

**BGSU**<sup>®</sup>

# GRADUATE COLLEGE



2012-2013

B O W L I N G   G R E E N   S T A T E   U N I V E R S I T Y

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## GENERAL INFORMATION

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## INTRODUCTION

### About the Catalog

This catalog is a guide to the programs, policies and courses that are part of graduate life at Bowling Green State University, a complex learning community. Students need to be aware of opportunities and requirements at several levels to guarantee that they take advantage of all that Bowling Green has to offer and can make steady progress toward academic goals.

The information in this catalog was last updated July 2012. All information in this catalog is subject to change. Except as specifically stated herein, Bowling Green State University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs or licensing for particular professions or occupations.

Students are responsible for knowing all requirements and policies in this catalog, particularly the academic regulations contained in this catalog.

Students are also responsible for knowing all requirements and policies in their departmental/degree program publications.

The University reserves the right to change its course offerings, academic policies and requirements for the master's and doctoral degrees. To protect students from unnecessary penalty where changes in degree requirements occur, the following policies in regard to the Graduate Catalog are in effect:

- Regardless of their term of matriculation, students are typically governed by the policies in the most current annual catalog. Students are governed by the degree requirements in the annual catalog of their matriculation.
- Students may elect to complete a degree program under the most recent annual catalog. If this choice is made, the student must inform their graduate coordinator and the Graduate College, and complete all degree requirements specified in the selected annual catalog.

Courses are identified by a three- or four-letter abbreviation and a four digit number. Course descriptions are listed online in alphabetical order by course prefix. Current information about course offerings can be found on the BGSU web at the following location: <http://webapps.bgsu.edu/courses/search.php>

The semester schedule of classes should be used in conjunction with this catalog to determine course availability, because not every course is offered every semester. Class offerings for specific terms can be found on the BGSU web at the following location: <http://webapps.bgsu.edu/classes/search.php>

### Changes

While every effort is made to provide accurate and up-to-date information, the University reserves the right to change, without notice, statements in the Bowling Green State University *Graduate Catalog* concerning rules, policies, fees, curricula, courses, or other matters.

Courses may be closed because of limited resources or facilities, or cancelled because of unavailability of faculty or insufficient enrollment.

### Equal Access

Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, ancestry, religion, age, marital status, disability, or status as a Special Disabled or Vietnam-era veteran. The Office of Equity & Diversity (OED), 204 University Hall, BGSU, is responsible for monitoring the University's compliance with federal and Ohio civil rights laws, including Title IX. This includes monitoring institutional education and employment practices and procedures, as well as investigating and resolving discrimination and harassment complaints. OED, along with Disability Services (DSS), is responsible for compliance with Sec. 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

**ABOUT THE UNIVERSITY****University Administration***President*

Mary Ellen Mazey, Ph.D.

*Senior Vice President for Academic Affairs & Provost*

Rodney Rogers, Ph.D.

*Chief Financial Officer and Vice President, Finance and Administration*

Sherideen S. Stoll, CPA

*Vice President Enrollment Management*

Albert Colom

*Interim Vice President for University Advancement*

Tim Koder

*Division of Student Affairs*

Jill Carr, Senior Associate Vice President and Dean of Students

*Vice Provost for Governance & Faculty Affairs*

Patrick Pauken, Ph.D.

**University Vision**

Bowling Green State University aspires to be the premier learning community in Ohio, and one of the best in the nation. Through the interdependence of teaching, learning, scholarship, and service we will create an environment grounded in intellectual discovery and guided by rational discourse and civility. Bowling Green State University serves the diverse and multicultural communities of Ohio, the United States and the world, supported by:

- An extensive portfolio of distinctive undergraduate programs, focused on master's and specialist degrees and a select number of nationally recognized doctoral programs;
- Scholarly and creative endeavors of the highest order;
- Academically challenging teaching, fully connected with research and public service;
- Innovative academic planning that focuses on society's changing needs, student outcomes, and the appropriate integration of technology;
- An educational environment that develops culturally literate, self-assured, technologically sophisticated, productive citizens who are prepared to lead, to inspire and to preserve the great traditions of our democracy.

**Core Values**

The core values to which the University adheres include:

- Respect for one another
- Cooperation
- Intellectual and spiritual growth
- Creative imaginings
- Pride in a job well done

**History & Settings of the University**

For History and Settings of the University please visit:

<http://www.bgsu.edu/centennial/page48950.html>

**ABOUT THE GRADUATE COLLEGE****Graduate College Administration**

*Founding Vice President for Research and Economic Development  
and Interim Dean of the Graduate College*  
Michael Ogawa, Ph.D.

*Associate Dean*  
TBD

*Assistant Dean for Graduate Studies and  
Director of Project Search*  
Lisa Chavers, Ed.D.

**Address correspondence to:**

The Graduate College  
120 McFall Center  
Bowling Green State University  
Bowling Green, Ohio 43403-0180

**General Contact Information:**

The Graduate College  
Phone: 419-372-2791  
Fax: 419-372-8569  
Email: [gradcol@bgsu.edu](mailto:gradcol@bgsu.edu)  
Web: [www.bgsu.edu/gradcoll/](http://www.bgsu.edu/gradcoll/)

**Graduate College Calendar**

Individual programs may establish earlier deadlines or guidelines for associated activities (e.g., signing up for comprehensive exams, submitting preliminary drafts of theses and dissertations, final examinations, etc.). The appropriate program handbook, or graduate coordinator, should be consulted. Students are reminded that it takes time to read theses, dissertations, and examinations with the rigor and care they deserve. Graduate College established dates and deadlines can be viewed by linking to **BGSU Graduate College Dates to Remember** on the following webpage:  
<http://www.bgsu.edu/gradcoll/>

**Purpose of the Graduate College**

The goal of graduate education is to develop the resourcefulness and responsibility of post-baccalaureate individuals by furthering in them the ability to effectively handle the materials of their field and related human interactions, and to critically use the reports of others, judging both their value and their limitations.

Graduate study involves mastering levels of complexity and generalization that reflect and extend the knowledge and intellectual maturity of accomplished baccalaureate degree holders. Moreover, graduate study must occur in the company of students interested and capable enough to analyze, explore, question, reconsider, and synthesize old and new knowledge and skills.

Graduate work is, therefore, much more than the passing of a particular number of courses and the fulfillment of certain minimum requirements. One of the important goals of the Graduate College is to help students make the best use of the University's resources in their pursuit of a mature and thorough understanding of significant problems. Students should consider themselves co-workers with other students, scholars, and teachers in cooperative intellectual endeavors on a high level.

The Dean of the Graduate College, reports directly to the Senior Vice President for Academic Affairs and Provost. As stated in the Academic Charter, the duties of this position include responsibility for:

- "providing academic leadership to ensure that the highest possible quality is achieved and maintained in teaching, research, and degree-granting functions of the Graduate College;" and
- "coordinating the operations of the Graduate College with those of other units of the University and of agencies outside of the University."

Under the leadership of the Graduate Dean, the Graduate College carries out University and faculty policies regarding graduate education and research. It has oversight responsibilities for graduate program quality and the recruitment and admission of high caliber graduate students. The Graduate College also appoints the graduate faculty and allocates graduate student assistantship funds to Colleges and Departments, prepares graduate assistantship contracts, and disburses special research funds.

For a complete listing of the Graduate College staff, please visit [www.bgsu.edu/gradcoll/page25949.html](http://www.bgsu.edu/gradcoll/page25949.html).

**Graduate Faculty**

The Graduate Faculty is composed of those members of the University faculty who are actively engaged in creative activity/research and teaching at the graduate level. Membership

constitutes recognition of scholarly excellence and professional creativity.

Members of the Graduate Faculty may teach courses at the 5000 through the 7000 levels, serve as members of master's and doctoral committees, direct master's theses and doctoral dissertations, vote in Graduate College elections, and serve on the Graduate Council. Duties and privileges of Graduate Faculty are described in Article VIII of the [Academic Charter](#). In order to maintain the Graduate Faculty as a viable body, the qualifications of the members are reviewed periodically.

For more detailed information regarding the appointment criteria and categories, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

#### **The Graduate Coordinator**

The Graduate Coordinator serves as the liaison between the Graduate College and the degree program on all matters relating to graduate study and graduate students in the degree program.

For more detailed information regarding graduate coordinator roles and responsibilities, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

#### **Graduate Council**

The Graduate Council considers proposals for the establishment, modification, or discontinuance of graduate programs; ensures that reviews and evaluations of all graduate degree programs are conducted periodically; establishes standards for graduate faculty status and approves credentials; and reports regularly to the Faculty Senate through the Committee on Academic Affairs on the issues discussed and on actions taken by the Graduate Council.

For more detailed information regarding the Graduate Council please refer to the Graduate Coordinator and Faculty Guide of this catalog.

#### **Sponsored Programs and Research (SPAR)**

The primary mission of the Office of Sponsored Programs and Research (SPAR) is to assist faculty, graduate students and staff members in all aspects of both internally and externally funded research projects and other scholarly activities.

SPAR helps identify sources of funding for: Basic and Applied Research, Performing Arts, Instruction/Curriculum Development, Workshops and Conferences.

Additionally, SPAR monitors information about grant program opportunities on a daily basis, and maintains a resource library. Sources include: federal agencies, state agencies, private foundations, individuals. Another function of SPAR is to assist and coordinate funding search activities related to: University Review and approval of external submissions, patents and copyrights, Faculty Research Committee (FRC) programs, use of human subjects in research, and Distinguished Undergraduate Research Award.

SPAR assists prospective grant applicants with all stages of proposal development, including: concept formation, research design, evaluation, budget preparation, compliance issues.

#### **SPAR Contact Information:**

Office of Sponsored Programs and Research  
106 University Hall  
Phone: 419-372-2481  
Fax: 419-372-0304  
Website: [www.bgsu.edu/offices/spar/](http://www.bgsu.edu/offices/spar/)

#### **Project Search**

Bowling Green State University values institutional diversity. To further that ideal, [Project Search](#) is a Graduate College program that celebrates diversity, promotes civility, encourages inclusion, embraces healthy interdependence, and positively influences the BGSU learning community to discourage discrimination and harassment.

Project Search is a model of BGSU's commitment to diversity. The program assists students in the achievement of academic and professional goals. Current graduate students often comment that the personal attention, prompt follow-up, financial aid information and other assistance they received are among the factors that influenced their decision to choose BGSU. The ongoing services and activities sponsored by Project Search also help students settle more comfortably into University life.

Prospective students are encouraged to contact the Assistant Dean for Graduate Studies and Director of Project Search at the Graduate College in 120 McFall Center.



## GRADUATE ADMISSIONS

### *Application Timeline*

*Suggested Timeline for Applicants Entering Fall Semester*

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**APPLICATION TIMELINE****Suggested Timeline for Applicants Entering Fall Semester**September

- Request information and application for admission.

October

- Submit application for admission and assistantship.
- Arrange for transcripts and recommendation letters to be sent.
- Take required tests (GRE/GMAT/Praxis/TOEFL).
- Submit portfolio (if required).

January

- Admission decisions vary by degree program

August

- Begin classes.

**ADMISSION DEADLINES**

For admission to a degree program, applicants should allow a reasonable amount of time for necessary documents to arrive on campus and to be processed by the appropriate degree program and the Office of Admissions. International applicants should allow more time for the application process. Graduate non-degree status applicants may be admitted within a relatively short time frame. It should be noted that students entering in graduate non-degree status may not be eligible for financial aid. Prospective students should check with the appropriate program for specific deadlines as each department has a deadline date for admission into the program. Applicants should ensure all application credentials and the online application for admission are submitted no later than 14 days prior to the start of the term in order to allow time for the Office of Admissions to process materials. However, the department may refuse to admit a student who does not comply with posted program deadline dates.

Applicants are admitted to the Graduate College for a specific term only. If an applicant wishes to begin graduate work earlier than the term for which he or she is accepted, the applicant must inform the degree program in writing prior to registering for classes. If an applicant wishes to defer admission, he or she may request a deferment for up to 12 months. The deferment request, after approval by the degree program, should be submitted to the Office of Admissions. An applicant who has received a deferment must update or verify his or her application prior to initial registration. Applicants who do not enroll for the admitted term will be cancelled. In order to be admitted to a new term the applicant must complete

a new application, submit application fee and any updated credentials.

An enrolled graduate student is defined as one who:

1. Is admitted to the Graduate College;
2. Is registered and attending classes; and
3. Has either paid the appropriate fees or had the fees paid by the University or a third party.

**GRADUATE CONCURRENT ADMISSIONS**

Please see the Enrollment and Registration section, under Academic Information, of this catalog for more information.

**ADMISSION CATEGORIES**

There are three graduate admission categories: regular admission, conditional admission, and graduate non-degree.

**Regular Admission**

An applicant achieving high scholarship in previous academic work, especially in the field of study in which he or she wishes to study, is eligible for regular admission to the Graduate College contingent upon completion of the application procedures and approval of the degree program. Official final credentials must be submitted to the Office of Admissions prior to the start of the term in which the applicant will enter. Students who fail to supply documents will have a registration hold placed on their account for any subsequent term of enrollment until all official credentials are received.

**Conditional Admission**

Conditional admission status may be assigned to an applicant admitted to a degree program with deficiencies in the quality of course work or other admission criteria submitted, contingent upon the recommendation of the degree program and the approval of the Graduate College. To subsequently qualify for regular status, a minimum cumulative grade point average of 3.0 (B), with no grade lower than a B, must be earned during the semester in which the first nine graded graduate hours (e.g., no S/U or audit) of approved graduate enrollment are completed. (Degree programs may specify additional requirements of students granted conditional admission status.) If regular status is not achieved during the semester in which the nine hours are completed, the student shall be dismissed from the degree program and the Graduate College. A student with conditional admission status is not eligible for an assistantship until regular status is achieved, but may qualify for assistance through the Office of Student Financial Aid. For further information, see [www.bgsu.edu/offices/sfa/](http://www.bgsu.edu/offices/sfa/).

### Graduate Non-Degree Status

Graduate Non-degree status allows students to pursue personal or professional goals by taking graduate courses without enrolling in a degree program. Admission to graduate non-degree status and successful completion of non-degree course work neither indicates nor assures subsequent admission to a degree program, nor does it qualify a student for financial aid.

A graduate non-degree student who wishes to be considered for admission to a degree program should follow the procedures outlined in the next section, "Degree Program Admission Requirements." Upon acceptance to a degree program, a student's admission classification is changed to regular or conditional admission status.

Some courses completed while on graduate non-degree status may be applied toward a degree program, contingent upon the approval of the degree program and the Graduate College. It is recommended that **no more than nine hours** of graduate-level course work be taken while the student is a non-degree graduate student. The non-degree student is not limited to the number of credit hours taken at BGSU; however, only nine graduate credit hours will transfer to a graduate degree program. In high demand academic areas, degree candidates will have priority over graduate non-degree students in registering for courses. Some specialized and clinical areas of study are not available for enrollment with graduate non-degree status.

### ADMISSION REQUIREMENTS

#### Degree Program Admission Requirements

Applicants to graduate degree programs at the University must possess a bachelor's degree from a regionally accredited college or university and present evidence of broad and thorough undergraduate preparation that indicates probable success in graduate study. Prospective students should keep in mind that graduate study is not merely a continuation of undergraduate study. It demands a higher level of scholarship, emphasizes research and creativity, and requires student initiative and responsibility. Since faculty, facilities, and other resources are limited, it is impossible to admit every interested applicant. Some areas are highly selective in admitting students because the demand for admission is greater in those areas than in others.

Prospective graduate students should consult with the graduate coordinator in the appropriate degree program at the time of application for admission concerning placement and employment

prospects for graduates of that particular degree program. The University makes no guarantee concerning employment for graduates of any of its degree programs. However, the Career Center provides career planning and placement assistance including individual counseling, professional development seminars, electronic resume referral service, and credential services.

As a general prerequisite to graduate study in a degree program, a student must have met the requirements of this University for an undergraduate major or minor in that field or its equivalent. Further requirements or exceptions applicable to specific fields may be determined by individual degree programs. An applicant to a degree program will be evaluated for admission when the following materials are submitted to the Office of Admissions:

1. The application for admission;
2. Application fee of \$45 for domestic students and \$75 for international students for each department applied to for admission. Application fees are non-refundable.
3. Either the Graduate Record Examinations (GRE), PRAXIS, or the Graduate Management Admission Test (GMAT) as specified below;
4. The Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) for all whose first language is not English; and
5. Two official transcripts from each institution attended (except Bowling Green State University) which must be forwarded directly from the institution(s). Personal copies of transcripts are not acceptable. Transcripts "Issued to Student" (even if in a sealed envelope) are not acceptable. Applicants must include ALL institutions attended regardless of the number or type of credits taken, terms attended, or whether transfer credits are reflected on another transcript. When temporary transcripts are submitted, final official transcripts (showing the date and degree earned) from the institution attended are required to be submitted to the Office of Admission as a condition of admission.

International applicants must submit all materials directly to:

[Center for International Programs](#)  
216 University Hall  
Bowling Green State University  
Bowling Green, OH USA 43403  
cip@bgsu.edu

**GRADUATE NON-DEGREE ADMISSION REQUIREMENTS**

Applicants seeking admission as a non-degree graduate student must submit:

1. A completed non-degree application for admission form;
2. An unofficial transcript, showing highest degree earned. If no transcript is received with the application, verification of the highest degree earned will be undertaken by the Office of Registration and Records. Applications may be submitted to the Office of Registration and Records, 110 Administration Building, Bowling Green, OH 43403.

Graduate non-degree status applicants are not required to pay the \$45 application fee or the \$15 admission fee. Test scores and letters of recommendation are not required.

**REQUIRED TESTS**

See graduate program specifics for required standardized test (GRE GMAT, & PRAXIS II)

**Graduate Record Examinations (GRE)**

All applicants for admission to a graduate degree program must submit valid scores (scores obtained within the last five years) from the GRE General Test to the Graduate College. Some degree programs require scores from a Subject Test. Please refer to the individual program descriptions in this Catalog to determine which programs require this information. The GRE is administered by the Educational Testing Service. The current GRE Information and Registration Bulletin is available on-line at [www.gre.org](http://www.gre.org) or you can write to GRE-ETS, P.O. Box 6000, Princeton, NJ 08541-6000.

**The Praxis Series**

Applicants must submit Praxis II (NTE) scores (valid for ten years only). The current Praxis information is available on-line at [www.ets.org](http://www.ets.org) or you can write to ETS-The PRAXIS Series, P.O. Box 6051, Princeton, NJ 08541-6051.

**Graduate Management Admission Test (GMAT)**

Valid GMAT scores (scores obtained within the last five years) are required. The GMAT is administered by ETS. The current GMAT Bulletin of Information and Registration Form is available on-line at [www.mba.com](http://www.mba.com) or you can write to Graduate Management Admission Test at Pearson Vue, 5601 Green Valley Drive, Bloomington, MN 55437-6043.

**Test of English as a Foreign Language (TOEFL)****International English Language Testing System (IELTS)**

Valid TOEFL or IELTS scores (scores obtained within the last two years) are required of all applying for admission whose first language is not English. The Center for International Programs provides TOEFL and IELTS information. The current Bulletin of Information for TOEFL is available on-line at [www.ets.org](http://www.ets.org) or you can write to Educational Testing Service, Box 6151, Princeton, NJ 08541-6151, USA. Information about the IELTS is available on-line at [www.ielts.org](http://www.ielts.org).

**Students Whose First Language is not English**

All students whose first language is not English are required to take on-campus English proficiency tests before planning the first-semester academic program with the graduate coordinator and before registration; this also includes permanent residents. On campus testing is required of all international students whose first language is not English. Students from countries whose population speaks English as their first language are exempt from the TOEFL examination. These countries include but are not limited to: Australia, Canada (except Quebec), Ireland, New Zealand, and the United Kingdom. Students may be exempt from the TOEFL examination if they come from countries whose first language is traditionally not English, yet English is mandated as the medium of instruction for secondary education, and the student has received at least a B average or its equivalent in the English language during their secondary level of education. Examples of countries within this category include: Fiji, Ghana, Guyana, India, Kenya, Lesotho, Liberia, Nigeria, Sierra Leone, South Africa, Swaziland, Uganda, Zambia, and Zimbabwe. *This list may vary from year to year as nations modify their existing language of instruction policies.*

The on-campus English tests are coordinated by the English for Speakers of Other Languages (ESOL) Program. Based on the results of these tests, students may be required to enroll in courses as designated by the ESOL Program. Satisfactory completion of ESOL courses is mandatory for continued University funding and graduation when students are required to enroll in such courses. ESOL courses cannot be used to meet degree requirements.

**TRANSFERRING/APPLYING TO ANOTHER DEGREE PROGRAM**

Students who are currently admitted to a degree program or are completing a graduate degree and wish to be considered for admission to another degree program must complete the admission process for that particular degree program.

The following conditions must be met before a file can be forwarded for program evaluation:

1. A new application for admission must be submitted to the Graduate College. Payment of the \$15 admission fee is required upon transfer from graduate non-degree to degree status. Payment of the \$45 application fee for domestic students or \$75 for international students is required by all applicants;
2. Required test scores must be submitted to the Office of Admissions;
3. Two official transcripts from each college and/or university attended, unless previously submitted and currently maintained on file (translations are required if in a language other than English), must be forwarded directly to the Graduate College (copies or official transcripts issued to students are not acceptable). Bowling Green State University transcripts do not need to be submitted;
4. Any specific degree program requirements must be met;
5. If a transfer from one degree program to another is requested, the graduate coordinator of the degree program from which the transfer is being made must be notified by the student in writing.

When acceptance to a degree program is granted, the change in admission status will become effective during the admission semester.

#### **RE-ADMISSION**

If a Plan I (thesis option) master's student has had no registration activity for four or more terms (including summer) and has never registered for thesis research (6990), the student must reapply to the Graduate College. Once students are registered for 6990, they are considered active.

If a Plan II (non-thesis option) master's student has had no registration activity for four or more terms (including summer), the student must contact the Graduate College about submitting an application for graduation or reapply to the Graduate College before continuing the degree program.

If a doctoral student has had no registration activity for four or more terms (including summer) and has never registered for dissertation research (7990), the student must reapply to the Graduate College before continuing the degree program. Once doctoral students are registered for 7990, they are considered active.

To apply for readmission, a student must submit a completed application for admission, pay the application fee and submit updated credentials if required to the Office of Admissions and a letter to the degree program describing the circumstances surrounding his or her absence from the University and requesting readmission. If course work has been taken at another university during the absence, an official transcript must be forwarded directly from the institution to the Office of Admissions. A degree program may request additional documents for readmission, such as letters of recommendation.

