programs.

.3 General Education Requirements for Public Institutions.

A. While public institutions have the autonomy to design their general education program to meet their unique needs and mission, that program shall conform to the definitions and common standards in this chapter. A public institution shall satisfy the general education requirement by:

(1) Requiring each program leading to the A.A. or A.S. degree to include not less than 30 and not more than 36 credits, and each baccalaureate degree program to include not

less than 40 and not more than 46 credits of required core courses, with the core requiring, at a minimum, course work in each of the following five areas:

- (a) Arts and humanities,
- (b) Social and behavioral sciences,
- (c) Biological and physical sciences,
- (d) Mathematics, and
- (e) English composition; or

(2) Conforming with COMAR
13B.02.02.16D(2)

(b)-(c).

B. Each core course used to satisfy the distribution requirements of A(1) of this regulation shall carry at least 3 credits.

C. General education programs of public institutions shall require at least:

- (1) One course in each of two disciplines in arts and humanities;
- (2) One course in each of two disciplines in social and behavioral sciences;
- (3) Two science courses, at least one of which shall be a laboratory course;
- (4) One course in mathematics at or above the level of college algebra; and
- (5) One course in English composition.

D. Interdisciplinary and Emerging Issues.

(1) In addition to the five required areas in A of this regulation, a public institution may include up to 8 credits in a sixth category that addresses emerging issues that institutions have identified as essential to a full program of general education for their students. These courses may:

(a) Be integrated into other general education courses or may be presented as separate courses; and

(b) Include courses that:

- (i) Provide an interdisciplinary examination of issues across the five areas, or
- (ii) Address other categories of knowledge, skills, and values that lie outside of the five areas.

(2) Public institutions may not include the courses in this section in a general education program unless they provide academic content and rigor equivalent to the areas in A(1) of this regulation.

E. General education programs leading to the A.A.S.

degree shall include at least 20 credits from the same course list designated by the sending institution for the A.A. and A.S. degrees. The A.A.S. degree shall include at least one 3-credit course from each of the five areas listed in A (1) of this regulation.

F. A course in a discipline listed in more than one of the areas of general education may be applied only to one area of general education.

G. A public institution may allow a speech communication or foreign language course to be part of the arts and humanities category.

H. Composition and literature courses may be placed in the arts and humanities area if literature is included as part of the content of the course.

I. Public institutions may not include physical education skills courses as part of the general education requirements.

J. General education courses shall reflect current scholarship in the discipline and provide reference to theoretical frameworks and methods of inquiry appropriate to academic disciplines.

K. Courses that are theoretical may include applications, but all applications courses shall include theoretical components if they are to be included as meeting general education requirements.

L. Public institutions may incorporate knowledge and skills involving the use of quantitative data, effective writing, information retrieval, and information literacy when possible in the general education program.

M. Notwithstanding A(1) of this regulation, a public 4-year institution may require 48 units of required core courses if courses upon which the institution's curriculum is based carry 4 units.

N. Public institutions shall develop systems to ensure that courses approved for inclusion on the list of general education courses are designed and assessed to comply with the requirements of this chapter.

.4 Transfer of General Education Credit.

A. A student transferring to one public institution from another public institution shall receive general education credit for work completed at the student's sending institution as provided by this chapter.

B. A completed general education program shall transfer without further review or approval by the

receiving institution and without the need for a course-by-course match.

C. Courses that are defined as general education by one institution shall transfer as general education even if the receiving institution does not have that specific course or has not designated that course as general education.

D. The receiving institution shall give lower-division general education units to a transferring student who has taken any part of the lower-division general education credits described in Regulation .03 of this chapter at a public institution for any general education courses successfully completed at the sending institution.

E. Except as provided in Regulation .03M of this chapter, a receiving institution may not require a transfer student who has completed the requisite number of general education credits at any public college or university to take, as a condition of graduation, more than 10–16 additional units of general education and specific courses required of all students at the receiving institution, with the total number not to exceed 46 units. This provision does not relieve students of the obligation to complete specific academic program requirements or course prerequisites required by a receiving institution.

F. A sending institution shall designate on or with the student transcript those courses that have met its general education requirements, as well as indicate whether the student has completed the general education program.

G. A.A.S. Degrees.

(1) While there may be variance in the numbers of credits of general education required for A.A., A.S., and A.A.S. degrees at a given institution, the courses identified as meeting general education requirements for all degrees shall come from the same general education course list and exclude technical or career courses.

(2) An A.A.S. student who transfers into a receiving institution with fewer than the total number of general education units designated by the receiving institution shall complete the difference in units according to the distribution as designated by the receiving institution.