After reviewing the request for readmission, the degree program will forward a recommendation to the Office of Admissions.

**FINANCIAL INFORMATION AND ASSISTANCE***Fees and Expenses**Basic Fees and Charges**Mandatory Fees**Other Possible Charges**Payment of Fees**Exemptions**Refund of Fees**Delinquent Accounts**Assistantships, Fellowships, and Other Aid**Graduate Assistantships**Teaching, Research, and Administrative Assistantships**Dissertation Fellowships**House and Hall Director Positions**Off-Campus Housing**Supplemental Employment**Loans and Employment*

## FEES AND EXPENSES

### Basic Fees and Charges

The Bursar's Office web site contains the most current University fees and charges: [www.bgsu.edu/offices/bursar](http://www.bgsu.edu/offices/bursar).

### Mandatory Fees

A nonrefundable application fee of \$ \$45 for domestic students or \$75 for international students is charged to all students seeking admission to a degree program in the Graduate College. This fee is charged every time a student submits an application.

A nonrefundable admission fee of \$15 is charged and payable at the time of initial registration for degree seeking students. A registration fee of \$8 is assessed to all students each semester. At the time a student applies for graduation, a graduation fee of \$35 will be assessed.

### Other Possible Charges

Beginning with the first official day of classes, a **late payment fee of \$100.00** may be charged to those students who have not paid in full or made payment arrangements by the first official day of classes each semester they are registered.

In addition to the late payment fee, the Registrar's Office assesses a late registration fee as follows:

\$25.00 -- 8th day of classes through the 14<sup>th</sup>  
 \$50.00 -- 15th day of classes through the 44<sup>th</sup>  
 \$75.00 -- 45th day of classes and thereafter

An excess credit fee of \$200 (Firelands- \$150) is charged for each hour of enrollment in excess of 18 hours effective Spring Semester 2010. No student is allowed to register for more than 18 hours without written permission from his or her college dean. This permission must be submitted to the Office of Registration and Records, 110 Administration Building.

A \$30 returned check service charge is assessed, in addition to the bank charge, for each check returned by the bank as uncollectible. See [www.bgsu.edu/offices/bursar/page25771.html](http://www.bgsu.edu/offices/bursar/page25771.html) for more information on these and other costs.

Within 48 hours of the beginning of classes each semester, students must register their vehicles at Parking Services, 104 N. Commons. The cost is \$100 per academic year or \$60.00 per semester for Evening Registration. Each automobile on campus must be registered and its decal displayed in accordance with

instructions. For further information, please contact Parking Services, (419) 372-2776.

A credit-by-examination charge of \$80 is made for each special examination taken for credit.

A course revalidation charge of \$25 is made for each course revalidation.

An applied music fee of \$45 is charged for one-half hour of individual instruction per term (or \$90 for one hour). A student enrolled for applied music has access to practice rooms and equipment without charge, in accordance with schedules and regulations determined by the College of Musical Arts.

There is a surcharge for students enrolled in the Executive MOD program and Executive MBA program due to the external nature of the programs.

Creative Writing master's students completing a thesis are charged a fee for binding and microfilming of their manuscript. Student Bursar accounts will be charged. Please see the Department of English for more details. The final, approved copy is bound and deposited in the Jerome Library, as is the microfilmed copy.

Please note that **all** doctoral dissertations are forwarded to ProQuest for microfilming by OhioLINK. The abstract is published in Proquest's Dissertations and Theses database, and the dissertation is made available for purchase by scholars throughout the world. Doctoral students may arrange for publication by other means, provided this does not interfere with ProQuest's process. **Master's theses are not forwarded to ProQuest.** The fee for this is set by ProQuest. These fees will appear on a student's Bursar bill approximately one month prior to graduation.

All graduate students are required to meet the health regulations in effect at the University. All graduate students enrolled for eight or more credit hours at Bowling Green State University and all international students are required to have adequate medical insurance coverage. Students are automatically enrolled in the university-sponsored medical insurance program for the entire year once registration takes place. Further information is available at the following website:

[www.bgsu.edu/offices/sa/studentinsurance](http://www.bgsu.edu/offices/sa/studentinsurance).

### Payment of Fees

Fees are payable through the Office of the Bursar. For more information visit [www.bgsu.edu/offices/bursar/page25675.html](http://www.bgsu.edu/offices/bursar/page25675.html).

All payments or payment arrangements must be made prior to the first official day of classes each semester. A student's financial account must be paid in full, including fees and current charges, before a registration request will be honored for any term or session. Students should note that payments are applied chronologically to University debts. Therefore, if traffic or library fines or other fees have been placed on a student's account before the general fee was assessed, they will be paid off first, and the general fee will still be outstanding.

#### **Refund of Fees**

For specific information regarding the process of refunding of fees please visit [www.bgsu.edu/offices/bursar/page25775.html](http://www.bgsu.edu/offices/bursar/page25775.html)

#### **Delinquent Accounts**

Students experiencing financial difficulties should contact the Office of the Bursar promptly to arrange for the payment of their outstanding balance to avoid the following collection actions.

When University charges (room, meals, fees, and others) are not paid on a timely basis, the Office of the Bursar will seek to collect the past due monies. As part of this process, service charges will be assessed. It is possible that a student's grades and/or transcript and other services may be withheld and room, meals, and/or registration may be cancelled. To view the detailed collection processes of the Bursar's Office, please see [www.bgsu.edu/offices/bursar/page25684.html](http://www.bgsu.edu/offices/bursar/page25684.html).

### **ASSISTANTSHIPS, FELLOWSHIPS, AND OTHER AID**

#### **Graduate Assistantships**

Graduate students with service assistantships (i.e., teaching, research, administrative, and housing) work a maximum of 20 hours per week when classes are in session. Students with dissertation fellowships (see below) may not engage in any employment during the period of their appointment.

#### **Teaching, Research and Administrative Assistantships**

Funding as a graduate student is available for two academic years at the pre-doctoral level and four years, depending on the program, at the doctoral degree level.

To retain an appointment, graduate assistants normally must be regularly enrolled degree-seeking students, must make satisfactory progress toward a degree, and must perform duties satisfactorily according to the terms of the appointment. Additional requirements

are listed under the College Assistantship Policies on the Graduate College website. A student's funding is terminated if he or she is suspended for ethical or legal misconduct as specified in the Student Code.

A scholarship covering instructional and nonresident fees may be provided by the University during the period of the appointment for graduate assistants. All graduate students registered during the summer must pay the general fee.

Application forms for assistantships and letters of recommendation should be submitted to the chair or academic program director in the winter preceding the academic year for which the appointment is desired (program literature should be consulted for specific deadlines). At the same time or prior to, an application for admission to the Graduate College should be filed. Students should contact the graduate department for applications for assistantships.

A bachelor's degree is a prerequisite for funding of graduate assistantships. Official certification from the degree-granting institution is required to document completion of all requirements for the baccalaureate degree.

For more financial aid information visit:

[www.bgsu.edu/colleges/gradcol/page24961.html](http://www.bgsu.edu/colleges/gradcol/page24961.html)

#### **Dissertation Fellowships**

The University awards dissertation fellowships to outstanding doctoral students in the final stage of dissertation research. These awards provide an annual stipend and payment of the instructional and nonresident fees for the term of the fellowship. The requirements for holding a Dissertation Fellowship are listed by college under the College Assistantships Policies on the Graduate College website. The student is expected to live and work within daily commuting distance of the University campus, with full access to the resources of the University. If the special needs of dissertation research or cooperative study require that the student should live elsewhere, then this must be stated at the time of application for the fellowship. Acceptance of other employment, or a decision to move to another region after the dissertation fellowship has been granted, may require the student to resign the fellowship.

For more detailed information regarding graduate assistantships and fellowships, please refer to the Graduate Coordinator and Faculty Guide of this catalog.



### House and Hall Director Positions

A limited number of positions are available to full-time graduate students enrolled in master's or doctoral degree programs.

*Greek House Directors (master's and doctoral):* Greek House Directors reside in a fraternity or sorority house with 5-40 residents, and work with the chapter officers to promote a positive living/learning environment, provide advisory support on issues such as recruitment and scholarship, be visible to students and parents, counsel students and respond to crises that may occur, work with chapter officers to maintain an attractive, clean house serve as a liaison to Greek Affairs for facilities and operations issues, and enforce all University, Residence Life, and Greek Affairs policies.

*Graduate Hall Director:* Graduate Hall Directors (GHD's) work with full-time Hall Directors in the residence halls to supervise Resident Advisors (RA's), advise hall government, implement academic initiatives, coordinate developmental programs, hear student discipline cases, serve on duty rotation schedule, and respond to student issues and emergencies. The GHD will be responsible for a residence hall of approximately 350 residents and reports to either a full-time Hall Director or a Senior Coordinator of Residence Life. Previous residence hall experience is preferred, but not required. By nature of live-in responsibilities, GHDs are required to reside on-campus in a residence hall.

As part of their compensation GHDs receive a stipend, meal-plan, and a furnished apartment.

Applications including a letter of application, resume, and list of three references may be submitted to: Office of Residence Life, Graduate Hall Director Search, 470 Math Sciences Building, Bowling Green, OH, 43403; FAX 419-372-0477; and [reslife@bgnet.bgsu.edu](mailto:reslife@bgnet.bgsu.edu).

Deadline: Applications will be accepted beginning mid-January preceding the academic year for which appointment is desired. Review of applications will begin late-February to mid-March.

Notification: The Office of Residence Life makes notification of applicant's status. Questions concerning available positions can be referred to the above address.

### Off-Campus Housing

For information regarding housing visit [www.bgsu.edu/offices/sa/offcampus/index.html](http://www.bgsu.edu/offices/sa/offcampus/index.html)

### Supplemental Employment

Because academic success is the primary goal of graduate study, graduate assistants are discouraged from working more than 20 hours per week, including the assistantship assignment, when classes are in session. Graduate assistants should confer with their graduate coordinators before accepting additional employment, whether on or off campus. Dissertation fellow appointees may not engage in any employment during the period of their appointments. Federal regulations strictly prohibit international students from working more than 20 hours per week.

Before a graduate assistant contracts with an on-campus unit for additional employment, a Graduate Assistant Supplemental Payment form must be submitted to the Graduate College. The signature on this form indicates that the graduate coordinator, chair, or director has been informed of the student's intent to take on supplemental work. Each degree program is encouraged to establish guidelines for deciding the appropriate extent of supplemental employment.

The Graduate Assistant Supplemental Payment form separates the approval of supplemental employment for graduate assistants from that for faculty and staff; it clearly states the limitations on supplemental employment by graduate assistants. It calls for the graduate coordinator or chair/director (and the assistantship supervisor in the event that this individual is outside the program in which the student is enrolled) to certify that the supplemental work will not interfere with the student's academic program and assistantship responsibilities. The signature of the Graduate Dean will be routine unless the magnitude of the supplemental employment raises concerns.

### Loans and Employment

Regularly admitted domestic graduate students (excluding those with graduate non-degree status) are eligible to apply for federal student aid programs including Stafford Loans, Perkins Loans, Graduate PLUS loans, and the Federal Work-Study program.

An Installment Payment Plan is available for those students/parents who wish to make monthly payments. Payments will be automatically calculated based on the current balance for the semester in which you are enrolling. Anticipated aid already listed will be taken into consideration. Enrollment is required each semester with an enrollment fee of \$35.00 for fall semester, \$45.00 for spring semester and \$25.00 for summer semester.

payments. Contact the Bursar's Office for more information.

<http://www.bgsu.edu/offices/bursar/>

For further details regarding the financial aid process please visit  
[www.bgsu.edu/colleges/gradcol/page24961.html](http://www.bgsu.edu/colleges/gradcol/page24961.html)

**ACADEMIC INFORMATION***General Information**Tentative Degree Program (TDP)/Degree Audit (DARS)**Requirement Changes**Transcripts**Enrollment and Registration**Academic Year and Scheduling**Registration Deadlines**Credit Hour Load**Graduate Concurrent Registration/Enrollment**Auditing a Class**Changes in Registration**Withdrawing from a Course After the Drop Date**Dismissal/Withdrawal From a Course**Withdrawal From the University**Academic Regulations**Academic Honesty**Courses for Graduate Credit**Graduate Courses for Undergraduates**Credit by Examination**Unit of Credit**Grading System**Grading Options- Graduate Courses**Grading Options- Undergraduate Courses**Academic Progress**Incomplete Grades**Grade Appeals**Time Limits for Degree and Revalidation**Transfer of Credit**Leave of Absence**Academic Dismissal*

## GENERAL INFORMATION

### Tentative Degree Program (TDP)/Degree Audit Report System (DARS)

The Tentative Degree Program (TDP) is a listing of courses a student plans to take to meet the requirements for his or her graduate degree program. The TDP serves two main purposes. First, by defining the student's course of study it gives focus and direction to his or her individualized graduate degree program. Second, it constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. The Graduate College checks the student's records against the approved TDP to verify eligibility for graduation.

The TDP is to be submitted to the line College Dean's designate during the semester in which the student enrolls for the 15th hour of credit toward his or her degree program. It is the responsibility of the student to make an appointment with his or her graduate advisor or with the departmental graduate coordinator, whichever is appropriate, in order to complete the TDP form. The student's advisor and the graduate coordinator must approve the TDP before it is submitted to their College.

Courses approved on this form serve as a guide but may be altered upon approval of the graduate coordinator and graduate dean designate. However, degree requirements may not be modified or set aside without the approval of the dean designate or the Graduate Council. The TDP should show work that may be required by the department to make up any deficiencies; this includes students who are required to take ESOL courses (although ESL course hours do not count toward graduation). All TDPs must be submitted to their College for approval.

Certain degree programs are now using Degree Audit Report System (DARS) in lieu of the TDP process. Those students in degree programs using DARS do not need to submit a TDP; see graduate coordinator for more information regarding changes.

### Requirement Changes

In regard to their curricula and courses, students are governed by their approved Tentative Degree Program (TDP), or in some programs by their approved Degree Audit Report (DARS). In regard to the rules and policies, students are governed by the current catalog.

The University seeks to offer degree programs with integrity and stability. Accordingly, students may expect the programs to be

implemented basically as described. However, because higher education is a dynamic enterprise, the University has the authority to make changes in policies, degree programs, requirements, course offerings, class schedules, assignment of instructors, fees, and other aspects of its educational programs at any time, sometimes without prior notice. Such alterations and changes in policy supersede specific information appearing in the Graduate Catalog and other official publications of the University.

General requirements in degree programs cannot be waived. In addition to the minimum requirements specified by the Graduate Council, academic departments/schools also have the authority to prescribe their own degree requirements and policies. Students already studying in graduate degree programs may be required to comply with alterations in the curriculum when major revisions occur. Prospective students should consult with the departmental graduate coordinator concerning the degree program of interest, current offerings, and precise requirements. Lack of awareness of degree requirements and regulations is not a justification for an exemption or waiver. It is the responsibility of graduate students to familiarize themselves with the rules and regulations of their academic department as well as the policies presented in the Graduate Catalog and Student Affairs Handbook. Additionally, students must maintain familiarity with such policies throughout their graduate studies at Bowling Green State University. Only students who satisfactorily complete all the requirements in a program will be recommended for the appropriate graduate degree.

### Transcripts

An official transcript of a student's record is used for transferring credits to other colleges and universities and for transmitting information to certifying agencies and employers. An official transcript is issued only at the written request of the student. An official transcript is not released for a student who is delinquent on any financial obligation to the University. Details regarding the transcript request process, including a link to a printable transcript order form can be found at [www.bgsu.edu/offices/registrar/page5601.html](http://www.bgsu.edu/offices/registrar/page5601.html).

Transcripts from other institutions that have been presented for admission or evaluation become part of the student's permanent academic file and are not returned or copied for distribution. Any students desiring transcripts covering work completed elsewhere should request them from the institutions concerned.

## ENROLLMENT AND REGISTRATION

### Academic Year and Scheduling

The academic year is divided into two semesters (fall and spring) of approximately 16 weeks each and a summer term. The summer term is conducted as a regular part of the academic program. While some courses are offered for the full term, most are offered in one of two consecutive sessions, each complete within itself so that the student may enroll for one session or for both sessions.

Prior to continuing student registration, a listing of course offerings is available on-line at <http://webapps.bgsu.edu/courses/search.php>.

The Summer School Schedule is available on-line at the Continuing and Extended Education web site at <http://summer.bgsu.edu/>.

### Registration Deadlines

Students must make a formal application for admission to the Graduate College prior to registering for classes in order to receive graduate credit. <http://www.bgsu.edu/gradcoll/page24959.html>.

The University requests that ALL graduate students register for classes at the designated time listed on the [Registrar's Office](#) web site. This process will allow early evaluation of low enrollment courses and the possible cancellation of sections. Please register early to ensure that the graduate courses you are planning to take are offered.

Registration may be completed at academic departments, on the web through MyBGSU (with a BGSU account), or at the Office of Registration and Records, 110 Administration Building. Students who register during continuing student registration will be billed by the bursar. In-person registrations after fees are due must be paid by the last business day prior to the start of the term. Funded students will automatically be prepaid.

Graduate students who use University services must be regularly registered for credit.

### Credit Hour Load

A full-time graduate student is defined as a student registered for eight semester hours.

Additional credit hour requirements for holding an assistantship can be found in the College Assistantship Policies of the Graduate College website. Audits do not count toward minimum registration

loads. Graduate assistants completing a master's thesis or a doctoral dissertation should consult their advisers for appropriate registration requirements.

Excess credit hour loads (beyond 18 hours in an academic semester or beyond the 12-hour limit for summer) require approval from the dean designate of the Graduate College. An excess credit fee of \$200 (\$150- Firelands) is charged for each hour of enrollment in excess of 18 hours effective Spring Semester 2010.

### Graduate Concurrent Registration/Enrollment

Bowling Green State University and The University of Toledo offer graduate students enrolled in a degree program, the unique opportunity to enhance their academic experience by taking advantage of resources provided by the participating institutions through the Graduate Concurrent Enrollment Program. After receiving the approval of their graduate coordinator (BGSU)/advisor (UT) and participating graduate dean designates, students in the Concurrent Enrollment Program may take coursework at the host institution and receive credit on their home institution's official transcript.

BGSU students who enroll in the concurrent graduate program at UT are required to complete a minimum of 51 percent of the courses in their graduate degree program on the BGSU main campus. Part-time graduate students who participate in the program pay the instructional and, if applicable, the nonresident fees at the host institution on a per-hour basis.

Instructional and non-resident tuition fees will be waived by UT for a BGSU student who pays full-time instructional and non-resident fees as a graduate student or has been awarded a tuition scholarship grant through a graduate assistantship—based on the credit hours awarded

A BGSU full-time graduate student is defined as one who is registered for 8 graduate credits hours per term. A UT full-time graduate student will need to be verified by UT. If the student's registration goes below the minimum credit hours defined at the home institution (i.e., withdraws from courses during the term), then the student will be billed retroactively by the host institution and their grades at the host institution may be withheld. At BGSU, for fee paying purposes, the minimum credit hours is defined as 12. If a BGSU student's total enrollment for the term is in excess of 18 hours, effective Spring Semester 2010, an excess credit fee of \$200 is charged for each additional hour—starting with the 19th hour of registration. The student may be charged an excess fee retroactively from their home institution.

Graduate students who have been awarded an assistantship at BGSU may enroll for a maximum of six credits per term at the host institution with a tuition scholarship grant for instructional and nonresident fees. However, a tuition scholarship grant can only be provided at the host institution when registration at the home institution represents at least two-thirds of the total (home + host) registration for the academic term.

Graduate students from BGSU or UT who seek to enroll under the concurrent registration agreement must submit a completed concurrent enrollment application form (see [www.bgsu.edu/gradcoll/documents/index.html](http://www.bgsu.edu/gradcoll/documents/index.html)) through the home institution. Not completing this form may result in holds on grades, registration, and transcript records. The graduate application fee, admission fee, transcripts, test scores, and letters of recommendation are not required.

The concurrent enrollment application must be approved by both the home and host institutions; the concurrent enrollment application does not register the student for the approved course(s) to be taken at the host institution. It is the student's responsibility to register at the host institution prior to the beginning of the term specified on the application. For information on registration procedures at the host institution, consult the host institution's website or contact the host Registrar's office. Regardless of any registration at the host institution, a student must register for a minimum of one credit hour at the home institution to remain in good academic standing.

### **Auditing a Class**

Students who wish to attend a class without receiving credit for it may register to audit that course. A per-hour instructional fee is charged as if the student had registered for the course for credit. Audits do not count toward minimum registration loads, nor do they satisfy degree requirements. Please see *Changes in Registration* below.

### **Changes in Registration**

The Graduate College will not approve an add of a regularly scheduled class nor the change to or from an Audit after the first 14 calendar days of fall and spring semester or the first 3 calendar days of each summer session. After these dates exceptions may be granted only by the dean designate of the Graduate College.

### **Withdrawing from a Course after the Drop Date**

Instructors assign a grade of "W" (withdrawn) or "WF" (withdrawn failing) if a student withdraws from a course after the last day to drop (see

[www.bgsu.edu/catalog/Acad\\_policies/Acad\\_policies41.html](http://www.bgsu.edu/catalog/Acad_policies/Acad_policies41.html)) but before (1) the 10th week of a course in the fall and spring semesters, (2) the twenty-fifth calendar day of the eight-week summer session, or (3) the nineteenth day of a six-week summer session. For flexibly scheduled courses, the instructor assigns a "W" or "WF" if a student withdraws after completing at least 13% but not more than 60% of the course. During the specified time intervals, "W" is assigned if the student is passing at the time of withdrawal or if the instructor determines there is insufficient evidence to judge the student's progress at the time of withdrawal. "WF" may be assigned if the instructor determines the student is failing at the time of withdrawal.

A grade of "WF" also is assigned if the student withdraws after the intervals described above, stops attending without processing a withdrawal, or has never attended and fails to process a withdrawal.

A student who officially withdraws from the University receives a "W" in all courses for the semester, unless the student has previously withdrawn from a course with a "WF."

These provisions apply to all grading options, including "S/U." The grade of "WF" is used with zero quality points in computing the grade point average; "W" is not used in computing the grade point average.

### **Dismissal/Withdrawal from a Course**

The University reserves the right to withdraw any graduate student from any course when the student's continuance is not in the interest of the student, the class, or the University. The dismissal of a graduate student from a course and the grade and/or notation in the official record is determined by the dean designate of the Graduate College after consultation with the instructor of the course. Students have the right of appeal as prescribed in the Student Affairs Handbook.

### **Cancellation of Registration**

The student's class schedule may be cancelled if the fees and charges are not paid prior to the beginning of each semester.

### **Withdrawal from the University**

Students who wish to withdraw from the University in good standing must obtain the permission of the dean designate of the Graduate College. After classes begin, a student who drops all classes (even if enrolled for only one class) must withdraw from the University at the Graduate College. If a student leaves the

University without proper notice and permission, he or she receives a grade of WF in all courses and is not entitled to any refund of fees.

## ACADEMIC REGULATIONS

### Academic Honesty

Academic honesty is the central value of an academic community. It is expected that graduate students will neither engage in nor facilitate cheating (using or attempting to use unauthorized materials, information, or study aids), fabrication (falsification or invention of any information or citation), or plagiarism (representing the words or ideas of others as one's own) in their academic work. All graduate students are strongly encouraged to view the Academic Honesty Policy that can be found at the following web address: [www.bgsu.edu/offices/sa/studentdiscipline/index.html](http://www.bgsu.edu/offices/sa/studentdiscipline/index.html)

The Academic Honesty Policy contains strict sanctions, including expulsion, for all forms of academic dishonesty. Students found guilty of violating other University regulations, such as engaging in moral and ethical misconduct, or in actions that are injurious to others or threaten the orderliness and well-being of the campus, are subject to equally strict sanctions in accordance with the provisions set forth in those regulations.

### Courses for Graduate Credit

All courses numbered 5000 through 7000 carry graduate credit. As a matter of policy, no courses numbered lower than 5000 carry graduate credit. Courses not approved for graduate credit cannot be taken and then added to a student's degree program for graduate credit. A graduate student who is enrolled in a graduate class open to undergraduates (4000/5000 courses) is required to do additional work of an individual nature to earn graduate credit for the course. The instructor is responsible for designating the type and amount of such work, but the graduate student must take the initiative in arranging for it within the first week of the term.

### Graduate Courses for Advanced Undergraduates

Under certain circumstances, it is permissible for undergraduate students to apply and be approved for advanced undergraduate status for course work prior to having received the baccalaureate degree. Any undergraduate student who wishes to take graduate courses must apply to the Graduate College for admission as an advanced undergraduate. Advanced undergraduate requests are term specific and will be processed prior to the first day of the term.

To be eligible for advanced undergraduate admission the student must be in Senior Status (having completed 90 semester hours of undergraduate work) during the term the requested courses are to be taken in, and must have a minimum 3.0 GPA. Only courses at the 5000 and 6000 levels will be considered. The academic officer in charge of the advanced undergraduate's undergraduate degree program will have full authority in determining the appropriateness of a graduate course in fulfilling undergraduate degree requirements. Undergraduate students are strongly encouraged to consult with the director and their advisor *before* they endeavor to take graduate level courses as an undergraduate.

The student must have the endorsement of the professor of the requested graduate course and the department Chair/School Director of the unit offering the course. *The electronic form will be forwarded for completion once the Graduate College is contacted.* Upon approval, the Graduate College will notify the Registration and Records office to add the registration to the student's schedule. If the course is added to the student's schedule, without prior graduate College approval, the course will be dropped from the student's schedule. Once processed, if the graduate level course results in the student going over 18 credit hours, the Registration and Records office will consult with the student's college for final approval. All applicable excess credit fees assessed, as a result of going over 18 hours, will be the responsibility of the student.

The classification of advanced undergraduate is not equivalent to admission to any particular graduate degree program. Advanced undergraduates wishing to continue their studies as graduate students must apply for admission to their desired graduate degree program, and advanced undergraduate status does not guarantee that admission will be granted. The student who is approved for the classification of advanced undergraduate may not register for more than nine semester hours of graduate course work in any one semester. An advanced undergraduate is eligible for a maximum of twelve semester hours of graduate course work during his or her tenure at the University.

### Credit by Examination

Students who feel qualified to receive credit by examination may submit a formal petition to the Graduate College setting forth evidence of previous study and/or specific experience which they believe should permit them to take such an examination (see [www.bgsu.edu/colleges/gradcol/documents](http://www.bgsu.edu/colleges/gradcol/documents)). Students who successfully pass an examination for credit receive a grade of S. Students who fail an examination for credit have a notation to that effect entered in the appropriate place on the record. A maximum of six graduate credit hours may be taken by examination. Both

degree seeking and non-degree students may earn credit by examination.

## GRADING POLICIES

### **Unit of Credit**

The unit of credit is the semester hour which is ordinarily earned by one hour of recitation or lecture a week per semester.

Depending upon the amount of outside preparation required two or three hours of laboratory work carry the same credit as one hour of recitation or lecture.

### **Grading System**

The following system of marks is used in reporting and recording a graduate student's proficiency in courses:

A	excellent 4.0 points
B	acceptable 3.0 points
C	below standard 2.0 points
D	failure 1.0 points
F	failure 0.0 points
WF	withdraw failing 0.0 points

A course taken for graduate credit in which the grade of D or F is received may not be used to meet degree requirements or to meet the minimum credit hour requirements for a graduate degree. Some academic departments prohibit the use of courses with C grades for degree requirements; students should consult the student handbook in their program area.

Some courses are graded on an S/U (satisfactory/unsatisfactory) basis and are so indicated in the individual course descriptions. A grade of S is equivalent to a letter grade of B or higher. If a graduate course has been approved for S/U grading, a graduate student is not eligible to receive a letter grade in that course.

Grades for courses numbered 6910, 6990, and 7990 are reported as IP (in progress) until the completed final capstone experience or experiences (e.g., research paper, portfolio, or academic equivalent), thesis, or dissertation is approved when the final grade of S (satisfactory) is substituted.

### **Grading Options – Graduate Courses**

Students and instructors do not have an option concerning the grading system for a graduate course. Each graduate course is approved for either letter or S/U grading. Unlike undergraduate

grading, it is the University's decision, not the student's option that determines the grading system to be used in graduate-level courses.

### **Grading Options – Undergraduate Courses**

Graduate students who take undergraduate courses are graded according to the undergraduate grading system. Such students receive a letter grade unless they register to be graded on an S/U basis. Regardless of the grading option, undergraduate courses taken by graduate students are not calculated in the graduate GPA.

### **Academic Progress**

In order to remain in good standing and to graduate, a student must make satisfactory progress toward a degree. Academic good standing is defined as:

1. The maintenance of a 3.0 grade point average at the master's and specialist's levels and a 3.2 at the doctoral level;
2. No incomplete grades in;
3. The completion of departmental requirements other than course work, such as comprehensive examinations, thesis research, or foreign language requirement, by established deadlines; and
4. The absence of any suspensions, probations, or other disciplinary sanctions for violations of the Student Affairs Handbook.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in the academic dismissal.

A course taken for graduate credit in which a D, F, or WF was received may not be used to meet degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average. To compute GPA, the total number of points (on the 4.0 scale) are divided by the total number of hours undertaken for graduate credit, excluding courses in which the marks INC, IP, S, U, or W are recorded.



**Incomplete Grades**

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

Fall semester: June 1  
 Spring semester: September 1  
 Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request. The graduate dean designate has the authority to extend the deadline for an incomplete. See [www.bgsu.edu/gradcoll/documents/](http://www.bgsu.edu/gradcoll/documents/) for "Incomplete Extension Request."

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC in a graduate level course.

**Grade Appeals**

The procedure for grade appeals at the graduate level involves following a sequence of consultations. An appeal may be settled during an early stage, but the complete process includes five steps:

1. Student meets with course instructor;
2. Student meets with departmental faculty member who serves as grade appeal agent (see University Charter B-II. G.9);
3. Student meets with the departmental chair or program director;
4. Graduate College grade appeal committee reviews the student's grade appeal;
5. Graduate dean designate reviews the due process procedures.

All levels of the appeal process are advisory to the instructor. Only the course instructor can change a student's grade.

It is the student's responsibility to follow the steps in the procedure according to the sequence outlined above. Grade and absence grievances may not be appealed beyond the Graduate College level.

The grade appeals procedure must be initiated by the end of the fifth week of the spring semester for grades received during fall semester, and by the end of the fifth week of fall semester for grades received during the spring or summer semester. All actions for grade changes must be completed during the semester in which the grade is appealed.

**Time Limits for Degree and Revalidation**

The time limit to complete all degree requirements for master's students is six years from the end of the earliest course used to fulfill degree requirements on the TDP or DARS and eight years for doctoral students.

If a doctoral student has not completed all degree requirements eight years after completing the first course required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new, second preliminary examination. Upon passing this second preliminary examination, the student has four years to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take more than four additional years to complete the degree.

If a doctoral student has not taken and passed a preliminary examination within eight years after completing the first course required for the degree, she or he shall be dismissed from the program.

Master's students may apply for an extension of up to one calendar year if the request for an extension is made before the time limit has elapsed. If the extension is approved by the graduate coordinator and the graduate dean designate, revalidation of outdated courses for the master's and specialist's degrees (over six but not more than seven years old) may be necessary.

When necessary, revalidation is accomplished by retaking the course or by special examination determined by the degree program on each outdated course. A charge of \$25 is assessed for revalidating a course by examination.

Students may not revalidate courses with a grade of C or lower, courses that are internships or other forms of practicum, or courses taken at other institutions.

If the revalidation examination is satisfactory (i.e., passed by a B grade or better), then the original course grade will be retained and the student's transcript will reflect revalidation. If the examination is failed, then no change will be made to the student's record. More than one attempt to revalidate a course by examination is permitted if supported by a recommendation from the graduate coordinator of the degree program and approved by the dean designate of the Graduate College. Application forms to be used in revalidating courses by examination are available on the Graduate College website: [www.bgsu.edu/colleges/gradcol/documents](http://www.bgsu.edu/colleges/gradcol/documents).

Courses older than seven years (at the master's level) and ten years (at the doctoral level) may not be revalidated. Revalidation forms are available on the Graduate College website (see [www.bgsu.edu/colleges/gradcol/documents](http://www.bgsu.edu/colleges/gradcol/documents)). Only courses taken on this campus in which the grades of A, B, S, or P were earned may be revalidated.

#### **Transfer of BGSU Graduate Credit taken as an Advanced Undergraduate**

Students who have been fully admitted into a graduate degree program or graduate certificate program may count (as both graduate and undergraduate credit) up to nine hours of graduate credit earned as a BGSU advanced undergraduate. Students must have earned a grade of A or B for this to be allowed. Specific graduate programs may have additional limitations on the number of credits that can be approved, and the specific courses which are eligible. Students should refer to specific graduate program descriptions for details of these limitations.

#### **Transfer of External Graduate Credit**

Students who have been fully admitted into a graduate degree program or graduate certificate program, and have satisfactorily completed eight hours of graduate work at Bowling Green State University may petition to transfer graduate credit from another regionally accredited graduate school. Fully documented petitions for acceptance of transfer credits from non-regionally accredited institutions may be submitted for review provided: (1) the student

initiates the petition, and provides all documentation to the academic department; (2) the petition is endorsed by the department before being submitted to the Graduate College for final approval. The petition takes the form of inclusion on the Tentative Degree Program (TDP). For transfer of credit for Degree Audit Report System (DARS), please see the degree program graduate coordinator. An **official** transcript must be received by the Graduate College before credit can be approved for transfer. Credit may be transferred only for courses in which the student received the grades of A or B (or the equivalent for courses not graded, as determined by the graduate coordinator). Credit for an S grade may be transferred only if the grade is regarded by the grading school as B or better. **Courses taken for "professional development" cannot be transferred for graduate credit.**

The transfer of credit received for such external courses to satisfy requirements of a degree program at BGSU depends upon the following:

1. A formal, written petition by the student is required for the transfer of credit. The petition is submitted to the student's academic program for its consideration and recommendation. The recommendation of the department is forwarded to the dean designate of the Graduate College for a decision via a (TDP), a TDP addendum, or an exception to the (DARS).
2. Documentation is required for courses that are "external" or "nonresident" offerings of another university. The course must be listed and described in the catalog offerings or other official publications of the institution. The content of the course must satisfy a requirement in a graduate degree program at the offering institution and be able to satisfy a degree requirement at BGSU. An official transcript is required at BGSU.
3. Petitions for acceptance of "summer tour" or "travel" type courses\* must be fully documented so that their academic integrity can be judged. Promotional literature from a tour or travel agency or institutional sponsor is not considered documentation of the academic character of the course. Minimal documentation submitted by the student should include the following:
  - a. A photocopy of the course description from the graduate catalog or other official literature of the sponsoring institution;
  - b. A statement in the institution's graduate catalog or signed by the dean designate of the graduate school that specifies the graduate

- degree programs in which the course satisfies degree requirements in the institution offering the course. A viable alternative is a copy of an evaluative statement concerning the course from the department(s) in which it is used to satisfy graduate degree credit;
- c. An official transcript from the sponsoring institution following completion of the course. Transcripts "ISSUED TO STUDENT" will not be accepted.
4. It is necessary for a student to petition, in writing, through the academic department for such transfer after the course has been completed. **Prior guarantees of any type that a course will be transferable cannot be given.** Any prior assurances given by faculty members or staff of Bowling Green State University must be regarded as estimates or opinions. They do not commit the University to a course of action.

*\*The minimal documentation on "tour courses" is necessary to evaluate the quality of the course and to determine its applicability to a student's degree program. Many accredited graduate schools offer courses for personal and professional development that carry graduate credit but are not applicable to their degree programs. Official assurance is required.*

#### Restrictions on Transfer or Approval of Credit

Transfer of credit is not appropriate for graduate, non-degree students; by definition, they have no graduate degree program toward which credit is to be transferred. The transfer of credit for any graduate student for purposes of consolidating transcripts is not allowed. If a graduate non-degree student later becomes admitted to a graduate degree program, transfer of credit can be requested in consultation with the graduate coordinator of the program. Conditionally admitted students must achieve regular status before petitioning for transfer of credit. Final approval for transferred credit is granted only by the graduate dean designate.

The time limits for completion of a master's degree, a specialist degree and certificate program (six years), and for a doctoral degree (eight years) apply also to transfer credit. That is, all credits within a master's and specialist program must fall within the six-year period dating from the end of the earliest course used to fulfill degree requirements on the Tentative Degree Program or Degree Audit; similarly, all credits within a doctoral program must fall within the eight-year period.

Once the request for transfer of credit has been approved by the academic program and the Graduate College, and official transcripts are received, the credit hours—not grades—for the courses are transferred into the student's degree program. Because the grades are not officially recognized, they cannot be counted into a student's cumulative grade point average. Transfer credit is reviewed at the time of graduation to ensure the course work falls within the time to degree limits.

Courses equivalent to those at the University from another university cannot be transferred for credit and also taken for credit here (course duplication is not allowed). Only graduate level courses qualify for transfer to graduate degree programs. Courses that have already been applied in whole or in part in any way toward any other degree or certificate from another university may not be transferred.

A maximum of 9 semester hours of graduate credit taken as a BGSU advanced undergraduate may be counted towards a master's program subject to the approval of the master's program.

One course, up to a maximum of 4 semester hours of post-baccalaureate credit may be transferred into a graduate certificate.

A maximum of 9 semester hours of post-baccalaureate credit may be transferred into a master's program subject to approval of the program and the Graduate College.

Exceptions to this maximum pertain to approved Joint and Cooperative Degree Programs with another university (cf. p. 44, section entitled "Joint and Cooperative Degrees"). In Joint and Cooperative Degree programs, up to 18 credits may transfer.

A maximum of 9 semester hours of post-master's credit may be transferred into a doctoral program subject to approval of the program and the Graduate College. This is in addition to the 30 hours that transfer from a master's program.

#### Leave of Absence

Students may request an approved leave of absence from the University by sending a request, endorsed by the graduate coordinator, to the Graduate College. A leave of absence must be for a designated period of time. Typically, a leave is for six to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion; the student cannot use University services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses.

International students requesting a leave of absence should first consult the Coordinator of Student Immigration Services at the Center for International Programs to discuss potential impacts on immigration status.

For deployed military personnel, the graduate college "dissertation/thesis clock" will stop when a student is granted a military leave of absence for the duration of the military leave of absence and within accordance to the Ohio Revised Code 3345.53 (below). A student will be given one additional year upon returning from a military leave of absence before the "dissertation clock" begins again. The time spent on a military leave of absence will not be counted towards the total time-to-degree, and continuous registration will not be required. Additional accommodations for graduate students returning from active duty should be requested in writing to the Graduate College.

Active duty policy per the Ohio Revised Code 3345.53: As used in this section, "active duty" means full-time duty in the active military service of the United States, including full-time training duty, annual training duty, and active state duty for members of the national guard.

- (A) Each state institution of higher education, as defined in section 3345.011 of the Revised Code, shall grant a student a military leave of absence from the institution while the student is serving on active duty, and for one year after the conclusion of that service, if the student is a member of the United States national guard or other reserve component of the armed forces of the United States, or a member of those armed forces in a retired status, and is called to active duty. The student shall not suffer an academic penalty as a result of the leave of absence.
- (B) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student's release from active duty, the state institution of higher education in which the student is enrolled shall do either of the following, as elected by the student:
  1. Credit tuition and fee charges toward a subsequent academic term in an amount that is one hundred per cent of what the student paid the institution for the academic term in which the student withdraws;
  2. Refund tuition and fees paid for the academic term, provided the student withdraws before the withdraw date

established by the institution. The refund shall equal one hundred per cent of the tuition and fee charges the student paid the institution for the academic term. If the student withdraws after the withdraw date established by the institution, the student is ineligible for a refund of tuition and fee charges. For the purposes of this section, the "withdraw date" shall be the same as the date set by the institution for its general student population to withdraw from the institution or a course or class without academic penalty.

- (C) If requested by a student granted a military leave of absence pursuant to division (A) of this section not later than one year after the student's release from active duty, the state institution of higher education shall restore the student to the educational status the student had attained prior to being called to active duty without loss of academic credits earned, scholarships or grants awarded, or tuition and other fees paid prior to the commencement of active duty, except as provided in division (B) of this section.
- (D) If a state institution of higher education fails to comply with this section, the student may bring an action against the institution to enforce its provisions in the court of claims. The court may award reasonable attorney's fees and expenses if the student prevails in the action.

#### Academic Dismissal

It is possible for a student to lose funding at the end of a term and be placed on probation (without funding) for the subsequent term.

Graduate students are required to demonstrate "satisfactory progress toward the degree" in order to maintain a teaching or research assistantship. Failure to make "satisfactory progress toward the degree" normally results in probation and can lead to dismissal. Satisfactory progress means that master's students must maintain an overall average of 3.0 and doctoral students must maintain a 3.2 grade average.

The Graduate College monitors all graduate student records at the end of each term once grades have been posted. Students whose grades fall under 3.0 (for master's students) or 3.2 (for doctoral students) are either placed on probation or dismissed.

The following should be considered in cases of unsatisfactory progress. The accumulation of two or more Cs, a D, or an F should cause the student and the graduate coordinator serious concern. These grades are clear warnings to the student in

question that he or she is not making acceptable progress toward the degree. Students should be notified in person about their lack of satisfactory progress and the graduate coordinator or other members of the graduate faculty should articulate clearly what the student must do to be successful.

If the Graduate College determines that a student is not in good standing at the end of a term, the student will be placed on probation, continued on probation, or dismissed; students will be notified in writing by the Graduate College. Decisions about probationary cases that are not clear-cut and dismissals will be made collaboratively between the graduate coordinator and the dean designate. When a student is continued on probation, the graduate coordinator will prepare a written student success plan for the student that clearly states the outcome required for the student to remedy the academic deficiencies.

Students are rarely dismissed after only one semester of low grades unless they were conditionally admitted. However, students should not normally remain on probation for more than two semesters unless they are very close to a 3.0 or 3.2 and can demonstrate the ability to earn A's. If it is determined that a student already on probation is not likely to earn A's, dismissal should be considered in a timely fashion, rather than allowing the student to continue with little or no chance of successful completion. Final approval of dismissal rests with the graduate dean designate. If the decision is made to dismiss the student from his or her program of study, the Graduate College will notify the student in writing and the Registrar will make the proper notation on the student's record.

**RESOURCES AND ADDITIONAL INFORMATION FOR  
GRADUATE STUDENTS***Advising System**Student Responsibilities**Graduate Advisor**Graduate Coordinator**Graduate College**The Center for International Programs**Continuing and Extended Education**Degree Requirements**Distance Education**Graduate Online and Blended Programs**Graduate Certificates and Endorsements**Educator Licensure/Professional Certification**Graduate Student Senate**Graduation – Application**Graduation – Minimum Registration Requirements**Information Technology Policy for BGSU**Health Insurance**Non-Resident Regulations**Numbering System for Courses**Professional Development Opportunities**Registration and Records Policies**Family Educational Rights and Privacy Act of 1974**Change of Address**Change of Personal Information**Veterans Affairs office**Certifications**Motor Vehicles**Student Research**Research Support**Professional Travel Support**Thesis/Dissertation Support**Distinguished Thesis and Dissertation Awards**Katzner/University Bookstore Funds for Graduate**Student Research and Professional Development**Shanklin Award**Graduate Senate Funding for Professional Development**Transcript Notations**Workshops and Non-Traditional Courses**For Other Information*

**ADVISING SYSTEM**

Careful planning of a degree program is important for all graduate students, and especially vital for those who spread graduate work over more than one year. For this reason, incoming graduate students need to know their responsibilities as well as those of the program and the Graduate College.

***Student Responsibilities***

Each student is responsible for meeting the specific degree requirements outlined in this catalog and the deadlines published under "Academic Regulations," also in this catalog.

***Graduate Advisor***

Students have a graduate advisor (also called a major professor) who is the primary academic, intellectual contact for the student. This advisor and the graduate student work together in their creative activity/research. The graduate student receives guidance from this advisor as well as from the examining and thesis or dissertation committee when appropriate.

***Graduate Coordinator***

In addition, each program has a graduate coordinator whose duties include informing graduate students about the policies, practices, and deadlines of the Graduate College. This person is responsible for monitoring the academic progress of each student throughout his or her degree program. The graduate coordinator also provides various kinds of written certification of a student's degree progress which are subsequently posted in the official records of the Graduate College and Office of Registration and Records. Specific requirements about the various steps in matriculation toward the degree are available from the program's graduate coordinator and the Graduate College.