Except as provided in Regulation .03M of this chapter, the total general education units for baccalaureate degree-granting public receiving

institutions may not exceed 46 units.

H. Student Responsibilities. A student is held:

(1) Accountable for the loss of units that:

(a) Result from changes in the student's

selection of the major program of study,

(b) Were earned for remedial course work, or

(c) Exceed the total course credits accepted in transfer as allowed by this chapter; and

(2) Responsible for meeting all requirements of the academic program of the receiving institution.

.5 Transfer of Nongeneral Education Program Credit.

A. Transfer to Another Public Institution.

(1) Credit earned at any public institution in the state is transferable to any other public institution if the:

(a) Credit is from a college or university parallel course or program;

(b) Grades in the block of courses transferred average 2.00 or higher; and

(c) Acceptance of the credit is consistent with the policies of the receiving institution governing native students following the same program.

(2) If a native student's "D" grade in a specific course is acceptable in a program, then a "D" earned by a transfer student in the same course at a sending institution is also acceptable in the program. Conversely, if a native student is required to earn a grade of "C" or better in a required course, the transfer student shall also be required to earn a grade of "C" or better to meet the same requirement.

B. Credit earned in or transferred from a community college is limited to:

(1) 1/2 the baccalaureate degree program requirement, but may not be more than 70 credits; and

(2) The first two years of the undergraduate education experience.

C. Nontraditional Credit.

(1) The assignment of credit for AP, CLEP, or other nationally recognized standardized examination scores presented by transfer students is determined according to the same standards that apply to native students in the receiving institution, and the assignment shall be consistent with the state minimum requirements.

(2) Transfer of credit from the following areas

shall be consistent with COMAR 13B.02.02. and shall be evaluated by the receiving institution on a course-by-course basis:

- (a) Technical courses from career programs;
- (b) Course credit awarded through articulation agreements with other segments or agencies;
- (c) Credit awarded for clinical practice or cooperative education experiences; and
- (d) Credit awarded for life and work experiences.

(3) The basis for the awarding of the credit shall be indicated on the student's transcript by the receiving institution.

(4) The receiving institution shall inform a transfer student of the procedures for validation of course work for which there is no clear equivalency. Examples of validation procedures include ACE recommendations, portfolio assessment, credit through challenge, examinations, and satisfactory completion of the next course in sequence in the academic area.

(5) The receiving baccalaureate degree-granting institution shall use validation procedures when a transferring student successfully completes a course at the lower-division level that the receiving institution offers at the upper-division level. The validated units earned for the course shall be substituted for the upper-division course.

D. Program Articulation.

(1) Recommended transfer programs shall be developed through consultation between the sending and receiving institutions. A recommended transfer program represents an agreement between the two institutions that allows students aspiring to the baccalaureate degree to plan their programs. These programs constitute freshman/sophomore-level course work to be taken at the community college in fulfillment of the receiving institution's lower-division course work requirement.

(2) Recommended transfer programs in effect at the time that this regulation takes effect, which conform to this chapter, may be retained.

.6 Academic Success and General Well-Being of Transfer Students.

A. Sending Institutions.

(1) Community colleges shall encourage their

students to complete the associate degree or to complete 56 credits in a recommended transfer program which includes both general education courses and courses applicable toward the program at the receiving institution.

(2) Community college students are encouraged to choose as early as possible the institution and program into which they expect to transfer.

(3) The sending institution shall:

- (a) Provide to community college students information about the specific transferability of courses at 4-year colleges;
- (b) Transmit information about transfer students who are capable of honors work or independent study to the receiving institution; and
- (c) Promptly supply the receiving institution with all the required documents if the student has met all financial and other obligations of the sending institution for transfer.

B. Receiving Institutions.

(1) Admission requirements and curriculum prerequisites shall be stated explicitly in institutional publications.

(2) A receiving institution shall admit transfer students from newly established public colleges that are functioning with the approval of the Maryland Higher Education Commission on the same basis as applicants from regionally accredited colleges.

(3) A receiving institution shall evaluate the transcript of a degree-seeking transfer student as expeditiously as possible, and notify the student of the results not later than mid-term of the student's first term of enrollment at the receiving institution, if all official transcripts have been received at least 15 working days before mid-term. The receiving institution shall inform a student of the courses which are acceptable for transfer credit and the courses which are applicable to the student's intended program of study.

(4) A receiving institution shall give a transfer student the option of satisfying institutional graduation requirements that were in effect at the receiving institution at the time the student enrolled as a freshman at the sending institution. In the case of major requirements, a transfer student may satisfy the major requirements

in effect at the time when the student was identifiable as pursuing the recommended transfer program at the sending institution. These conditions are applicable to a student who has been continuously enrolled at the sending institution.