For more detailed information regarding graduate coordinator roles and responsibilities, please refer to the Graduate Coordinator and Faculty Guide of this catalog.

***Graduate College***

The Graduate College serves primarily as a monitor of the student's progress toward a degree and is the coordinator of activities that are beyond the scope of the program.

***The Center for International Programs***

The Center for International Programs evaluates all international credentials submitted with graduate admissions applications. The Center also provides immigration advising and personal support for international graduate students. In addition, the Center promotes

and coordinates international exchanges and education abroad opportunities for graduate students. The Center for International Programs is located at 216 University Hall.

**CONTINUING & EXTENDED EDUCATION**

Continuing & Extended Education, located at 14 College Park, extends the educational resources of the University through creative on-campus and off-campus programs that link organizations and individuals of all ages with the University's academic programs and personal and professional development offerings. Several of Continuing & Extended Education areas may be of particular interest to graduate degree-seeking students, including the Off-Campus Programs, Summer Session, and Adult Learner Services.

The Off-Campus Programs support the delivery of complete Master in Education degree programs to cohorts of P-12 teachers in their school communities. In addition, the program offers graduate-credit courses and professional development opportunities throughout northwest Ohio in areas of interest to teachers and school administrators.

The Summer Session promotes and coordinates the University's summer course offerings, thereby helping support graduate student success toward completing their degrees or fulfilling professional development requirements.

Adult Learner Services (ALS) provides comprehensive assistance to adults who may be returning to college after some time off. ALS provides advising, career and academic counseling, and assistance in returning to an academic environment.

**DEGREE REQUIREMENTS**

General degree requirements that apply to each program are outlined in the "Degree Programs" section of this catalog. Variations and additional requirements for specific programs are included in the program descriptions.

**DISTANCE EDUCATION**

The Center for Online and Blended Learning coordinates BGSU's distance education efforts, offering expertise in new learning technologies for faculty and students. COBL works with line colleges to expand the university's roster of online and blended (some on-campus participation required) certificate and degree programs.

**Graduate Online and Blended Programs**

Master of Arts in Teaching Biology - Interdisciplinary Studies Specialization  
 Master of Arts in English, Plan II (non-thesis)  
 Master of Education in Business Education  
 Master of Education in Classroom Technology  
 Master of Education in Curriculum and Teaching  
 Master of Education in Special Education - Assistive Technology Specialization  
 Master of Family and Consumer Sciences - Food and Nutrition Specialization  
 \*Executive Master of Organization Development (Blended Program)  
 \*Executive Master of Business Administration (Blended Program)  
 Ph.D. in Technology Management  
 \*Ohio Reading Endorsement Program (Blended Program)

**Graduate Certificates and Endorsements**

Assistive Technology Certificate  
 Autism Spectrum Disorders Certificate  
 Bioinformatics, Proteomics/Genomics  
 Building Level Leadership  
 Computer Technology Endorsement Certificate  
 Construction Management  
 District Level Leadership  
 Early Childhood Education 4/5 Generalist Endorsement  
 Ethnic Studies  
 Food and Nutrition Certificate  
 Geospatial Technology  
 International Scientific & Technical Communication Certificate  
 Middle Childhood 4-6 Endorsement  
 P-6 Mathematics Specialist Endorsement Certificate  
 P-12 Reading Endorsement  
 P-9 Science Specialist Endorsement Certificate  
 Performance Studies Certificate  
 Public History  
 Quality Systems Certificate  
 Women's Studies Certificate

A list of online and blended programs can also be found at:  
[http://cobl.bgsu.edu/courses\\_degrees.php](http://cobl.bgsu.edu/courses_degrees.php)

**EDUCATOR LICENSURE/PROFESSIONAL CERTIFICATION**

Achieving educator (i.e., teacher, administrator, or pupil services) licensure or a professional certification (e.g., in industry-recognized clinical areas) is commonly associated with successful completion of a specified course of study and additional criteria (e.g., passage

of State-mandated examinations or verification of associated professional work experience), which may be separate from the completion of a graduate degree. Students who earn a graduate degree, therefore, may not have met the requirements to be eligible for licensure/certification. Consequently, it is the student's responsibility to consult with the appropriated licensing/certifying agency and/or the associated BGSU office or program director concerning the requirements for the desired license or certificate. The Graduate College bears no responsibility for an individual's completion of licensure or certification requirements.

**GRADUATE STUDENT SENATE**

The Graduate Student Senate (GSS) is an elected body, composed of and administered by graduate students, with the objective of representing the interests of graduate students at Bowling Green State University. GSS serves an important role as liaison between University administration, including the Graduate College, and graduate students. Each graduate program is afforded representation in the Graduate Student Senate. GSS maintains representation on the various standing committees of the University. In addition to its involvement in academic and financial issues, GSS coordinates a variety of cultural, educational, and recreational events throughout the year. GSS General Assembly holds a minimum of six (6) meetings, which are open to the public, in both the fall and spring semester; the meeting schedule can be found on the GSS website. The Senate's office is located in 402 Bowen-Thompson Student Union, (419) 372-2426.

**GRADUATION – APPLICATION**

To become a candidate for a graduate degree—master's, specialist, or doctoral—the student must file an application for graduation by the published deadlines below.

Fall semester: September 18

Spring semester: January 26

Summer semester: June 5

Students applying for graduation must do so on-line through MyBGSU – Registration Services. Please consult with your advisor and review the Graduation Checklist (<http://www.bgsu.edu/gradcoll/page67197.html>) to ensure completion of degree requirements before submitting the application.



Degree candidate deadlines are posted on the Graduate College website at: <http://www.bgsu.edu/gradcoll/page27074.html>. These are firm deadlines and cannot be extended.

Please read the instructions and complete the application carefully. Once you submit your application on-line, you will get a confirmation screen. You are strongly advised to print the confirmation screen for your records. Should any technical issues occur, this is proof of your application. It is the student's responsibility to reapply for the next graduation if they do not meet the graduation requirements.

### GRADUATION – MINIMUM REGISTRATION REQUIREMENTS

Graduate College policy requires that all graduate students be registered for at least one semester hour during the term in which they graduate.

*NOTE: the student does not need to be registered at BGSU if they are completing revalidation or if they are attending another institution where they are taking a course listed on their TDP/DARS that will be transferred back to BGSU.*

As an exception, immediately following a semester of enrollment, students who have completed all degree requirements prior to 5:00 p.m. on the first day of classes in the term they officially graduate, do not have to register for one hour of credit if they can satisfy all of the following conditions:

1. Have enrolled in all required course work; and
2. Have submitted an error-free copy of their dissertation or thesis to the Graduate College, via OhioLINK (hard copy for MFA-Creative Writing students), for doctoral or Plan I (thesis) master's students, or have completed comprehensive exam, presentation, final project, recital, portfolio, etc. if Plan II (non-thesis) master's students; and
3. Will have removed all incompletes prior to the first day of classes in the term they graduate.

### INFORMATION TECHNOLOGY SERVICES

209 Hayes Hall  
[www.bgsu.edu/its](http://www.bgsu.edu/its)  
 419-372-2911

Information Technology Services (ITS) at BGSU is committed to supporting the technology needs of students, faculty and staff. A

sampling of these technology resources is provided here with additional information available on the web at: [www.bgsu.edu/cio](http://www.bgsu.edu/cio).

Upon admission to BGSU, students receive a BGSU account that provides access to MyBGSU - the campus Web portal and email.

The enterprise portal available at MyBGSU.edu gives students access to academic and administrative information including class scheduling, grades, progress reporting, advisor information, Bursar payments and financial aid information. MyBGSU also provides the mechanism for the use of online courseware for instructional use.

BGSU also provides graduate students with email. Viewing the email technology guide at: <http://www.bgsu.edu/its/tsc/techguides/page46342.html> will provide more information about accounts and navigation. Students can expect that official University correspondence will be distributed via email and students will be responsible for information disseminated in this manner. Students are encouraged to access their email on a regular and timely basis. The BGSU Student Email Policy may be referenced at [www.bgsu.edu/offices/cio/page53072.html](http://www.bgsu.edu/offices/cio/page53072.html).

The Technology Support Center (TSC) is the central point of contact for questions regarding technology on campus. TSC is located in 110 Hayes Hall and may be contacted by phone at 419-372-0999, by email at [tsc@bgsu.edu](mailto:tsc@bgsu.edu) or by visiting the office. The TSC website, [www.bgsu.edu/its/tsc](http://www.bgsu.edu/its/tsc) provides general information about hardware, software and other services provided with ITS. The website also provides links to technology guides and links that may assist in answering questions about a particular application or service.

In addition to being a location for security resources, BGSU's Information Security Office provides users with data protection information and offers a Data Destruction & Recycling service. The Information Security website also supplies information on data security and security resources. For the most recent information, see the Information Security website at [www.bgsu.edu/infosec](http://www.bgsu.edu/infosec).

Wireless access to the network is provided at strategic campus locations. The wireless coverage area is continually examined, evaluated, and expanded as appropriate. A map of wireless access locations and information about the method to authenticate to the wireless network is available at: <http://www.bgsu.edu/its/network/index.html>.

Student printing in campus locations is covered under the Print Responsibly program. There is a cost associated with printing and

details are available by referencing [www.bgsu.edu/printresponsibly](http://www.bgsu.edu/printresponsibly).

Computer labs located throughout campus provide access to technology for general computing applications. Information about ITS computer lab locations and hours is available at [www.bgsu.edu/its/labs/](http://www.bgsu.edu/its/labs/).

In order to ensure the University's commitment to a quality educational and work environment, every faculty member, employee and student is to abide by the BGSU Information Technology Policy. The policy may be found at [www.bgsu.edu/eduoffices/cio/page52522.html](http://www.bgsu.edu/eduoffices/cio/page52522.html).

### HEALTH INSURANCE

All graduate students are required to meet the health regulations in effect at the University. All graduate students enrolled for eight or more credit hours at Bowling Green State University and all international students are required to have adequate medical insurance coverage. Students are automatically enrolled in the university-sponsored medical insurance program for the entire year once registration takes place. Domestic and international graduate students who already have coverage and wish to be exempt from purchasing the university-sponsored medical insurance or wish to be enrolled for less than one year must contact the Student Insurance Office. International Students who wish to be exempt from purchasing the university-sponsored medical insurance or wish to enroll for less than one year must contact International Programs. Alternative medical insurance coverage must meet University minimum requirements in order to be acceptable. Students also have the option of purchasing coverage for their spouses and/or dependent children through the University plan. Further information is available at [www.bgsu.edu/offices/sa/studentinsurance/index.html](http://www.bgsu.edu/offices/sa/studentinsurance/index.html) or visit the Student Insurance Office in the Health Center Building.

Please refer to the following web site for updated information regarding International Student Health Insurance: [www.bgsu.edu/offices/sa/health/info/page11936.html](http://www.bgsu.edu/offices/sa/health/info/page11936.html)

### NON-RESIDENT REGULATIONS

For information regarding nonresident/resident regulations visit [www.bgsu.edu/offices/registrar/page5622.html](http://www.bgsu.edu/offices/registrar/page5622.html)

### NUMBERING SYSTEM FOR COURSES

Courses numbered 5000-7990 are for graduate students only. Courses at the 7000-level are intended primarily for doctoral students. Courses at the 6000-level are intended primarily for

master's degree students. Courses at the 5000-level may be cross-listed with 4000-level undergraduate courses.

### PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Graduate Student Orientation (GSO) is designed to help the careers of graduate students, before, during, and after earning their degrees. The highlight of the GSO's year-round events is a one-week seminar which is generally acknowledged to be one of the top professional development programs for higher education in the nation and is held just prior to fall semester. Because a primary goal of GSO is to improve the performance of teaching assistants and research assistants, the seminar is required as a contractual condition for new graduate assistants. All graduate students, as well as faculty, are welcome to attend these sessions. Graduate Student Orientation also offers ongoing programs and provides awards to recognize excellence among graduate teaching assistants.

The Cooperative Education Program provides an opportunity to serve in a series of professionally relevant cooperative work assignments in business, industry, government, and nonprofit organizations. Academic credit may be awarded for the off-campus work experience, subject to approval from the academic area and the Graduate College.

### REGISTRATION AND RECORDS POLICIES

#### Family Educational Rights and Privacy Act of 1974 (FERPA)

Provides student with access to educational records that include personally identifiable information, and limits the release of such information without the student's explicit consent.

The University has developed a policy governing the inspection, review, and release of such information obtained in a student's educational record. This policy is based upon regulations issued by the federal government. The Student Records Policy can be found in the Student Affairs Handbook which is distributed by the Division of Student Affairs, 107 Conklin North, BGSU main campus.

#### Change of Address

Students may maintain their home and local (mailing) address through MyBGSU with a valid BGSU account.

#### Change of Personal Information

Changes to student personal information should be reported to the Office of Registration and Records. The documents used to verify

your new or current name include a social security card or a passport. These are the only acceptable documents, whether presented in person, mail or fax; or presented to a notary when requesting a change by mail or fax. Copies may be provided in lieu of originals. For further information refer to:

<http://www.bgsu.edu/offices/registrar/page5616.html>

#### **Veterans Affairs Office**

The Veterans Affairs Office is located in the Office of Registration and Records. The Office certifies all students eligible for Veterans Affairs educational benefits under Chapters 33 (Post 9/11 Bill), 30, and 35 (Title 38, United States Code), and 1606 and 1607 (Title 10, United States Code). Students applying for veteran's benefits may need to provide a copy of Member 4 of the DD 214 Form, "Report of Separation from the Armed Forces." Questions should be directed to the Office of Registration and Records, 110 Administration Building or at [VABenefits@bgsu.edu](mailto:VABenefits@bgsu.edu)

#### **Certifications**

Certifications for loan deferments, good student car insurance discounts, health insurance, and degree, scholarship, and enrollment verifications are processed in the Office of Registration and Records, when requested by the student.

#### **Motor Vehicles**

Students who operate a motor vehicle while enrolled in the University must comply with state and University motor vehicle regulations. A brochure containing these regulations is available at the Parking and Traffic Division, 104 Commons.

### **STUDENT RESEARCH**

Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects Review Board (HSRB). For projects involving collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records, graduate students should consult WITH A MEMBER of the Human Subjects Review Board. This consultation should take place during the design stage of the research project. The identity of a department's representative may be obtained from the departmental graduate coordinator or by calling the Office of Compliance ([www.bgsu.edu/offices/orc/](http://www.bgsu.edu/offices/orc/)).

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the University without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate.

Additional information concerning the policies applicable to student research projects can be obtained from the Office of Sponsored Programs and Research (SPAR).

### **RESEARCH SUPPORT**

#### **Professional Travel Support**

Travel funds available through the departments are used to encourage and support graduate student attendance, participation, and paper presentations at regional and national conferences and professional meetings. To be eligible for a travel award, graduate students must (1) be fully admitted (i.e., without conditions) to a BGSU graduate degree program, (2) be in good academic standing, and (3) be enrolled at the time of the conference (preference is given to graduate students registered for at least 12 hours).

#### **Thesis/Dissertation Support**

Support funds available through the departments are intended to assist graduate students in meeting expenses of their research or creative activities. Awards may be made to (1) doctoral candidates engaged in dissertation research, (2) master's students involved in thesis research under Plan I, and (3) M.B.A. students completing research projects for GBA 6910. Only one award per degree may be granted. In order to be eligible, applicants must (1) be in good academic standing, (2) be enrolled at BGSU (preference is given to graduate students enrolled for at least 12 hours), and (3) have an approved topic. Applicants whose research involves collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records must obtain prior approval from the Human Subjects Review Board. Applicants whose research involves laboratory animals must obtain prior approval from the Animal Care and Use Committee.

Applications for professional travel and/or thesis/dissertation support should be made directly to the graduate coordinator of each unit receiving funds. Applicants are encouraged to apply early to prevent delays in their research.

***Distinguished Thesis and Dissertation Awards***

The Graduate College grants a Distinguished Thesis and a Distinguished Dissertation Award annually to honor outstanding research at the master's and doctoral levels. These awards consist of a student honorarium, a certificate of citation, and an award of recognition for the thesis/dissertation advisor. In addition, award winners automatically become the Graduate College nominee for various other regional and national awards. For more information about the awards and nomination procedures, contact the Graduate College.

***Katzner Awards for Graduate Student Research and Professional Development***

The Katzner Awards for Graduate Student Research and Professional Development are designed to supplement costs for graduate student research (project, thesis, or dissertation) and professional development activities. Proposals will be evaluated based on their ability to promote high quality, independent research. Up to 20 (10 in Spring and 10 in Fall) awards of no more than \$1000 may be awarded each year.

Any fully admitted graduate student who is currently enrolled and in good academic standing is eligible. Graduate Departments and Programs may submit up to one application per semester. Students are not eligible for this award during the semester in which they graduate.

From each program one master's degree student and one doctoral degree student will be permitted for consideration. The graduate coordinator for each program should select the applicants that will enter the competition.

A faculty committee will evaluate the quality of research, contribution to professional development of the student, and appropriateness of budget request.

***Shanklin Award***

The Graduate Student Senate supports the annual Shanklin Award competition, which recognizes outstanding original research by graduate students in three areas: arts and humanities; social and behavioral sciences; and sciences and mathematics. Finalists give public presentations on their research and are eligible to receive cash awards for first and second places. Review committees for the competition, which takes place during the spring semester, are comprised of BGSU faculty members. Please visit the Graduate Student Senate website at [www.bgsu.edu/offices/sa/studentgovernment/gss/page22818.html](http://www.bgsu.edu/offices/sa/studentgovernment/gss/page22818.html) for more information about this award process.

***Graduate Student Senate Funding for Professional Development (FPD)***

The Graduate Student Senate offers supplemental financial support to BGSU graduate students who participate in professional development activities (i.e. conferences, workshops, recitals, etc.). The application process for the Funding for Professional Development (FPD) takes place in the fall, spring, and summer semesters. Please visit the Graduate Student Senate website for more information: [www.bgsu.edu/offices/sa/studentgovernment/gss/page22817.html](http://www.bgsu.edu/offices/sa/studentgovernment/gss/page22817.html).

**TRANSCRIPT NOTATIONS**

Transcript designations for specializations can be made on a graduate student's record only when the specialization has been formally approved by the Graduate Council and specifically identified on the TDP/DARS.

**WORKSHOPS AND NON-TRADITIONAL COURSES**

The total number of graduate credit hours earned in conferences, institutes, lecture series, workshops, and other nontraditional modes that may be counted toward a graduate degree at the University shall not exceed nine credit hours. This credit-hour limitation is designed to provide an appropriate balance among the various types of learning experiences within a student's graduate degree program.

**FOR OTHER INFORMATION**

For the benefit of students and others in the University community, and in compliance with state and federal requirements, the University regularly makes informational reports available. These include information required by the Campus Security Act and the Equity in Athletics Disclosure Act, as well as information regarding drug and alcohol abuse prevention. Contact the Office of the Provost and Vice President for Academic Affairs.

## GRADUATE DEGREES OFFERED

*Doctor of Philosophy, Doctor of Education, and  
Doctor of Musical Arts*

Admission  
Residence Requirements  
Credit Hour Requirements  
5000-Level courses  
Language Requirement  
Doctoral Committee  
Graduate Faculty Representative  
Examinations  
Preliminary Examination  
Re-Examination  
Candidacy  
Final Examination (Dissertation Defense)  
Retaking the Final Exam  
Deadlines  
Publication of Dissertation

*Consortium Ph.D. in Technology Management**Interdisciplinary Doctoral Degree**General Requirements for the Master's Degree*

Types of Programs  
Credit Hours  
Level of Work  
Residence Requirements  
Time Limits for Degree and Revalidation  
Suggested Timeline for One-Year Master's Students

*Plan Options for Master's Degrees**Selecting Plan I or Plan II**Plan I: Master's Thesis*

Thesis Committee  
Approval of Thesis Topic  
Thesis Drafts and Abstract  
Final Examination  
Minimum/Continuous Registration

*Plan II: Non-Thesis Option**Interdisciplinary Master's Degree**Plan I**Plan II**Second Master's Degree**Dual Master's Degree**Joint or Cooperative Degrees**Master of Accountancy**Master of Arts**Degree Requirements**Plan I**Plan II**Master of Arts in Teaching**Degree Requirements**Master of Business Administration**Master of Education**Degree Requirements**Plan I**Plan II**Master of Fine Art**Master of Fine Arts in Art**Master of Fine Arts in Creative Writing**Master of Food and Nutrition**Master of Music**Master of Organization Development**Master of Public Administration**Master of Public Health**Master of Science**Degree Requirements**Plan I**Plan II**Master of Science in Criminal Justice**Master of Science in Interdisciplinary Gerontology**Master of Technology Management**Specialist in Education**Admission Procedure**Degree Requirements**Comprehensive Examination**Completion of Work**Transfer Credit**Graduate Certificate / Endorsement Programs**Assistive Technology**Autism Spectrum Disorders**Bioinformatics, Proteomics/Genomics**Building Level Leadership**Computer Technology Endorsement**Construction Management**District Level Leadership**Early Childhood Education 4/5 Generalist Endorsement**Ethnic Studies**Food and Nutrition**Geospatial Technology**International Scientific and Technical Communication**Middle Childhood Generalist Endorsement 4-6**P-6 Mathematics Specialist Endorsement Certificate**P-12 Reading Endorsement**P-9 Science Specialist Endorsement Certificate**Performance Studies**Public History**Quality Systems**Women's Studies*

### **DOCTOR OF PHILOSOPHY, DOCTOR OF EDUCATION, and DOCTOR OF MUSICAL ARTS**

The doctoral degrees (Ph.D., Ed.D., and D.M.A.) are conferred in recognition of outstanding ability and scholarship in a recognized field of learning after an extended period of study and investigation. Much of the student's work is in a selected field of learning in which the student has gained mastery of the method of advanced study as demonstrated finally in a doctoral dissertation. While a well-prepared student of outstanding ability may secure the degree upon the completion of three years of study beyond the bachelor's degree, time is secondary to maturity and achievement of the student as a scholar.

Specific doctoral degree requirements are outlined in the "Graduate Programs" section of this catalog.

#### **Admission**

A student is admitted as a doctoral applicant upon approval by the departmental doctoral committee and the dean designate of the Graduate College. Admission as a doctoral applicant does not imply admission to candidacy.

#### **Residence Requirements**

*The inclusion of the Graduate College Doctoral Residence Requirement for individual programs should be left to the discretion of the program. Whatever policy is established must be applied consistently to all applicants/students.*

A student is considered to be in residence when registered on campus as a graduate student. The minimum residence requirement beyond the master's degree or equivalent may be met by satisfactorily completing 15 hours of course work (not 7990 research) on the main campus in no more nor fewer than two consecutive terms with at least three hours of registration in either of the two terms. The residence requirements of individual departments may exceed this minimum requirement.

#### **Credit Hour Requirements**

Students must complete at least 60 semester hours of graduate credit beyond the master's degree or 90 semester hours beyond the bachelor's degree. These hours must include at least 16 hours of dissertation research (no more than 30 are applicable to the degree). The rest of the student's course of study is designed, with the advice of the student's doctoral committee, to meet the student's needs and interests.

Students must complete a preliminary written and oral examination usually by the end of the second year of study. Students successfully completing this examination are considered to be candidates for the doctoral degree.

Unless a degree program has been specifically approved by the Ohio Board of Regents as an off-campus graduate degree program, a student must complete at least 51 percent of the graduate course work on the main campus of the University, as distinguished from Firelands branch campus or an extension center.

The policy concerning transfer of credit from other institutions into graduate degree programs at the University is described in this catalog under "Academic Regulations."

#### **5000-Level Courses**

For doctoral-level students, the number of 5000-level credits that may be counted toward the minimum required hours (60 post-master's) for the doctoral degree shall not exceed ten hours or three courses in post-master's studies.

#### **Language Requirement**

Some doctoral programs require a basic level of foreign language proficiency; others do not. Descriptions of the various ways that students can fulfill the foreign language requirement, when it is mandatory, are located in the descriptions of individual doctoral programs.

#### **Doctoral Committee**

Each doctoral student is responsible for forming a preliminary exam and dissertation committee. The doctoral committees consist of a minimum of three professors from the student's program and a graduate faculty representative; all members must have graduate faculty status. A faculty member cannot be required to serve on a doctoral committee. Students are also responsible for fulfilling any additional departmental requirements regarding committee membership.

The doctoral committee prepares and administers the preliminary examination. For dissertation work, students may retain original committee members or change committee members after passing the preliminary examination. Any changes in committee membership must be approved by the graduate coordinator and filed with the Graduate College. Students must also adhere to specific departmental guidelines for the dissertation committee. It

should be noted that results of examinations conducted without the participation of the representatives are not acceptable.

### **Graduate Faculty Representative**

The Graduate College appoints one graduate faculty representative to each doctoral student's committee from the list of qualified members of the regular graduate faculty.

All members of the regular graduate faculty are eligible for appointment regardless of whether their program area offers a graduate degree. Thus, prior experience as a dissertation advisor is not a prerequisite for serving as a graduate faculty representative on doctoral committees.

The graduate dean designate, attempts to rotate these assignments to ensure broad participation among the members of the regular graduate faculty.

Although the graduate faculty representative is not assigned as a subject matter expert, the representative may have general familiarity with the disciplinary area of the student. In cases where an individual graduate student (or the student's doctoral committee) feels the need for an interdisciplinary contribution from a faculty member outside the student's program area; such an individual may be included on the student's doctoral committee in addition to the graduate faculty representative appointed by the dean designate.

In general, the graduate faculty representative to a doctoral committee has two primary responsibilities:

1. To assure that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and
2. To ensure that the student is treated fairly and equitably in all aspects of the exam and dissertation processes.

The graduate faculty representative on preliminary examination and dissertation committees is a full member and must be a participant in all deliberations and actions. As it is for any member of the committee, results of examinations conducted without the participation of the representatives are not acceptable. The representative is expected to contribute to the examinations of a candidate in order to ensure the Graduate College of the satisfactory quality of the student's performance. The representative is therefore expected to read and critique the dissertation. Any comments and suggestions are to carry equal

weight with those of all other committee members. The representative is not to sign the dissertation unless the suggestions have been considered, the questions have been answered, and there is evidence that the student has successfully completed the requirements for the doctoral degree.

The appointment of the graduate faculty representative should be made before the preliminary examination is taken; the representative may assist in the preparation of the examination.

The graduate faculty representative is responsible for monitoring both the content and form of the material under review. This monitoring includes an assessment of the academic quality of the written examination, the oral examination, and the dissertation manuscript.

The procedures associated with the administration of the examination and the dissertation defense are also the province of the graduate faculty representative. Under this procedural category are included such considerations as appropriate scheduling and notification of committee meetings, distribution of material in advance of committee meetings, and the protection of the student's rights.

### **Examinations**

All doctoral students must take a preliminary examination, administered by their preliminary examination committee. Some departments also require students to take qualifying examinations at an earlier stage in the doctoral process. Students must contact their department or departmental graduate coordinator for specific details.

### **Preliminary Examination**

This examination is both written and oral. The student may request permission to take this examination after having:

1. Removed any conditions upon admission;
2. Completed or approached completion of at least 90 hours in the approved course of study beyond the bachelor's degree; and
3. Achieved a cumulative grade point average of at least 3.2 on all graduate work, including work at the master's level. The request to take the examination, approved by the graduate coordinator, must be filed in the office of the Graduate College at least four weeks prior to the date of the examination. The Graduate College will appoint a graduate faculty representative to participate

in the examination and dissertation once the examination request has been filed.

For a student to pass the comprehensive, preliminary, or final examination, the committee must either cast a unanimous vote or a vote with one dissenter. If the committee decides to pass the candidate with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Graduate College.

### **Re-Examination**

If the student fails the preliminary examination, he or she may (after a lapse of six months or more) take a second examination upon the recommendation of the departmental doctoral committee. Dismissal from the doctoral program will result if the second examination is failed.

### **Candidacy**

After completing the foreign language requirement, where required, and passing the preliminary examination, a student may achieve candidacy by securing approval for the dissertation topic from the graduate coordinator, the departmental doctoral committee, and the Graduate College.

Depending upon program guidelines, the composition of this committee may be similar to or different from the preliminary examination committee. However, in all instances, the graduate faculty representative appointed to the preliminary examination committee also serves on the dissertation committee.

The dissertation is a mature piece of writing embodying the results of significant research by the student in a specialized area. Students should begin registering for dissertation research (7990) at the time when they begin planning their dissertation. Students who register for dissertation research are required to maintain continuous registration in dissertation research from one semester to another, regardless of whether they are in residence, until the research is completed and the dissertation is accepted by the Graduate College. Students are not required to register for dissertation research during summer sessions unless they use university services. However, they must enroll in dissertation research for the summer term in which they graduate. The minimum continuous registration for a dissertation student is one hour per semester. A student who has completed the hours designated for dissertation research in the TDP/DARS but has not completed the dissertation is required to register for at least one hour each semester until the degree is granted.

Students who do not maintain continuous registration will be required to “back register” for all terms they have missed. Tuition will be assessed at the current rates when the “back registration” is processed.

A doctoral student must register for a minimum of 16 credits of dissertation research (7990) as a degree requirement.

### **Final Examination (Dissertation Defense)**

Each candidate must pass a final oral examination, also called a dissertation defense, which is administered by the dissertation committee. The examination covers the dissertation and may also cover directly related fields of study. A written examination may be required at the discretion of the committee.

Because the dissertation defense is traditionally a public defense of research, the student is required to publicize the date by notifying Marketing and Communications who will publish in-house for the campus community, three weeks before the final oral examination is to be held.

### **Retaking the Final Exam**

If a student does not pass the dissertation defense, he or she may take a second examination, upon the recommendation of the dissertation committee, four months or more after the date of the first examination. No student is permitted to take the final examination more than twice.

### **Deadlines**

Students must be aware of deadlines established by the Graduate College and published on the Graduate College web site (<http://www.bgsu.edu/gradcoll/page27074.html>). Specifically, the following procedures should be followed:

1. Formal application for graduation with the doctoral degree must be filed by the published deadline prior to the commencement at which the student expects to receive the degree.
2. Copies of the final draft of the dissertation should be submitted to the dissertation committee sufficiently prior to the date set for the final examination to allow for a rigorous and careful reading of the manuscript by the committee. The graduate coordinator or program handbook should be consulted for this deadline.
3. A student must pass the final examination by the published deadline prior to the commencement at which



the degree is to be conferred. A student should be registered at the time he or she takes the oral examination.

4. The final, error-free dissertation must be electronically submitted via OhioLINK by the published deadline.
5. A signed ETD Approval/Submission form must be on file in the Graduate College by the published deadline.
6. A copy of the title page and abstract must be on file in the Graduate College.

#### **Publication of Dissertation**

Upon accepting the dissertation and the abstract, the dissertation committee certifies approval for publication. The Graduate Council approved the implementation of electronic submission of theses and dissertations beginning with Fall 2005 for all graduate programs. With the exception of theses written in the MFA program in Creative Writing, paper copies are no longer accepted by the Graduate College. Therefore, it is the responsibility of the student to format and upload their document to the OhioLINK ETD. Details for how the student initiates this process on their own may be found on the Graduate College website at

<http://www.bgsu.edu/gradcoll/etd/>

[http://www.proquest.com/en-](http://www.proquest.com/en-US/products/dissertations/etd_administrator.shtml)

[US/products/dissertations/etd\\_administrator.shtml](http://www.proquest.com/en-US/products/dissertations/etd_administrator.shtml)

#### **CONSORTIUM Ph.D. IN TECHNOLOGY MANAGEMENT**

The College of Technology is a member of a consortium that offers the Ph.D. in Technology Management through Indiana State University. Other member institutions are University of Central Missouri, East Carolina University, and North Carolina A&T State University. The degree consists of a research core, dissertation, a general technology core, a specialization, and an internship. Cognates are typically formed from master's course work. The areas of specialization are: construction management, digital communication systems, human resource development and industrial training, manufacturing systems, and quality systems. Most of the graduate course work is accomplished via distance technology; however, a short residency requirement must be satisfied. For additional information contact the College of Technology, at (419) 372-7613, or check the website for current information, [www.indstate.edu/consortphd/](http://www.indstate.edu/consortphd/).

#### **INTERDISCIPLINARY DOCTORAL DEGREE**

The Interdisciplinary Studies degree option is a response to increasing interest by students and faculty in an interdisciplinary approach to graduate study and scholarship. It is available to

students who have been admitted to a doctoral degree program, but who have unique educational needs that cannot be met within a single degree program. It is limited to those areas in which sufficient faculty and adequate material resources exist to support the proposed course of study.

Any student who has been admitted to a doctoral degree program and who is interested in pursuing the Interdisciplinary Studies degree option may develop a proposal under the direction of a faculty advisory committee representing each program or major area of scholarship identified in the proposed interdisciplinary course of study. The course of study must be one that is not available through an existing program, must be at the level (i.e., master's, specialist, or doctoral) of the program to which the student has been admitted, and must combine at least two different graduate degree areas which offer the graduate degree at the doctoral level. The faculty advisory committee must include a minimum of four members of the graduate faculty for a doctoral student.

Students submit their proposals to the Graduate College in accordance with the "Petition for Interdisciplinary Degree Options Guidelines," available at the Graduate College.

The transcript of doctoral students pursuing the interdisciplinary degree option will designate the doctoral degree in the field of Interdisciplinary Studies with a specialization noted in two or more areas.

#### **GENERAL REQUIREMENTS FOR THE MASTER'S DEGREE**

##### ***Types of Programs***

The specific descriptions of the respective master's degrees are given under the subheadings of Master of Accountancy, Master of Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education, Master of Fine Arts, Master of Food and Nutrition, Master of Music, Master of Organization Development, Master of Public Administration, Master of Science and Master of Technology Management. Degree requirements are outlined under the degree headings listed above and in the program descriptions in the "Graduate Programs" section of this catalog. In several of the programs, students may pursue the degree under either a thesis option (Plan I) or a non-thesis option (Plan II). Students present their intention to pursue either a Plan I or a Plan II master's degree program at the time of submission of the TDP/DARS form to the Graduate College. All master's degree programs have a culminating option (e.g., thesis, project,

## Graduate Degrees Offered | 42

comprehensive exam, presentation, final project, recital, portfolio, etc.).

**Credit Hours**

All master's degree programs of the University require at least 30 semester hours of graduate course work. Specific credit hour requirements are listed under the degree and program descriptions. Students must be enrolled for at least one hour of credit in the semester in which they graduate. A student who completes all degree requirements by the end of the first day of the semester in which he or she is graduating is not required to register during the graduation semester.

**Level of Work**

At least 18 hours of credit in the student's master's degree program must be on the 6000-level or higher. Many 5000-level courses are cross-listed with 4000-level undergraduate courses. A graduate student must register for the 5000-level section of the course.

**Residence Requirements**

A minimum of 24 hours toward the master's degree must be earned at Bowling Green State University. Exceptions to this minimum pertain to approved Joint and Cooperative Degree Programs with another university (cf. p. 44, section entitled "Joint and Cooperative Degrees). In Joint and Cooperative Degree programs, up to 18 credits may transfer. Credits earned at BGSU Firelands extension branch may apply toward the requirements for the master's degree only when the extension course is specifically given for graduate credit. Transfer credit must be in addition to the minimum of 24 hours earned in residence. Unless a degree program has been specifically approved by the Ohio Board of Regents as an off-campus graduate degree program, the individual student must complete at least 51 percent of graduate course work on the main campus of the University, as distinguished from BGSU Firelands branch campus or another off campus extension center.

**Time Limits for Degree and Revalidation**

Candidates must complete all requirements for a master's degree within six years from the end of the earliest course used to fulfill degree requirements on the TDP/DARS. Course credits older than six years will not apply unless submitted for revalidation. Courses older than seven years may not be revalidated.

**Suggested Timeline for One-year Master's Students**

August Start Classes

January Major professor assigned  
TDP/DARS completed  
Human subjects approved (if necessary)  
Thesis topic approved

May Apply for graduation  
Give final thesis draft to committee  
Plan I: take oral thesis exam  
Plan II: take comprehensive exam

August Graduate

**PLAN OPTIONS FOR MASTER'S DEGREES**

The two plans under which one may pursue a master's degree are designed to meet the individual needs of students who aspire to varying types of professional careers. In a sense, Plan I (thesis) and Plan II (non-thesis) represent different experiences. Consequently, the academic departments and the Graduate College discourage switching from one plan to another.

If a student wishes to change from one plan to another after the TDP/DARS has been filed, the student's request to switch must be submitted as a TDP/DARS addendum to the graduate coordinator. If approved, the graduate coordinator submits the approved TDP/DARS with written rationale from the advisor to the dean designate of the Graduate College. If a switch from Plan I to Plan II is recommended and approved, the grade of IP (in progress) will remain for all thesis hours listed on the transcript.

A graduate student may not switch from Plan I to Plan II if he or she fails the final thesis examination. A graduate student may not switch from Plan II to Plan I if he or she fails the non-thesis evaluation (e.g., comprehensive exam, presentation, final project, recital, portfolio, etc.).

**Selecting Plan I or Plan II****Plan I: Master's Thesis**

The steps involved in completing a thesis generally include: proposal submission; proposal approval; research and analysis of findings; preliminary draft submission to committee; changes, additions, and corrections; final draft submission and committee approval; final examination or thesis defense; and submission of original, error-free copy (MFA – Creative Writing submit abstract only) to the Graduate College via OhioLINK.

Students must be aware of the policies related to the thesis submission process established by the Graduate College and published on the Graduate College web site. Specifically, the following procedures should be followed:

- The final, error-free thesis must be electronically submitted via OhioLINK\* by the published deadline.
- A signed ETD Approval/Submission form on file in the Graduate College by the published deadline.
- A copy of the title page and abstract on file in the Graduate College.

\*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

#### *Thesis Committee*

Each student is responsible for forming a thesis committee at the same time approval of the thesis topic is requested. The committee is composed of the thesis advisor (also called the major professor) and a minimum of one other member from the graduate faculty of the student's program. A faculty member cannot be required to be on a thesis committee. Not all professors are members of the graduate faculty; students should consult their graduate coordinator to determine who is eligible to be on or chair a committee. Any changes in committee membership must be approved by the graduate coordinator and filed with the Graduate College.

#### *Approval of Thesis Topic*

A thesis is required under Plan I for the degrees of Master of Arts, Master of Education, Master of Fine Arts, Master of Food and Nutrition, Master of Public Administration, Master of Science, and Master of Science in Criminal Justice or Master of Technology Management. A thesis may be required for the degree of Master of Music, depending on the field.

The thesis topic should arise out of the student's personal exploration in the field of study. The formal petition for approval of the thesis topic must clearly set forth the problem, the intended organization, and the methods of development of the thesis. After approval by the student's committee and graduate coordinator, the thesis topic must be filed with the student's department and the petition of topic approval submitted to the Graduate College. A student must have a minimum grade point average of 3.0 in all graduate work at the time of application for thesis topic approval. For more details, consult the [Thesis and Dissertation Handbook](#).

Depending upon the field and the type of degree sought, the thesis may represent a specifically limited piece of research, the solving of a complex problem of design, a critical understanding of a sector of knowledge of considerable dimensions, or a thorough critical analysis or completed creative production of a substantial piece of literature or art.

#### *Thesis Drafts and Abstract*

A preliminary draft of the completed thesis (defined as a manuscript that answers the stated problem) should be submitted to the thesis committee by the time a student files the application for graduation.

The final draft of the thesis (defined as the thesis manuscript with content embodying all corrections requested by the committee) should be submitted to the thesis committee sufficiently prior to the date set for the final examination to allow for a rigorous and careful reading of the manuscript by the committee. The graduate coordinator and departmental handbook should be consulted for this deadline. The committee's approval of the thesis and the abstract are certified by the Graduate College at the time of the final examination.

The original, error-free copy of the approved thesis (MFA-Creative Writing submit abstract only) must be electronically submitted to the Graduate College via OhioLINK\* by the published [deadline](#). Students failing to meet this deadline will not be eligible for graduation that semester. The manuscript must conform to the specifications outlined in the [Thesis and Dissertation Handbook](#).

\*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

#### *Final Examination*

A candidate for a thesis degree has a final written and/or oral examination conducted by the committee by the published deadline. This examination does not in any way release the student from the regular examinations in courses for which the student has registered.

#### *Minimum/Continuous Registration*

A Plan I master's degree student must register for a minimum of three credits of thesis research (6990) as a degree requirement. A maximum of six hours of thesis research may be credited toward a master's degree, but a student is expected to register for as many additional hours as are necessary to complete the work. The minimum continuous registration for a thesis student is one hour of

6990 per semester. When it is determined that a student does not have sufficient thesis hours, the Graduate College, in conjunction with the student's academic department, will process a registration for the student for deficient hours. The student will be billed by the bursar for all fees related to the registration (i.e., instructional, nonresident fee, general fee, registration, and late fee as appropriate).

Students should begin registering for thesis research (6990) at the time when they begin planning their thesis project. Students who register for thesis research are required to maintain continuous registration in thesis research from one semester to another, unless they are graduating in the summer term, regardless of whether they are in residence at the University until the research is completed and the thesis is accepted by the Graduate College. Graduate College policy requires that all graduate students be registered for a minimum of one semester hour during the term in which they graduate (fall, spring, or summer). A student who completes all degree requirements by the end of the first day of the semester in which he or she is graduating is not required to register during the graduation semester.

#### **Plan II: Non-Thesis Option**

Plan II master's students are often required to take more courses than Plan I students. In many departments and programs, students must take and pass a comprehensive examination or satisfactorily complete a project not later than two weeks before commencement. The examination usually consists of written essays and takes several hours to complete. In some departments and programs, a special project may be required instead of a comprehensive examination. Any student who fails the comprehensive examination may, upon recommendation of the program's graduate coordinator and approval of the dean designate of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College.

#### **INTERDISCIPLINARY MASTER'S DEGREE**

The interdisciplinary studies degree option is a response to an increasing interest by students and faculty in an interdisciplinary approach to graduate study and scholarship. It is available to students who have been admitted to a master's degree program, but who have unique educational needs that cannot be met within a single degree program. It is limited to those areas in which sufficient faculty and adequate material resources exist to support the proposed course of study.

Any student who has been admitted to a master's degree program and who is interested in pursuing the interdisciplinary studies degree option may develop a proposal under the direction of a faculty advisory committee representing each program or major area of scholarship identified in the proposed interdisciplinary course of study. The course of study must be one that is not available through an existing program, must be at the level (i.e., master's or specialist) of the program to which the student has been admitted, and must combine at least two different graduate degree areas which offer the graduate degree at the master's or specialist level.

The faculty advisory committee must include a minimum of three members of the graduate faculty. Students submit petitions to the Graduate College in accordance with the "Petition for Interdisciplinary Degree Option Guidelines," which are available in the Graduate College. Petitions are reviewed by the graduate dean designate.

The transcript of the master's student pursuing the interdisciplinary degree option will designate the master's degree in the field of *Interdisciplinary Studies*, with a specialization noted in two or more areas.

An interdisciplinary program can be developed under either a Plan I (thesis supervised by interdepartmental committee) or Plan II (non-thesis) basis.

#### **Plan I:**

The program must include a minimum of 28 hours of course credit, plus a thesis (six hours).

#### **Plan II:**

The program must include a minimum of 32 hours of course credit, plus a comprehensive exam, presentation, final project, recital, portfolio, etc.

#### **SECOND MASTER'S DEGREE**

A student may pursue two graduate degrees in different disciplines at Bowling Green State University with the approval of the graduate coordinator in his or her initial degree program. A student may be permitted to **count up to six credit hours toward the second degree**, provided that the courses are completed within the prescribed time-to-degree period.

At the time the student is admitted to the second program, the program offering the curriculum leading to the second degree shall

review and recommend the courses and credits that may appropriately be included in the second degree program by the submission of a TDP or DARS to the Graduate College.

Dissertation credit, thesis credit, culminating options, or independent study in the initial degree program may not be used as part of the six hours of credit for the second degree. Subject to the requirements of the particular programs involved, the two degrees may be completed under a combination of thesis and non-thesis plans. This policy applies only to situations in which both graduate degrees are being earned from BGSU.

### DUAL MASTER'S DEGREES

A student may design a program of study incorporating two related fields leading to the simultaneous award of two master's degrees. The purpose of the student's program must be directed to developing competencies in two collateral fields of inquiry or to building an interdisciplinary specialization that integrates the knowledge and analytical skills of the two disciplines.

To demonstrate a capacity for an effective integration of the two fields, the student must complete the basic core requirements for each curriculum with a minimum 3.0 GPA and successfully defend a thesis on a topic that is related to the two areas of major concentration or successfully complete a comprehensive examination drawn from the two fields. The thesis will be supervised by a faculty committee of four members drawn equally from the two departmental programs in which the degree will be awarded.