0.7 Programmatic Currency.

A. A receiving institution shall provide to the community college current and accurate information on recommended transfer programs and the transferability status of courses. Community college students shall have access to this information.

B. Recommended transfer programs shall be developed with each community college whenever new baccalaureate programs are approved by the degree-granting institution.

C. When considering curricular changes, institutions shall notify each other of the proposed changes that might affect transfer students. An appropriate mechanism shall be created to ensure that both 2-year and 4-year public colleges provide input or comments to the institution proposing the change. Sufficient lead time shall be provided to effect the change with minimum disruption. Transfer students are not required to repeat equivalent course work successfully completed at a community college.

.8 Transfer Mediation Committee.

A. There is a Transfer Mediation Committee, appointed by the secretary, which is representative of the public 4-year colleges and universities and the community colleges.

B. Sending and receiving institutions that disagree on the transferability of general education courses as defined by this chapter shall submit their disagreements to the Transfer Mediation Committee. The Transfer Mediation Committee shall address general questions regarding existing or past courses only, not individual student cases, and shall also address questions raised by institutions about the acceptability of new general education courses. As appropriate, the Committee shall consult with faculty on curricular issues.

C. The findings of the Transfer Mediation Committee are considered binding on both parties.

.9 Appeal Process.

A. Notice of Denial of Transfer Credit by a Receiving Institution.

(1) Except as provided in A(2) of this regulation, a receiving institution shall inform a transfer student in writing of the denial of transfer credit not later than mid-term of the transfer student's first term, if all official transcripts have been received at least 15 working days before mid-term.

(2) If transcripts are submitted after 15 working days before mid-term of a student's first term, the receiving institution shall inform the student of credit denied within 20 working days of receipt of the official transcript.

(3) A receiving institution shall include in the notice of denial of transfer credit:

(a) A statement of the student's right to appeal; and

(b) A notification that the appeal process is available in the institution's catalog.

(4) The statement of the student's right to appeal the denial shall include notice of the time limitations in B of this regulation.

B. A student believing that the receiving institution has denied the student transfer credits in violation of this chapter may initiate an appeal by contacting the receiving institution's transfer coordinator or other responsible official of the receiving institution within 20 working days of receiving notice of the denial of credit.

C. Response by Receiving Institution.

(1) A receiving institution shall:

(a) Establish expeditious and simplified procedures governing the appeal of a denial of transfer of credit; and

(b) Respond to a student's appeal within 10 working days.

(2) An institution may either grant or deny an appeal. The institution's reasons for denying the appeal shall be consistent with this chapter and conveyed to the student in written form.

(3) Unless a student appeals to the sending institution, the writing decision in C(2) of this regulation constitutes the receiving institution's final decision and is not subject to appeal.

D. Appeal to Sending Institution.

(1) If a student has been denied transfer credit after an appeal to the receiving institution, the student may request the sending institution to intercede on the student's behalf by contacting the transfer coordinator of the sending institution.

(2) A student shall make an appeal to the

sending institution within 10 working days of having received the decision of the receiving institution.

E. Consultation Between Sending and Receiving Institutions.

(1) Representatives of the two institutions shall have 15 working days to resolve the issues involved in an appeal.

(2) As a result of a consultation in this section, the receiving institution may affirm, modify or reverse its earlier decision.

(3) The receiving institution shall inform a student in writing of the result of the consultation.

(4) The decision arising out of a consultation constitutes the final decision of the receiving institution and is not subject to appeal.

.10 Periodic Review.

A. Report by Receiving Institution.

(1) A receiving institution shall report annually the progress of students who transfer from 2-year and 4-year institutions within the state to each community college and to the secretary of the Maryland Higher Education Commission.

(2) An annual report shall include ongoing reports on the subsequent academic success of enrolled transfer students, including graduation rates, by major subject areas.

(3) A receiving institution shall include in the reports comparable information on the progress of native students.

B. Transfer Coordinator. A public institution of higher education shall designate a transfer coordinator, who serves as a resource person to transfer students at either the sending or receiving campus. The transfer coordinator is responsible for overseeing the application of the policies and procedures outlined in this chapter and interpreting transfer policies to the individual student and to the institution.

C. The Maryland Higher Education Commission shall establish a permanent Student Transfer Advisory Committee that meets regularly to review transfer issues and recommend policy changes as needed. The Student Transfer Advisory Committee shall address issues of interpretation and implementation of this chapter.

Administrative History

Effective date: December 4, 1995

(22:24 Md. R. 1901)

Regulations .02, .03, and .05 amended.