Typically, the dual degree program with a thesis will consist of approximately 22 semester hours in each discipline and a thesis of six semester hours. The non-thesis option will generally consist of approximately 24 to 27 semester hours in each discipline. In no case will the dual degree be awarded if the student has not completed the core requirements of each curriculum and a program of study of at least 50 hours, including a maximum of six hours for the thesis and no more than eight hours of independent study/readings/special programs registrations.

The rationale and program of study must be approved in advance by the respective departmental programs and the Graduate College by the submission of a graduate application for admission and a combined TDP or DARS for the dual degree before the student has accumulated 24 semester hours. The dual degree option is not available to students who already have a master's degree or who do not present an acceptable program of study prior to the completion of 24 credit hours. These students, however, may

pursue a course of study leading to the awarding of a second master's degree as specified in the prior section.

### Joint or Cooperative Degrees

"In light of the university's commitment to preparing students for an increasingly globalized world, departments or programs at BGSU have the option to develop a Joint or Cooperative Degree program with another domestic or international university. According to the RACGS guidelines, "[in] a joint degree program, two or more universities share the administrative, supervisory, and academic responsibility for the proposed program. [...] In a cooperative degree program, the primary administrative and academic responsibilities fall to one of the participating institutions" ["Ohio Board of Regents Advisory Committee on Graduate Study," October 24, 2003].

The purpose of the student's program, pursued at two different institutions of higher education, is to develop one or more of the following: competency in two collateral fields of inquiry; the interdisciplinary ability to integrate the knowledge and analytical skills in two disciplines; or the capacity to integrate academic practices that draw on methodologies in use within two different national or cultural frames of reference, including immersion and developed proficiency in a second language.

In a typical two-year Joint or Cooperative Degree program, the student will spend a full academic year at each of the two institutions. To demonstrate the capacity for an effective integration of the multiple or, where applicable, interdisciplinary approaches, the student must complete the basic core requirements for each curriculum with a minimum 3.0 GPA. Either the Plan I or Plan II option is available to the student.

Typically, the Joint or Cooperative degree program will consist of the same number of credits required by the individual Masters program, with 50% + 1 of the credits issued by BGSU in accordance with the rule mandated by the Ohio Board of Regents. Students on the Plan I track can expect to take up to 6 credits devoted to the thesis whereas candidates on the Plan II track will take at least 3 credits devoted to the research project.

Students in the Joint or Cooperative Degree Program continue to have the option of transferring an additional 9 credits as non-BGSU credits when the partner institution offers the Masters candidates the option of taking more than 17 credits during the academic year. Partnerships with non-English-speaking

universities may include additional courses in ESOL for foreign students from the partner institution on a case-by-case basis.

In contrast to the Dual Masters degree program, it is the departments or programs in the two universities, participating in the Joint or Cooperative Degree programs that will establish the rationale and program of study (with electives) in conjunction with the Graduate College.

### MASTER OF ACCOUNTANCY

The Department of Accounting and Management Information Systems offers a program of study leading to the Master of Accountancy degree. The mission of the Master of Accountancy (M.Acc.) program is to build upon the base of knowledge obtained at the baccalaureate level, and to further nurture the personal and professional development of those interested in areas relevant to the practice of public or corporate accounting.

Students complete a minimum of 30 semester hours including 15 hours in the professional core, a minimum of nine hours in a track specialization, and three to six hours of electives. The core requires course work in international business, communications, ethics and professional responsibilities for accountants, advanced financial reporting, global business issues (unless previously studied), and professional practice issues. Students elect to specialize in one of three areas. The information systems auditing and control track includes courses in data communications, information systems auditing and control, IT security, and systems analysis and design. The accounting and auditing track includes study in financial accounting, business assurance services, and advanced information systems for accountants. The taxation track courses include federal taxation and management decisions, estate planning, and taxation of partnerships/flow-through entities. Students select one or two elective courses to complement their track specializations.

A detailed description of the Master of Accountancy program and tracks is found under the heading of Master of Accountancy in the "Graduate Programs" section of this catalog.

### MASTER OF ARTS

The Master of Arts (M.A.) degree offers students an opportunity for deeper experience in subject matter fields of the arts and sciences. Students may major in the following fields: Master of Arts (M.A.) American Culture Studies; Art History; College Student Personnel; Cross Cultural & International Education; Economics; English\* (English Literature, Face to face, Online); French; German; History;

Interdisciplinary Studies; Mathematics\*(Applied Mathematics-Scientific Computation, Mathematics, Statistics); Media and Communications; Mental Health and School Counseling; Philosophy; Political Science (dual degree with German only); Popular Culture; Psychology\* (Clinical, Developmental, Experimental, Industrial/Organizational, Quantitative); Social Psychology; Sociology\* (Applied Demography, Population Studies); Spanish; Theatre. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the "Graduate Programs" section, consult the Graduate Catalog index.

### Degree Requirements

Two plans are offered for the Master of Arts degree:

#### *Plan I*

Candidates under Plan I must complete an approved program of not less than 16 semester hours in the major field of study and a formal thesis in a minimum 30-hour degree program. Any exception to the major requirement must be approved by the graduate coordinator and the dean designate of the Graduate College. A department must require a written and/or oral final examination, not necessarily on the thesis, for students in Plan I. The following departments have a foreign language requirement as part of the Plan I M.A. program: Art (in the art history specialization only), French, History, Political Science, and Spanish. Philosophy has the requirement in both M.A. plans.

#### *Plan II*

Candidates under Plan II must complete a minimum of 30 semester hours of approved credit. Of the 30 hours, 21 must be in the student's major field and must include at least the equivalent of two semester hours of research or methods course work. A nine semester-hour minor or cognate field outside of the major field or department may be included under Plan II. Candidates must pass a final written comprehensive examination covering studies included in the field of study no later than two weeks before commencement. The examination may be taken when the student has achieved a minimum cumulative grade point average of 3.0 and has approached completion of all course work in the major. Any student who fails the comprehensive examination may, upon recommendation of the graduate committee and approval of the dean designate of the Graduate College, be granted permission to take a second examination. A student may not change from Plan II to Plan I after having failed the comprehensive examination. Upon failing a second examination, the student is dropped from the Graduate College.

**Graduate Degrees Offered | 47****MASTER OF ARTS IN TEACHING**

The Master of Arts in Teaching (M.A.T.) degree is for individuals planning to continue a teaching career. The program is available only to individuals who hold a valid teaching license.

M.A.T. degree candidates may major in the following fields: Biological Sciences, French, German, History, Mathematics, Physics, and Spanish. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the “Graduate Programs” section, consult the Graduate Catalog index.

The M.A.T. is designed to meet the needs of classroom teachers who:

1. may not require the type of academic preparation currently provided in programs leading to the Master of Arts or Master of Science degrees in their teaching area;
2. desire to pursue course work in a discipline in order to improve teaching proficiency;
3. can profit from additional professional course work in pedagogy, curriculum development, and educational foundations;
4. want to update their knowledge and proficiency in the use of research as it relates to their teaching areas.

Applicants to the M.A.T. degree program must have had at least one year’s teaching experience and must hold a valid teaching certificate from the state in which they are teaching.

**Degree Requirements**

The M.A.T. degree requires candidates to:

1. complete 21 to 27 semester hours in a major field. In certain cases these hours may be an interdisciplinary major. At least one of the courses in the major must be a seminar at the 6000 level or above;
2. complete eight to 13 semester hours in professional education, including one course in pedagogy. Candidates who wish a strong supporting area in reading may elect appropriate courses at the 6000 level in education;
3. complete 35 semester hours of acceptable graduate course work with a cumulative grade point average of 3.0 or better;
4. accumulate not more than seven semester hours for course work with grades less than “B”; and
5. pass final capstone experience or experiences (e.g., written comprehensive examination, research paper,

portfolio, academic equivalent). See your program handbook for specific requirements.

See discipline specific handbooks for details of degree program requirements.

**MASTER OF BUSINESS ADMINISTRATION**

The Master of Business Administration (M.B.A) degree features a broad, integrated curricula designed to prepare individuals for roles as creative leaders in an increasingly dynamic and global business environment by broadening their knowledge, vision, and perspective and enhancing their managerial skills. The degree stresses an understanding of the major facets of business operations and emphasizes various aspects of business decision making, including the social, political, and economic implications of those decisions.

The M.B.A. degree is offered in the College of Business Administration in Full-time, Professional, and Executive formats. The Full-time program serves primarily students with limited work experience and admits students only once per year, is offered in a cohort format, and features a series of skill seminars. The program currently features specializations in accounting and finance. The Professional M.B.A. program serves students who are working full-time. The Professional program offers classes Monday through Thursday evenings, and moves students through the courses in a prescribed sequence as a cohort. The Executive M.B.A. (EMBA) program serves students with more extensive professional experience and an ongoing career. The EMBA program permits students to begin in September, is “lock-step”, meets one weekend per month (Friday, Saturday, and Sunday), requires 11 courses, and includes a one-week international field trip.

All three of the programs are designed to serve students with or without an undergraduate degree in business and attract participants from business, engineering, the applied sciences, liberal arts, medicine, and other fields. The faculty for the M.B.A. degree consists of graduate faculty members from all of the College of Business Administration departments: Accounting and Management Information Systems, Applied Statistics and Operations Research, Economics, Finance, Legal Studies, Management, and Marketing.

More detailed descriptions of the three M.B.A. programs are found under the heading of Business Administration in the “Graduate Programs” section of this catalog.

**MASTER OF EDUCATION**

The primary purpose of the Master of Education (M.Ed.) program is to enable students to achieve a high level of competence in fulfilling various professional roles in education and allied fields. Students may major in the following fields: Assistive Technology (SIS), Business Education; Career and Technology Education; Classroom Technology; Curriculum and Teaching; Educational Administration and Supervision (EFLP), Kinesiology (HMSLS), Leisure and Tourism (HMSLS), Mental Health and School Counseling (SIS); Mild-Moderate Intervention Specialist (SIS); Moderate-Intensive Intervention Specialist (SIS); Reading, Special Education and Sport Administration (HMSLS). Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the "Graduate Programs" section, consult the Graduate Catalog index.

**Degree Requirements**

Two plans are offered for the Master of Education degree:

*Plan I*

Candidates under Plan I must complete a minimum of 30 semester hours of credit, which may include three courses in related disciplines. These 30 hours must include an approved major of 15 to 21 semester hours and a formal thesis experience. Students must pass a final written and/or oral examination on the thesis.

*Plan II*

Candidates under Plan II must complete a minimum of 33 semester hours of credit, which may include three courses in related disciplines. Students must present an approved major of 15 to 21 semester hours. An approved course in research methodology is also required.

Candidates must pass a final written comprehensive examination covering studies included in the major no later than two weeks before the awarding of the degree, or, in some programs, a research paper or project. The examination may be taken when students have achieved a minimum cumulative grade point average of 3.0 and have nearly completed all course work in the major.

Students who fail the comprehensive examination may, upon recommendation of the graduate committee and the approval of the dean designate of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College.

Human Movement, Sport, and Leisure Studies degree candidates must complete a minimum of 33 semester hours of credit, including a major project.

**MASTER OF FINE ARTS**

The Master of Fine Arts (M.F.A.) degree is offered in two fields of concentration. The Master of Fine Arts in art is available through the School of Art. The Master of Fine Arts in creative writing is offered by the Department of English. Specific admission procedures and degree requirements are outlined under the headings of Art and English in the "Graduate Programs" section of this catalog.

***Master of Fine Arts in Art***

The Master of Fine Arts in art program is designed to produce professionally competent artists who are aware of the great traditions in art and related cultural fields. The intent of the program is to produce graduates who are more than mere technicians in art. Students receive training in the fundamentals and achieve a level of competence which will enable them to contribute to the field of art. The M.F.A. program prepares students to become either professional artists or teachers of art after receiving the degree. Approved studio areas of specialization are: ceramics, digital arts, drawing, fibers/fabrics, glass working, jewelry/metals, painting, printmaking, and sculpture.

***Master of Fine Arts in Creative Writing***

The Master of Fine Arts in creative writing program is designed to provide developing fiction writers or poets with training in the techniques of their genre, continuous practice in writing, and detailed criticisms of their work. Candidates in the M.F.A. in Creative Writing program are expected to develop their own writing style as fully as possible under the direction of competent and experienced instructors. Before completing degree work, students must produce a book-length thesis comparable in quality to the published work of serious contemporary professional poets and fiction writers.

**MASTER OF FOOD AND NUTRITION**

The Master of Food and Nutrition (MFN) degree, offered in the School of Family and Consumer Sciences, prepares students for professional positions in health care, business, industry, research, government, and various human service settings. The degree also serves as an excellent background for students interested in obtaining a doctoral degree. Within the M.F.N. degree program, students specialize in food and nutrition. A description of the Master of Food and Nutrition program is found under the heading



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of Family and Consumer Sciences in the “Graduate Programs” section of this catalog.

A graduate certificate in Food and Nutrition and a post-baccalaureate dietetic Internship with graduate classes are also offered through the School of Family and Consumer Sciences.

**MASTER OF MUSIC**

The Master of Music (M.M.) degree is offered in the College of Musical Arts. The Master of Music program offers students an opportunity to develop an in-depth understanding of the major field, a broad exposure to other aspects of the art, and research and/or creative experience in the area of specialization. The program is designed for students who have completed an appropriate undergraduate degree or its equivalent, and who are qualified for advanced study by reason of musical and intellectual abilities and achievements. A detailed description of the Master of Music program is found under the heading of Music in the “Graduate Programs” section of this catalog.

**MASTER OF ORGANIZATION DEVELOPMENT**

The Executive Master of Organization Development (EMOD) is an 18-month program that accommodates to the lives and careers of nontraditional graduate students. Instruction is delivered online and in three on-campus weekends per semester.

With a focus on change leadership to achieve individual, team, and organizational effectiveness, the program attracts experienced students from a variety of backgrounds (e.g., managers, small-business owners, human resource and development professionals, and consultants).

A detailed description of the Master of Organization Development program is found under the heading of Organization Development in the “Graduate Programs” section of this catalog.

**MASTER OF PUBLIC ADMINISTRATION**

The Master of Public Administration (M.P.A.) degree is offered in the Department of Political Science. The master’s program in Public Administration is designed to meet the increasing demand for skilled public administrators by providing professional education to individuals who wish to prepare themselves for administrative careers and leadership positions in government. While the majority of graduates may take positions in municipal, state, and federal government, the degree program can also lead to service in other

organizations associated with government affairs such as private foundations, nonprofit service agencies, political organizations, and other community institutions. Graduates also take positions in the private sector. A detailed description of the masters program in Public Administration is found under the heading of Political Science in the “Graduate Programs” section of this catalog.

**MASTER OF PUBLIC HEALTH**

The Northwest Ohio Consortium Master of Public Health (MPH) degree program is offered jointly by Bowling Green State University (BGSU) and the University of Toledo (UT). The program is designed for working professionals in a variety of health-related fields as well as individuals just completing their undergraduate degrees.

All students complete a core sequence of six courses. Specialized training is provided in five different areas of concentration or majors. Each major consists of four prescribed courses that are supplemented by three electives. Students then complete a capstone experience comprised of a professional internship or scholarly project and an integrative seminar.

The Public Health Administration major prepares students to assume applicable administrative roles in government and community agencies, health care facilities, and private industry.

The Environmental and Occupational Health major prepares students to address environmental and occupational health issues from scientific, regulatory, and administrative perspectives for private industries, regulatory agencies, consulting firms, and other organizations.

The Health Promotion and Evaluation major prepares students to assist communities, organizations, and individuals in working toward a healthier society by using appropriate educational, behavioral, and social change strategies.

The Public Health Nutrition major is designed to train people who can provide advice related to food, diets, eating disorders and other aspects of food. Students are prepared to assume advisory roles in hospitals, agencies, private industry and the government. With appropriate preparatory course work, students may also seek admission to a separate program that leads to certification as a registered dietitian (RD).

The Public Health Epidemiology major focuses on identifying sources of data; gathering information; preparing it for analysis;

analyzing data; evaluating results; preparing charts, maps and other display formats; and presenting data to groups of people. Epidemiologists are employed by organizations in private industry, health departments, academic and other training institutions, the government and groups that conduct and interpret research.

A more complete description of the Master of Public Health program is found under the heading of Public Health Administration in the "Graduate Programs and Courses" section of this catalog. Additional information can be obtained at the program's web site: [www.nocphmph.org](http://www.nocphmph.org)

### MASTER OF SCIENCE

The Master of Science (M.S.) degree offers students an opportunity for professional experience in certain subject matter fields in the sciences. Fields of major concentration for the Master of Science degree are: Applied Statistics, Biological Sciences, Chemistry, Communication Disorders, Computer Science, Geology (Plan I only), and Physics. Specific admission procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions in the "Graduate Programs and Courses" section, consult the Graduate Catalog index.

#### Degree Requirements

Two plans are offered for this degree.

##### *Plan I*

Candidates under Plan I must present an approved major of not less than 16 semester hours of credit and a formal thesis in a 30-hour minimum degree program. Any exception to the major requirement must be approved by the graduate coordinator and the dean designate of the Graduate College. A department must require a written and/or oral final examination, not necessarily on the thesis, for a student in Plan I of the master's degree program.

##### *Plan II*

Candidates under Plan II must complete a minimum of 30 semester hours of credit, including two hours in a graduate research seminar, and 20 additional hours in the major field. An eight-hour minor or cognate field outside the department may also be included. An interdepartmental major may be composed of graduate courses in two or more departments.

Candidates must pass a final written comprehensive examination covering studies included in the major not later than four weeks before the awarding of the degree. The examination may be taken when students have achieved a minimum cumulative grade point

average of 3.0 and have approached completion of all course work in the major. Any student who fails the comprehensive examination may, upon recommendation of the graduate committee and approval of the dean designate of the Graduate College, be granted permission to take a second examination. A student may not change from Plan II to Plan I after having attempted the comprehensive examination. Upon failing a second examination, the student is dismissed by the Graduate College.

### MASTER OF SCIENCE IN CRIMINAL JUSTICE

The Master of Science in Criminal Justice (MSCJ) degree program emphasizes the development of individuals for leadership roles in criminal justice agencies, while providing students a solid base upon which to pursue doctoral level study. The MSCJ program provides students with a solid base of understanding law enforcement, corrections, courts, and juvenile justice, while permitting students to focus and specialize their studies in one of these core areas. The program provides students with a solid background in both theory and research in criminal justice, which prepares graduates to better understand the challenges facing them as participants in the criminal justice field.

A full-time student can finish the program (with proper planning) within 12 months. All MSCJ students are required to undertake a thesis or sit for comprehensive exams at the end of their course work.

A detailed description of the Master of Science in Criminal Justice is found under the heading of Criminal Justice in the Graduate Programs section of this catalog.

### **MASTER OF SCIENCE IN INTERDISCIPLINARY GERONTOLOGY (MSIG)**

The Master of Science in Interdisciplinary Gerontology (MSIG) degree is a graduate degree that is offered through the Department of Human Services (Gerontology [GERO] Program) of the College of Health and Human Services (CHHS) and The School of Human Movement, Sport and Leisure Studies (HMSLS) (Graduate Program in Human Movement, Sport, and Leisure) and The School of Family and Consumer Sciences (FCS) (Human Development and Family Studies Program [HDFS]) of the College of Education and Human Development at Bowling Green State University.

The Masters of Science in Interdisciplinary Gerontology (MSIG) degree program is specifically designed for professionals in various disciplines who are seeking to acquire advanced knowledge and specialized skills to work with older adults and their families. The program emphasizes the development of individuals for leadership roles in agencies/organizations that provide programs/services for older adults, while providing students a solid background in both theory and research. The MSIG melds discourse from gerontology, kinesiology, health promotion, human development, and social policy/administration to advance research on issues relevant to notions of successful aging.

A full-time student can finish the program (with proper planning) within 12 months. All MSIG students are required to undertake a culminating experience (e.g., thesis or directed research, or a directed practicum).

A detailed description of the Master of Science in Interdisciplinary Gerontology is found under the heading of Gerontology in the Graduate Programs section of this catalog.

### **MASTER OF TECHNOLOGY MANAGEMENT**

The Master of Technology Management (MTM) degree is offered in a shared manner between the Department of Engineering Technologies and The Department of Construction Management. The MTM serves various industries where change and competitiveness are of prime concern, and where it is acknowledged that technology is part of the mix required to move forward. The MTM has three specializations: Engineering Technology, Construction Management, and Quality Systems. A description for the Quality Systems Certificate is also provided.

Engineering technology is focused on innovative engineering applications. Examples of experiences provided in the Engineering Technology specialization and courses include rapid prototyping, contemporary automation, green design, advanced 3D solid

modeling strategies, 3D digitization, and Internet-based CAD/CAM data integration. Graduates in this specialization aspire to be plant managers, managers of research and development, corporate managers, and so on, engaged with technically complex environments.

Quality Systems prepares leaders and managers for advanced problem solving and applied research in technical projects in a team-based environment. Lean and six sigma research and analytical methods are used as innovative management strategies for professionals dealing with change as improvement from various disciplines. All QS courses are done on line acknowledging the ever increasing paradigm shift toward conducting business electronically in robust ways from different locations.

The *construction management* specialization prepares construction professionals for upper level management. It includes the study of advanced-level construction project and program management; cost estimating and bidding strategy, planning and control; dispute reduction and resolution; LEED and lean construction, and related advanced course work.

The objectives of the program are (1) to prepare students with advanced technical knowledge and skills, (2) to develop the ability to conduct applied industrial research, and (3) to acquire leadership skills for managing technology according to the student's area of specialization. The objectives are met through advanced technology course work in one of the three specialization areas, and a core consisting of study in engineering economics and business strategy, problem solving, green and sustainable technologies, quality systems, and industrial research methods. A synthesis component involving systematic, applied research and development further enhance this program. A special feature of the degree program is the flexibility of course selection in meeting needs, interests, and career goals of students while addressing the needs of industry. Therefore, the program is responsive to the changing industry needs and demands for advanced technical managers. The degree and its courses are offered in a mix of online and face to face delivery taking advantage of the strengths of each delivery method. The total MTM degree is planned to be offered on line beginning fall 2012.

A description of the Master of Technology Management program and specializations is found under the heading of Technology in the "Graduate Programs" section of this catalog.

### **SPECIALIST IN EDUCATION**

The Specialist in Education program is post-master's work designed primarily to provide advanced preparation in the major fields of Administration and Supervision and Reading. Admission

procedures and degree requirements are outlined in the major field descriptions. To locate major field descriptions, consult the Graduate Catalog index.

#### **Admission Procedure**

Applicants for admission to the Specialist in Education program must comply with all requirements outlined in the "Graduate Admission" section of this catalog. In addition, applicants must present evidence of satisfactory experience as teachers or of experience appropriate to the field of specialization.

#### **Degree Requirements**

Students are required to complete a minimum of 30 semester hours of graduate course work beyond the master's degree including all specific requirements for the degree and for certification where relevant.

**Practicum or Field Service Experience:** This phase of the program must be appropriate to the area of specialization.

**Cognate Field:** Any specific requirements are stated under the field or specialization description.

Students should have a Tentative Degree Program on file early in the Ed.S. program. Students must achieve a minimum cumulative grade point average of 3.0 in all graduate work to be eligible for the degree.

#### **Comprehensive Examination**

In addition to the regular course examinations, students are required to pass a comprehensive examination during the final period of registration for course work.

#### **Completion of Work**

Candidates must complete all requirements for the Ed.S. degree within six years of the date of initial enrollment. Time served in the armed forces or on approved leave of absence is exempt from this limitation.

#### **Transfer Credit**

A minimum of 63 post-baccalaureate semester credits are required for the specialist degree. Typically, 33 of these credits are acquired while completing a master's degree in a related field; hence, a minimum of 30 post-master's semester credits are usually needed for completion of the specialist degree. Up to six semester hours of graduate work may be transferred into the post-master's

component of the specialist degree with the approval of the program area and Graduate College. Under no circumstances, however, may graduate credits be transferred into the 30-hour post-master's component of the specialist degree if they are also applied toward another degree.

### **GRADUATE CERTIFICATE PROGRAMS**

In addition to graduate degrees, Bowling Green State University offers graduate certificates. Students may enroll in only a certificate program, or may complete a certificate in conjunction with a graduate degree at BGSU. Certificate program applicants should hold an undergraduate degree prior to application to a certificate program.

#### **Assistive Technology**

The Assistive Technology certificate program is designed to prepare individuals with a background in special education or related fields with the knowledge and skills to design, assess, and work with K-12 students in the use of assistive technology devices across the exceptional learning spectrum. Content ranges from the use of computers and various input/output devices to switches used to turn on appliances to increase the quality of life for persons with disabilities. Concepts and strategies to identify, select, modify, and design applications of assistive and facilitative technologies will be surveyed.

#### **Autism Spectrum Disorders**

This certificate program is interdisciplinary; it will provide skills and knowledge for understanding, identifying, and programming for individuals with Autism Spectrum Disorders. The purpose of this graduate certificate is to offer professional development opportunities for special and general educators, school psychologists, SLP, OT, PT, rehabilitation counselors, medical personnel, educational consultants, etc. who want to support the growth, development, and learning of students with ASD.

#### **Bioinformatics, Proteomics/Genomics**

Bioinformatics, proteomics, and genomics (BPG) have transformed biological research. The health of our research and educational programs as well as progress in biology, chemistry, mathematics, computer science, and related fields, depends on incorporating these tools.

To address the need for training in these new disciplines, an interdisciplinary team of professors from BGSU and the University of Toledo now offer a comprehensive set of four BPG courses.

These courses are designed for graduate students from a variety of backgrounds. Courses may be taken individually and a Certificate will be awarded on completion of all four courses (12 semester hours). Students participate in classes through internet-based videoconferencing and computer lab sessions at one of the institutions.

The four courses are:

- Fundamentals of Bioinformatics and Proteomics/Genomics
- Statistical Methods in Bioinformatics
- Introduction to Bioinformatic Computation
- Applications of Bioinformatics and Proteomics/Genomics

#### **Building Level Leadership**

See Educational Administration and Supervision (Page 83)

#### **Computer Technology Endorsement**

The Graduate Computer Technology Endorsement Certificate (16 hours) may be earned by teachers licensed to teach in the State of Ohio. Teachers with this endorsement will be prepared to not only provide leadership capabilities for local, state or national educational technology initiatives but also will be licensed to teach computer science courses, K-12. Students may apply for the Computer Technology Endorsement from the Ohio Department of Education after completing the 16 hours of coursework identified for this credential offered through the School of Teaching and Learning, College of Education and Human Development.

#### **Construction Management**

This certificate offers a continuing education vehicle to construction professionals who desire to prepare themselves to upper management levels. This certificate can be a springboard to the Master in Technology Management (MTM) program – Construction Management and Technology concentration - at BGSU or elsewhere. This certificate prepares the student to address supervisory and managerial needs in a construction, engineering, and architecture environment. A special feature of the certificate is the flexibility in meeting the needs, interests, and career goals of students while addressing the needs of industry. Therefore, the program is responsive to the needs of the industry for advanced technical management personnel. The certificate consists of five graduate courses in construction management.

#### **District Level Leadership**

See Educational Administration and Supervision (Page 83)

#### **Early Childhood Education 4/5 Generalist Endorsement**

The Early Childhood Education 4/5 Generalist Endorsement is a set of five graduate courses that qualify licensed early childhood teachers to add the 4th and 5th grade generalist endorsement to an existing Prekindergarten to Grade 3 teaching license. The certificate is earned by completing courses in the four basic content areas (math, science, social studies and language arts) as well as a child development and learning course. The certificate is available in online and face-to-face formats.

#### **Ethnic Studies**

The graduate certificate in Ethnic Studies is offered within an interdisciplinary/multidisciplinary framework. The curriculum contributes to societal needs as it addresses issues of racial and ethnic diversity in the workplace, community, nation, and world during a period of profound demographic change. It is designed to provide professional study in an area of increasing importance to practitioners in social, health, and immigration service agencies; law; and K-12 and community college education, among other occupations. The certificate also offers a graduate credential to students pursuing advanced degrees and seeking to broaden their teaching and research competencies in order to enhance their career options and employment prospects.

#### **Food and Nutrition**

The 15-semester hour graduate certificate in Food and Nutrition allows students to pursue concentrated study of food and nutrition through graduate coursework. The Certificate curriculum includes studies in nutrient metabolism, nutritional principles related to health and disease, community nutrition, and food science. The Certificate Program provides knowledge of food and nutrition that is applicable to health care, business, professional, and personal situations involving nutrition. The Food and Nutrition Graduate Certificate may be desired by students currently pursuing other graduate degree programs (e.g. public health; human movement, sport, and leisure studies; biological sciences), allied health professions, or students in the Dietetic Internship who have an interest in advanced study of food and nutrition but do not wish to complete a graduate degree.

#### **Geospatial Technology**

The Geospatial Technology certificate program is designed to provide students with a theoretical base in geospatial technology, a basis for research design in geospatial technology, and also provide students with an opportunity to apply geospatial technology theory and research design to their field of study. Because this is a joint endeavor of Environmental Programs,

Geography, and Geology, students may opt for a sequence of courses that will be somewhat focused on either the natural or the social sciences, depending on their disciplinary orientation. The focus of the program will be GIS, remote sensing, and GPS and their applications to research design and problem-solving in the natural and social sciences.

#### **International Scientific and Technical Communication**

An online graduate certificate in international technical communication would meet the needs of working professionals by providing them with a distance education opportunity to learn advanced theoretical and practical approaches to composing documents and other information products for local and global translation; writing collaboratively online in increasingly more diverse virtual workspaces; developing best practices for new online writing workspaces that are informed by current technical communication research.

An online graduate certificate program reaches out to workplaces across the state of Ohio whose growing reliance on technology to enhance their productivity requires the expertise of technical communicators.

By affording continuing education opportunities to these working professionals, our certificate program will directly enhance the productivity of the industries in which they work.

#### **Middle Childhood Generalist Endorsement 4-6**

This non-certificate endorsement program permits teachers to add one-to-two subject areas to an Ohio Middle Childhood Teaching License, Grades 4 – 9, enabling them to teach the additional subjects in grades 4 – 6. To be eligible for graduate-level endorsement courses, students must submit the following forms to Wendy Vaughn ([wwalsto@bgu.edu](mailto:wwalsto@bgu.edu)) in the School of Teaching & Learning: Current Ohio Middle Childhood teaching license., Transcript verifying middle childhood degree completion, with a 2.8 or higher cumulative GPA and Application to pursue the Middle Childhood Generalist Endorsement:

<http://www.bgsu.edu/colleges/edhd/stl/mc/mcendorse.html>.

Additionally, send to the registrar

(<http://www.bgsu.edu/offices/registrar/index.html>): Graduate Non-

Degree Application:

<http://www.bgsu.edu/offices/registrar/page5968.html>. Non-BGSU

grads should also complete the Application to take Educator

Coursework: <http://www.bgsu.edu/offices/registrar/page5968.html>

#### **P-6 Mathematics Specialist Endorsement Certificate**

This graduate certificate is designed for students who have a bachelor's or master's degree and at least three years of successful mathematics teaching at early, middle or AYA level and wish to extend and enrich their mathematics education background. The goal of the program is to develop local curricular and instructional leaders who can provide professional development for peers, direct assignment of curriculum to Ohio's Academic Content Standards, analyze and interpret assessment data, communicate research to constituents, and develop programs for mentoring new teachers and intervening with low performing students.

#### **P-12 Reading Endorsement**

See Reading program (page 129)

#### **P-9 Science Specialist Endorsement**

This graduate certificate is designed for students who have a bachelor's or master's degree and at least three years of successful science teaching at early, middle or AYA level and wish to extend and enrich their science education background. The goal of the program is to develop local curricular and instructional leaders who can provide professional development for peers, direct assignment of curriculum to Ohio's Academic Content Standards, analyze and interpret assessment data, communicate research to constituents, and develop programs for mentoring new teachers and intervening with low performing students.

#### **Performance Studies**

This certificate is open to all graduate students enrolled at Bowling Green State University. Through this certificate program the student will explore the histories, theories, and practices of Performance Studies. The focus is on the relationship between text and practice; performance as a reflection of society, a witnessing to an experience, or a challenge to social structures or ways of knowing; emerging ideas of audience reception theory; interdisciplinary connections with cultural studies, communication studies; and U.S./global performance practices. May be used as a research methodology or area of specialization within a degree program or other course of study, as a gateway into an advanced degree program in Performance Studies/related field, or as a foundation for work in community-based performance or theatre of social action/change.

Core Sequence (9 credits):

THFM 6630 Introduction to Performance Studies (3)

THFM 6680 Performance Studies (3)

THFM 6910 Directed Research in Portfolio Development to serve as a capstone experience.

Supplementary Elective Courses (9 credits):

Electives for the Graduate Certificate Program in Performance Studies may be filled by courses in Theatre and Film, and/or other departments and programs. Electives will be selected by the student subject to approval by the graduate coordinator of the Department of Theatre and Film.

### Public History

The graduate certificate in Public History offers advanced graduate training for professionals in the public history profession. The program is practical and career-focused in its design, featuring courses in historical museum management, museology, local history, archival administration, and preservation studies taught by academic specialists in these topics and by expert practitioners in the field of public history/historical museum management. The program of study is capped by an internship experience to give students actual hands-on experience in the field.

### Quality Systems

Created at BGSU in response to demands from quality professionals, the quality systems graduate certificate (QSGC) reflects the American Society for Quality (ASQ) continuous improvement mission based on disciplined analysis of systems in technical environments. Process analysis for reduction in variation of product and providing high quality consistently with no defects, is the goal. This includes preparation for management and facilitation of lean, six sigma, ISO/QS 9000 standards registration and maintenance functions and new product launch changes for advanced product quality planning (APQP). The QSGC serves various learners, particularly non-traditional, full-time working professionals from various locations. All work done in quality systems courses is team-based in a project context similar to how quality improvement is pursued in actual professional functions. The curriculum is also designed to facilitate project-based course work via an applied research emphasis. All courses utilize distance technology.

### Women's Studies

The graduate certificate in Women's Studies brings together scholars and graduate students across the University actively

engaged in interdisciplinary feminist scholarship. This graduate certificate is an official acknowledgement of training and expertise in the field of women's and gender studies. The certificate program provides students with knowledge of a unified approach to the study of fundamental issues in sex and gender studies. Students examine how sex and gender have been reflected in culture across time; how they shape institutions as well as personal experience; how they interact with issues such as race, ethnicity, and socioeconomic class; and how new ways of thinking about gender challenge the processes by which knowledge about human beings and our behavior is acquired, interpreted, and transmitted.

The graduate certificate is intended to supplement professional training, whatever it may be. As a stand-alone credential, the certificate is designed for individuals working in fields related to women's health care and well being, as well as professionals in positions of advocacy for women, elementary, high school, and community college teachers, and returning, nontraditional students.

The certificate acknowledges formal training and expertise in issues of cultural diversity, gender equity, feminist theory, feminist methodology, and the infusion of gender into all psychological, social, and mediated relationship.

**GRADUATE PROGRAMS**

Accounting and Management Information Systems  
 American Culture Studies  
 Applied Statistics and Operations Research  
 Art  
 Assistive Technology (SIS)  
 Biological Sciences  
 Business Administration  
 Business/Marketing Education  
 Chemistry  
 Classroom Technology  
 College Student Personnel  
 Communication Sciences & Disorders  
 Computer Science  
 Criminal Justice  
 Cross-Cultural and International Education  
 Curriculum and Teaching  
 Economics  
 Educational Foundations, Leadership and Policy (EFLP)  
 Educational Administration and Supervision and Leadership  
 Studies (EDAS/EDLS)  
 Educational Foundations and Inquiry (EDFI)  
 English  
 Environmental Health  
 Ethnic Studies  
 Food and Nutrition  
 Geography  
 Geology  
 German, Russian, and East Asian Languages (GREAL)  
 Gerontology  
 Higher Education Administration  
 History  
 Human Movement, Sport, and Leisure Studies (HMSLS)  
 Intervention Services (SIS)  
 Kinesiology (HMSLS)  
 Learning Design  
 Leisure and Tourism (HMSLS)  
 Mathematics and Statistics  
 Media & Communication  
 Mental Health and School Counseling (SIS)  
 Mild-Moderate Intervention Specialist (SIS)  
 Mild-Intensive Intervention Specialist (SIS)  
 Music  
 Organization Development  
 Philosophy  
 Photochemical Sciences  
 Physics and Astronomy  
 Political Science/Public Administration  
 Popular Culture  
 Psychology

Public Health  
 Reading  
 Romance and Classical Studies  
 Sociology  
 Special Education (SIS)  
 Sport Administration (HMSLS)  
 Technology (Industrial)  
 Theatre  
 Women's, Gender, and Sexuality Studies



**ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS**

David Stott, Chair  
 Kenneth Snead, Graduate Coordinator  
 332 Business Administration Building  
 Phone: 419-372-2767  
 E-mail: [macc@bgsu.edu](mailto:macc@bgsu.edu)

**Degree Offered**

Master of Accountancy (M.Acc.)

**Graduate Faculty***Professors*

Alan T. Lord, Ph.D.; Earl McKinney, Ph.D.; Andreas Nicolaou, D.B.A.; Sachi Sakthivel, Ph.D

*Associate Professors*

Andy Garcia, Ph.D.; Paul Schauer, Ph.D.; Kenneth Snead, Ph.D.; David Stott, Ph.D.

*Assistant Professors*

Pascal Bizarro, Ph.D.; Larry Kowalski, J.D.

The Department of Accounting and Management Information Systems offers a program of study leading to the Master of Accountancy (M.Acc.) degree. The mission of the M.Acc. program is to build upon the base of knowledge obtained at the baccalaureate level and to further nurture the personal and professional development of those interested in graduate education in areas relevant to the practice of public or corporate accounting. The department is committed to offering programs and a setting that attract students as they choose among competing programs and to offering an opportunity to specialize in accounting and auditing, information systems auditing and control, or taxation.

**Prerequisites to Graduate Work**

Graduates from any accredited baccalaureate program may be admitted to the M.Acc. program. However, the program is designed primarily for students with a business degree and an undergraduate accounting specialization from an accredited school. All M.Acc. students must obtain an appropriate background prior to undertaking graduate accounting courses including: (1) satisfactory competencies in written communications and personal computer skills; (2) an appropriate general business background; (3) the equivalent of an upper-level undergraduate education in financial accounting, managerial accounting, auditing, taxation, and accounting information systems.

**Admission Procedure**

Applicants for the M.Acc. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Application materials and admission information are available at [www.business.bgsu.edu/macc](http://www.business.bgsu.edu/macc). Each student is independently evaluated for admission to the M.Acc. program taking into account such things as undergraduate GPA, accounting course GPA, professional certifications, GMAT scores, prior work experience, and recommendations.

**Degree Requirements**

Requirements for the M.Acc. program are subject to continuous improvement and can differ from those listed below. New students will be given official requirements prior to the start of their first semester of graduate course work and specifics can be reviewed at [www.business.bgsu.edu/macc](http://www.business.bgsu.edu/macc). Ultimate degree requirements are customized to accommodate the varying educational backgrounds of students entering the program, and therefore students graduating from the program will not have completed an identical set of graduate courses. The information in this catalog represents the requirements for most students. Students with all of the prerequisite background requirements completed prior to program entry can expect to complete the M.Acc. within 12 months after beginning the program in August. The typical M.Acc. program year requires students take classes in the fall and spring semesters and in either or both of the summer sessions. Exact timing of the course offerings, as well as the specific course offerings in a program year, varies by year and cannot be identified in advance of a particular program year. In most cases, M.Acc. program courses are offered only once per academic year.

The M.Acc. program requires students to complete a minimum of 30 semester hours which must include at least 18 semester hours in courses reserved exclusively for graduate students. Of these graduate-student-only courses, at least 12 semester hours must be in accounting-related courses. Students complete 12 to 15 hours in a set of professional core courses and at least nine hours in a track specialization with the balance of the 30 hours being elective courses.

The M.Acc. program professional core requires course work in communications, ethics and professional responsibilities for accountants, advanced financial reporting, and an exposure to global business issues (unless previously studied). In addition, a capstone course in the professional practice of accounting must

be taken during the last 10 hours of the student's program. This course is designed to provide a synthesis of accounting practice and serve as a culminating experience for M.Acc. students.

Each student is required to complete one of three specialization tracks within the M.Acc., and the options are: accounting and auditing, information systems auditing and control, or taxation.

The accounting and auditing track includes study in financial accounting, business assurance services, and advanced information systems for accountants. Students who elect the accounting and auditing track must have an adequate background in accounting information systems prior to the program or obtain that background as part of their M.Acc. study through elective-course options.

The information systems auditing and control track includes courses in data communications, systems analysis and design, information system security, and information systems auditing and control techniques and procedures. Students who elect the information systems auditing and control track must have an adequate background in database management prior to program entry or obtain that background as part of their M.Acc. study through elective-course options.

The taxation track courses include federal taxation and management decisions, estate planning, and taxation of partnerships/flow-through entities. Students who elect the tax track must have an adequate background in U.S. individual and corporate taxation prior to program entry or obtain that background as part of their M.Acc. study.

Students choose among several available elective courses to complement their professional core and track specializations. Elective courses must be approved by the student's graduate advisor and should fit the student's objectives and career plans.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Accounting and Management Information Systems use the prefix: ACCT. Students often also take courses that use the prefix: MBA or BUSE.

## AMERICAN CULTURE STUDIES

Andrew Schocket, Director/Graduate Coordinator  
 Room: 101 East Hall  
 Phone: 419-372-8886  
 Email: [aschock@bgsu.edu](mailto:aschock@bgsu.edu)

### Degrees Offered

Master of Arts; Doctor of Philosophy

### Core Graduate Faculty

#### Professors:

Ellen Berry, Ph.D. (English); Radhika Gajjala, Ph.D.  
 (Communications Studies); Scott Martin, Ph.D. (History)

#### Associate Professors:

Madeline Duntley, Ph.D. (Sociology); Andrew Schocket, Ph.D.  
 (History)

#### Assistant Professors:

Maisha Wester, Ph.D. (English)

### Affiliated Graduate Faculty

For a complete list of Affiliated Faculty, please consult the ACS program website:

<http://www.bgsu.edu/departments/acs/page84820.html>

The interdisciplinary Master of Arts in American Culture Studies is designed around the concept of culture, which unifies study of many discrete aspects of American historical, social, intellectual, and artistic heritage. The program invites students to explore particular themes, issues, and periods from an interdisciplinary perspective.

The M.A. curriculum offers a foundation in the study of American culture for students with a variety of interests or goals. Primarily, we seek to communicate a sense of the complexity and diversity of the American national culture through systematic analysis of its elements. This approach is relevant equally to students who might pursue a career in education in some aspect of American culture; those who might engage in such professions as journalism, public relations, advertising, government, marketing, etc., where a knowledge of American culture is important; or those seeking enrichment of their understanding of American culture. While the American studies component of the curriculum assures a common experience in the study of culture, the remainder of the courses allows an individualized educational experience.

The interdisciplinary Doctor of Philosophy in American Culture Studies offers students the opportunity to critically explore the cultural and intellectual traditions that have historically shaped and defined American identity. The Program challenges students to think of culture as a dynamic and contested domain, whose definition and deployment are negotiated in the context of complex power dynamics and struggles. It invites students to explore the ways in which American identity has been historically gendered and racialized in myths of nation-making, nationalism, and national identity. In addition, we encourage students to consider these negotiations and struggles over identity in their larger transnational and diasporic contexts.

The American Culture Studies Program is comparative and interdisciplinary in nature. It emphasizes the development of critical analytical and scholarly skills, and offers practical training to prepare students for academic and professional careers.

For more information about the American Culture Studies PhD and M.A. programs, please consult the ACS program website at: [www.bgsu.edu/departments/acs/](http://www.bgsu.edu/departments/acs/)

### Prerequisites to Graduate Work

Applicants to the M.A. program in American Culture Studies are expected to have earned an undergraduate degree in one of the humanities/social science disciplines represented in the program. Other qualifications will be evaluated on an individual basis. Applicants are encouraged to visit the campus for an interview whenever possible.

Applicants to the Ph.D. program are expected to have earned an M.A. degree in an appropriate subject area and to have a superior academic record at both the undergraduate and master's degree levels. Applicants presenting other credentials will be evaluated on an individual basis and may be required to remove any deficiencies in their background by taking specific graduate courses recommended by the ACS Ph.D. Executive Committee. Applicants are encouraged to visit the campus for an interview with the director whenever possible.