Effective date: July 1, 1996 (23:13 Md. R. 946)

Revised: February 11, 1998

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DIRECTIONS TO MORGAN STATE UNIVERSITY

From any direction via the Baltimore Beltway (I-695)

Get on I-695 and head toward the northeastern portion of the beltway. Go south at exit 30, Perring Parkway. The Perring Parkway exit is east of the exits for Towson and west of the I-95/I-695 interchange. Go south a few miles on Perring Parkway. It will change to Hillen Road when you see the engineering building on your left.

From south of Baltimore via I-95

Take I-95 north through the Ft. McHenry Tunnel. Get off I-95 at the Moravia Road Exit. (*The distance to campus is about 3.5 miles.*) You will go through major intersections at Belair Road and then at Harford Road. Moravia Road will become Cold Spring Lane at Harford Road. Cold Spring Lane goes through the middle of campus.

From north of Baltimore via I-95

Continue on I-95 south past the interchange for the beltway, I-695. Shortly thereafter, I-95 will split into I-895 (left two lanes) and I-95 (right two lanes). Go to the left onto I-895. Get off at the Moravia Road Exit. Bear to the right off the exit ramp onto Moravia Road. (*The distance to campus is about 3.5 miles.*) You will go through major intersections at Belair Road and then at Harford Road. Moravia Road will become Cold Spring Lane at Harford Road. Cold Spring Lane goes through the middle of campus.

From the south via I-97 from Annapolis Area and the Eastern Shore

When approaching the beltway (I-695) take exit for Harbor Tunnel. After tunnel, get off at Pulaski Hwy. (Rt. 40 East)/ Erdman Avenue Exit. At end of exit ramp, go straight which will get you onto Pulaski Hwy., Rt. 40 East. Exit right onto Moravia Road. Continue straight on Moravia. Do not take any of exits that you will see right after getting onto Moravia. (*The distance to campus is about 3.5 miles.*) You will go through major intersections at Belair Road and then at Harford Road. Moravia Road will become Cold Spring Lane at Harford Road. Cold Spring Lane goes through the middle of campus.

From Downtown Baltimore

Go north on Charles Street. Pass Johns Hopkins' main campus on your left. At 33rd Street, make a right. Go past Johns Hopkins East and make a left onto Hillen Road. Go north on Hillen until you reach the campus.



Campus Map

Legend:

No. Building Name:

- 40 Alumni House
- 3 Baldwin Hall
- 15 Bancker Hall
- 16 Blount Towers
- 21 Calloway Hall
- 5 Carnegie Hall
- 1 Carter-Grant-Wilson Administration Building
- 35 Clarence M. Mitchell, Jr. School of Engineering
- 49 Christian Center
- 36 Communications Center
- 4 Cummings House
- 7 Harper House
- 51 Helen Roberts Faculty-Staff Dining Room
- 28 Hill Field House
- 8 Holmes Hall
- 38 Hughes Memorial Stadium
- 10 Hurt Gymnasium
- 48 James E. Lewis Museum of Art
- 30 Jenkins Behavioral Science Building
- 26 Key Hall
- 47 Library
- 31 Marshall Apartment Complex
- 24 McKeldin Center
- 27 McMechen Building
- 41 Montebello Complex
- 25 Murphy Fine Arts Center (Gilliam Concert Hall)
- 2 O'Connell Hall
- 13 Parking Garage
- 42 Post Office
- 14 President's Residence
- 37 Rawlings Dining Facility
- 39 Rawlings Residence Complex
- 11 Richard N. Dixon Science Research Center
- 29 Soper Library
- 9 Spencer Hall
- 12 Student Center
- 17 Truth Hall
- 18 Tubman House
- 46 Turner Armory
- 6 Washington Service Center
- 43 William Donald Schaefer Engineering Building
- 22 Woolford Infirmary

LotNo. Permitted Parking Lots:

- A Faculty / Staff / Resident Students
- B Faculty / Staff
- C Faculty / Staff
- D Faculty / Staff
- E Faculty / Staff
- F Faculty / Staff
- G Faculty / Staff
- H Reserved / Visitors
- L Faculty / Staff / Resident Students
- M Faculty / Staff
- Mr Faculty / Staff
- N Resident Students

LotNo. Permitted Parking Lots:

- Qe/Qn Faculty / Staff / Commuter Students
- S Visitors
- T Resident Students
- U Faculty / Staff / Visitors
- V Resident Students
- W Faculty / Staff X
- Faculty / Staff
- Y Faculty / Staff / Visitors / Commuter Students
- Z Faculty / Staff / Visitors