### Admission Procedure

Applicants seeking admission to either the M.A. or the Ph.D. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. The following materials must be submitted to the BGSU Graduate College: (a) the completed Graduate College Application for Admission form, (b) two official transcripts from each college or university you have attended, (c)

scores for the General Test of the Graduate Record Examination. Foreign students are required to pass the TOEFL examination or its equivalent.

The following materials must be submitted to the American Culture Studies program office in support of each application: (a) three letters of recommendation from current or former instructors or other persons qualified to evaluate probable success in the ACS graduate program; (b) evidence of ability to conduct academic research in an interdisciplinary setting, such as copies of recent research papers or thesis chapters; (c) a two to four page statement of purpose delineating the applicant's rationale for pursuing graduate study in the ACS program as well as an outline of career goals; (d) a current one to two page resume or curriculum vita; (e) an American Culture Studies M.A. or Ph.D. Applicant Information Form – available from the Graduate Coordinator. Applications and supporting materials should be received by February 1 to receive fullest consideration.

All non-American (International) applications must be processed through the BGSU Center for International Programs, which may be reached at the following web address:  
<http://international.bgsu.edu>.

## Degree Requirements

### **Master of Arts**

Individual programs are designed in consultation with the graduate coordinator and based upon a combination of courses in American culture studies and related fields according to the interests, needs, and background of the student, his or her future plans and goals, and the interdisciplinary philosophy of the program. Thirty-three semester hours of graduate credit are required for the degree. ACS 6300, Methods and Theories, is required. The remaining thirty hours are selected from appropriate courses in American Culture Studies, art history, communication studies, English, theatre/film, history, philosophy, political science, popular culture, sociology, women's studies, and other related fields. No more than fifteen hours may be taken in a single department or program.

Students may pursue the M.A. degree under one of two plans:

*Plan I:* Candidates must write an interdisciplinary thesis in keeping with the philosophy of the program. Under Plan I, students complete 30 hours of course work and receive three hours of credit for the accepted thesis for a total of 33 semester hours. For most

students, completion of the Plan I option requires two years of full-time study in the ACS M.A. program.

*Plan II:* Candidates complete 33 hours of course work and take a comprehensive examination. After the completion of one year of full-time coursework, the student electing Plan II will sit for a four-hour written examination, covering periods in American cultural history, the student's course work, the relationship of American culture studies to the traditional disciplines, American culture studies methodology, and important themes in American culture. The examination will be based upon each student's individual course of study. The exam is normally taken in July of each year. The Plan II normally requires one year of full time study.

### **Doctor of Philosophy**

*General Requirements:* Requirements for the doctorate in American Culture Studies include: (1) the completion of at least 70 semester hours beyond the master's degree; (2) including a maximum of 16 hours of credit for research on the dissertation. The American Culture Studies Ph.D. program draws on faculty from diverse academic departments and graduate programs including: communication studies, English, ethnic studies, history, philosophy, popular culture, sociology, theatre/film, and women's, gender, and sexuality studies. The ACS Ph.D. is normally a four-year program of study with two years of course work and two years of dissertation work.

*Course Requirements:* The Ph.D. program in American Culture Studies contains the following components:

1. Common Core Requirements (13 hours): theories of American culture studies, genealogy of American culture, publication and professional development, key debates in cultural studies.
2. Interdisciplinary Major Concentration (21 hours): Either (a) critical studies in film, media, and culture, or (b) ethnicity, gender, and social identities.
3. Minor Concentration (12 hours): Either a disciplinary minor, such as communication studies, English, history, etc., or an interdisciplinary minor, such as film studies, museum/archival studies, etc., or graduate certificate, such as those in ethnic studies, women's studies, performance studies, etc.
4. Electives (8 hours): Chosen by the student from a variety of courses, including pedagogical seminars, lecture series, and other topics of individual interest.

5. Dissertation Research (16 hours): Including a three hour workshop in dissertation research and writing.

*Professional Activity:* During their course of study in the Ph.D. program, students are encouraged and expected to participate in a range of professional activities aimed at preparing them to successfully compete on the academic and professional job market. These include such activities as presenting papers at professional conferences and professional publication in scholarly journals and edited volumes. The ACS Program assists students in the pursuit of these scholarly activities through offering financial aid to offset the cost of travel to conferences and registration.

*Examinations:* Successful completion of a general preliminary examination is required for formal advancement to candidacy. The preliminary examination is an interdisciplinary examination over the literature in the student's major area of concentration.

*Dissertation:* The dissertation should be consistent with the candidate's planned profession and course of study in the doctoral program. It marks the culmination of the candidate's course of study. Dissertation committees must consist of a minimum of three faculty members from cooperating departments/programs/schools who are officially affiliated with the American Culture Studies Program, plus a graduate faculty representative appointed by the Graduate College. Other appropriate faculty may be included with the approval of the Executive Committee.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> .

**APPLIED STATISTICS AND OPERATIONS RESEARCH**

Arthur B. Yeh, Chair  
 Jane Chang, Graduate Coordinator - Applied Statistics  
 344 Business Administration Building  
 Phone: 419-372-2363

**Degree Offered**

Master of Science

**Graduate Faculty***Professors*

Richard "Herb" McGrath, Ph.D., Arthur Yeh, Ph.D.

*Associate Professors*

Nancy Boudreau, Ph.D.; Jane Chang, Ph.D.; Christopher Rump, Ph.D.

*Assistant Professors*

Mohammad Khoshneshin, Ph.D.

*Statistics Program Committee*

Nancy Boudreau, Jane Chang, Hanfeng Chen, Wei Ning, Junfeng Shang, Arthur Yeh

The Master of Science in Applied Statistics is offered jointly by the Department of Mathematics and Statistics and the Department of Applied Statistics and Operations Research. The program is designed to prepare students for direct entry into careers as statisticians in business, industry, or government, or for further study toward a Ph.D. degree in statistics.

**Prerequisites to Graduate Work in Applied Statistics**

This program is designed for students with a background in mathematics or statistics. Students without this background should expect to take longer to complete the degree requirements.

Applicants must have satisfactorily completed courses in differential and integral calculus, including multivariable calculus; a course in advanced calculus; and a course in linear algebra. At the Bowling Green State University, these requirements are equivalent to the completion of MATH 2330, MATH 4320, and MATH 4340. These prerequisites may be waived for admission to the program but must be fulfilled early in the program.

Although no background in statistics is required for admission into the program, it is beneficial for applicants to have completed an

introductory two-course sequence in probability and statistics, equivalent to MATH 4410 and MATH 4420 at Bowling Green State University.

**Admission Procedure**

Applicants seeking admission to the M.S. program should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Science in Applied Statistics***

Candidates must complete at least 33 semester hours of approved graduate credit, including at least 18 hours in courses numbered 6000 or above, excluding MATH 6850, 6940, and 6950. In addition, students must satisfy all the requirements described below. Students may pursue the M.S. degree under either Plan I or Plan II. Requirements under either plan are: MATH 6410 and 6420, STAT 5020, 5060, and 5080, and five elective courses (15 credit hours) in statistics (at least three at the 6000 level). Of these elective courses, at least six hours must be from the Department of Mathematics and Statistics and at least six must be from the Department of Applied Statistics and Operations Research. The remaining three hours may be from the offerings of either the Department of Applied Statistics and Operations Research or the Department of Mathematics and Statistics, or may be any graduate course approved by the advisor. Any of these courses may be waived at the graduate level for students who can document equivalent undergraduate or graduate training; however, the credit hour requirement will not be reduced in this case. The student will be expected to substitute appropriate electives.

Plan I: Candidates must complete a minimum of 33 semester hours of graduate course work and three hours of thesis credit. Candidates must submit a thesis on a topic approved by the Statistics Program Committee and must pass an oral examination over the thesis and MATH 6410 and 6420, and STAT 5020, 5060, and 5080.

Plan II: Candidates must complete a minimum of 33 hours of graduate course work including STAT 6750. Students must pass a written and oral comprehensive examination over MATH 6410 and 6420, and STAT 5020, 5060, and 5080. However, the oral examination will be waived for students with sufficient written examination scores.

**M.S. in Applied Statistics with a specialization in Business Analytics**

Candidates must complete at least 39 semester hours of approved graduate credit, including at least 18 hours in courses numbered 6000 or above. In addition, students must satisfy all the requirements described below. Students may pursue the M.S. degree under either Plan I or Plan II. Requirements under either plan are: MATH 6410 and 6420, STAT 5020, 5060, 5160, and 6440, OR 6610, MBA 5700, and either OR 6620 or MATH 5450; and three elective courses (nine credit hours) with one from each of three groupings, OR/CS/MIS, STAT/MATH, and ECON/MBA.

Plan I: Candidates must prepare a formal thesis while enrolled in STAT 6990 for at least three hours in addition to the 36 semester hours of graduate credit described above. The thesis must be successfully defended at an open meeting. Enrollment in STAT 6990 is restricted to students who have completed at least 18 hours of course work. The thesis committee should include at least one faculty member from the Department of Applied Statistics and Operations Research, and at least one faculty member from the Department of Mathematics and Statistics.

Plan II: Candidates must complete STAT 6750 and must pass separate comprehensive examinations in Applied Statistics (STAT 5020 and STAT 5080) and Mathematical Statistics (Math 6410 and Math 6420).

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses in these programs use the prefixes STAT, OR, CS, MATH, MBA, ECON.

**ART**

Katerina Ruedi Ray, Director, School of Art  
 Mille Guldbeck, Graduate Coordinator  
 116 B Fine Arts Center  
 Phone: 419-372- 9319  
 Fax: 419-372-2544

**Degree Offered**

Master of Arts; Master of Fine Arts

**Graduate Faculty***Professors:*

John Balistreri, M.F.A.; Janet Ballweg, M.F.A, Dena Eber, Ph.D.;  
 Mille Guldbeck, M.F.A.; Charles Kanwischer, M.F.A.; Louis  
 Krueger, M.F.A.; Bonnie Mitchell, M.F.A.; Shawn Morin, M.F.A.;  
 Thomas Muir, M.F.A., Katerina Ruedi- Ray, Ph.D.; Shawn Morin,  
 M.F.A.; David Sapp, M.F.A.; Dennis Wojtkiewicz, M.F.A.

*Associate Professors:*

Michael Arrigo, M.F.A., Todd Childers, M.F.A.; Matt Davis, M.F.A.;  
 Heather Elliott-Famularo, M.F.A.; Rebecca Green, Ph.D.; Andrew  
 Hershberger, Ph.D.; Allie Terry-Fritsch, Ph.D.; Lynn Whitney,  
 M.F.A.; Lori Young, M.F.A.

*Assistant Professors:*

Robert Geyer, M.F.A.; Stephanie Langin-Hooper, Ph.D.;  
 Jenn Stucker, M.F.A.

*Graduate Programs and Standards Committee:*

Elected members of the graduate faculty and the graduate  
 coordinator (a rotating faculty committee)

The School of Art offers programs leading to the degrees of Master  
 of Arts and Master of Fine Arts. Students pursue course work in  
 M.F.A. two-dimensional studies (drawing, painting, and  
 printmaking), M.F.A. three- dimensional studies (ceramics, glass,  
 jewelry/metals, sculpture), M.F.A. digital arts (animation, imaging,  
 and interactive media) and M.A. art history.

Within these programs students find a broad range of studio and  
 academic disciplines, united by a deep commitment to technical  
 development sustained by rigorous examination of accompanying  
 contextual and conceptual issues. The School of Art's M.A. and  
 M.F.A. programs seek to foster a productive and diverse  
 community of artists and scholars whose shared goal is preparation  
 for careers in the visual arts.

The School of Art also offers an M.F.A. degree in partnership with  
 Studio Art Centers International (SACI), located in Florence, Italy.

Students spend their first year of study in Florence working with  
 SACI's faculty. Upon successful completion of the first year,  
 students spend their final year at BGSU.

Admission to the joint BGSU/SACI program is determined by  
 Bowling Green State University. Candidates must submit the same  
 materials required of students applying for the conventional M.F.A.  
 program.

**Prerequisites to Graduate Work**

Admission to the M.F.A. program in studio art requires the  
 equivalent of a Bachelor of Fine Arts degree or 60 hours in art and  
 12 hours in art history.

For admission to the M.A. art history program, an undergraduate  
 background in fine arts, art history, or humanities is highly  
 recommended. Deficiencies in art history may have to be  
 addressed prior to formal acceptance into the M.A. art history  
 program.

**Admission Procedure**

Applicants seeking admission to the M.A. and M.F.A. programs  
 should follow the instructions outlined in the "Graduate Admission"  
 section of this catalog.

Applicants to the M.F.A. program in studio art are required to  
 submit a portfolio consisting of a cover letter describing goals,  
 objectives, educational background, and personal history; resume;  
 three original letters of recommendation; 20 images of recent  
 work on a CD ROM or DVD (from the proposed area of  
 specialization accompanied by a typed corresponding image list);  
 and a stamped self-addressed envelope (for return of materials) to  
 Graduate Admissions, 1000 Fine Arts Center, Bowling Green  
 State University, Bowling Green, OH 43403-0204.

The online application, application fee, TOEFL scores (required if  
 English is not the applicant's first language), two official transcripts  
 from each institution attended will need to be submitted to the  
 Graduate College. The postmark deadline for all information is  
 February 1 for enrollment the following fall semester. Applicants  
 should keep in mind that there is no summer review of portfolios.

Applicants to the M.A. art history program are required to submit  
 an application consisting of a cover letter describing goals,



objectives, educational background, and personal history, resume, three original letters of recommendation, a sample paper from a recent art history course, and a stamped self-addressed envelope (for return of materials) to Graduate Admissions, School of Art, 1000 Fine Arts Center, Bowling Green State University, Bowling Green, OH 43403-0204.

The online application, application fee, TOEFL scores (required if English is not the applicant's first language), two official transcripts from each institution attended, and GRE scores will need to be submitted to the Graduate College. The postmark deadline for this is February 1 for enrollment the following fall semester. Applicants should keep in mind that there is no summer review of portfolios.

### **Degree Requirements**

Students majoring in a studio area in the M.F.A. program will work with the graduate coordinator to choose the student's major professor. The major professor will work with the graduate coordinator to oversee the student's matriculation process and will serve as the chair of the student's Graduate Review Committee.

The Graduate Review Committee is composed of three graduate faculty members, including the major professor, from the School of Art and the College of Arts and Sciences. All studio majors are subject to periodic reviews by the Review Committee.

### **Master of Arts**

*Art History:* Candidates must complete a minimum of 33 semester hours of graduate credit distributed as follows: 27 semester hours of art history, of which three must be in ARTH 6060: Contemporary Art Theory and Criticism (taken the student's first Fall semester), nine must be in 5000-level seminars, six must be in 6000-level seminars, three must be in either 5000- or 6000-level seminars, and three must be in ARTH 5900 Professional Practices; three hours of art studio or other academic course (which can include an additional art history course); and three hours of ARTH 6990 Thesis Research (taken student's final semester).

In addition, as a prerequisite to admission to M.A. degree candidacy and thesis work, students must satisfactorily complete a comprehensive examination in art history after successful completion of 18 semester hours of art history courses. Candidates in art history are also required to demonstrate a reading proficiency in one of the approved languages of scholarship other than English. The appropriate language will be determined in consultation with the student's advisor (who will be one of the full-time faculty in art history). Proficiency is usually

certified by a B-level examination or equivalent, as described under Option A in the "Language Requirements" section of this catalog.

### **Master of Fine Arts**

Students entering the M.F.A. degree program have probationary status during the first 15 semester hours of work. In the semester immediately following the completion of this 15-hour requirement (summer excepted), the student must pass the initial review for permission to continue in the program.

Candidates must complete a minimum of 60 semester hours of graduate credit, with a grade of "C" or better, distributed as follows: 21 hours studio within specialization; nine hours studio critique (ART 605); 12 hours studio elective; six hours art history; three hours academic elective; three hours general elective; three hours pedagogy; and three hours exhibition research.

Awarding of the degree is contingent upon recommendation for graduation by the Graduate Review Committee after a final review of work submitted by each candidate.

Total hour requirements may be reduced for students who can apply credit from previous graduate work (up to nine hours). Students are required to complete a minimum of two full-time semesters in residence. The M.F.A. exhibition required of each student is the culmination of the candidate's work in his or her studio discipline. The exhibition is a major show including an in-lieu-of-thesis statement and documentation of the work, which must be accompanied by an exhibition brochure.

M.F.A. exhibitions are usually held spring semester in the Dorothy Uber Bryan Gallery in the Fine Arts Center, though exceptions can be made. The M.F.A. exhibition must be approved by the Graduate Review Committee.

Students wishing to enroll in courses outside of their area of specialization must display a proficiency in the chosen area. The instructor may require remedial undergraduate study before approval to take the graduate course is given.

### **Graduate Courses**

Please access graduate courses online at <http://webapps.bgsu.edu/courses/search.php>. Graduate courses offered by the School of Art use the prefix: ART, ARTC, ARTH, and ARTS.

**BIOLOGICAL SCIENCES**

Jeff Miner, Chair  
 Karen Root, Graduate Coordinator  
 217 Life Sciences Building  
 Phone: 419-372-2332

**Degrees Offered**

Graduate Certificate in Bioinformatics, Proteomics/Genomics;  
 Master of Arts in Teaching; Master of Science; Doctor of  
 Philosophy

**Graduate Faculty***Professors*

Verner Bingman, Ph.D. (Psychology); George Bullerjahn, Ph.D.;  
 Sheryl Coombs, Ph.D.; Carol Heckman, Ph.D.; Robert Huber,  
 Ph.D.; Roudabeh Jamasbi, Ph.D. (Public and Allied Health); R.  
 Michael McKay, Ph.D.; Lee Meserve, Ph.D.; Paul Moore, Ph.D.;  
 Paul Morris, Ph.D.; Scott Rogers, Ph.D.; Moira van Staaden, Ph.D.;  
 Ron Woodruff, Ph.D.; Jill Zeilstra-Ryalls, Ph.D.

*Associate Professors*

Gabriela Bidart-Bouzat, Ph.D.; Juan Bouzat, Ph.D.; Michael Geusz,  
 Ph.D.; Raymond Larsen, Ph.D.; Helen Michaels, Ph.D.; Jeffrey  
 Miner, Ph.D.; Karen Root, Ph.D.; Karen Sirum, Ph.D.; Daniel  
 Wiegmann, Ph.D.; Zhaohui Xu, Ph.D.

*Assistant Professors*

Vipa Phuntumart, Ph.D.; Hans Wildschutte, Ph.D.

The Department of Biological Sciences offers graduate training for professional careers in both applied and fundamental areas of biology. Programs are available leading to the degrees of Master of Arts in Teaching, Master of Science, and Doctor of Philosophy.

Major areas of concentration include molecular biology, microbiology, cell biology, ecology and conservation biology, genetics, physiology, neuroscience and behavior, aquatic ecology, and plant science. Interdisciplinary research programs in the fields of chemistry, geology, and psychology are also available.

**Prerequisites to Graduate Work**

Prerequisites for the M.S. program include completion of a baccalaureate degree, normally in one of the biological sciences, and completion of course work in organic chemistry and calculus. Applicants who are deficient must complete these prerequisites before the end of the first year.

Applicants to the Ph.D. program who have a grade point average of at least 3.3, scored above the 60th percentile on the GRE, and

present evidence of research ability may apply to the Graduate Committee to enter directly into the Ph.D. program following completion of the baccalaureate degree. A separate application to the Ph.D. program must be made by students completing a master's degree, even if the degree is from Bowling Green State University. Within three semesters of entering the Department of Biological Sciences master's program at the University, a student may apply to enter the Ph.D. program.

**Admission Procedure**

Applicants seeking admission to the graduate programs in biological sciences should follow the instructions outlined in the "Graduate Admission" section of this catalog.

Applicants to the M.S. and Ph.D. programs should indicate their intended area of specialization and identify potential advisors to facilitate the application process.

**Degree Requirements*****Master of Arts in Teaching***

Degree requirements are listed under the heading of Master of Arts in Teaching in the "Degree Programs" section of this catalog.

***Master of Science***

Students may pursue the M.S. degree under one of two plans.

**Plan I:** Plan I is a thesis option recommended for students who intend to continue on to a Ph.D. program as well as students who want to pursue careers involving biological research. Students must complete at least 30 semester hours of graduate credit, including one hour of BIOL 7810, and three to six hours of BIOL 6990. The remainder of the student's course of study is designed, with the advice of the student's committee, to meet the student's particular needs and interests.

Candidates must complete an original research program and a thesis. Research is carried out with the help and supervision of a graduate faculty adviser designated by the student. The final oral examination covers both the contents of the thesis and general biological knowledge.

**Plan II:** Plan II is a non-thesis plan designed to meet the needs of students whose career goals do not require a research-oriented course of study. Candidates are required to complete 34 semester hours of graduate credit including one hour of BIOL 6020. The rest of the program is designed, with the advice of the student's committee, to meet the student's needs and interests.

In lieu of a thesis, students must complete both a paper based on either original research or a literature search and a comprehensive written examination. The final oral examination covers the student's written work as well as general biological knowledge.

### ***Doctor of Philosophy***

Students must complete at least 60 semester hours of graduate credit beyond the master's degree or 90 semester hours beyond the bachelor's degree. These hours must include at least 16 hours of BIOL 7990, Dissertation Research (no more than 30 are applicable to the degree), BIOL 6820, and at least one hour of 7810. The rest of the student's course of study is designed, with the advice of the student's doctoral committee, to meet the student's needs and interests.

Students must complete a preliminary written and oral examination covering general biological knowledge, usually by the end of the second year of study. Students then prepare a dissertation proposal, based on an independent research project that is acceptable to their doctoral committee. Students successfully completing these steps are considered to be candidates for the Ph.D. degree.

The candidate's research project is to be described and evaluated in the dissertation. The final oral examination consists of a defense of the dissertation and may cover related fields of study. Doctoral students are expected to submit a manuscript for publication before they graduate.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Biological Sciences use the prefix: BIOL.

## BUSINESS ADMINISTRATION

David Chatfield, Graduate Coordinator  
371 Business Administration Building  
Phone: 419-372-2488 or 800-247-8622  
Fax: 419-372-2875  
Email: [mba-info@bgsu.edu](mailto:mba-info@bgsu.edu)

### Degree Offered

Master of Business Administration

Bowling Green State University has offered the Master of Business Administration degree since 1966. The degree is accredited by AACSB International – The Association to Advance Collegiate Schools of Business. The mission of the College of Business Administration's Master of Business Administration degree is to be the premier M.B.A. degree in the region and one of the best in the nation, with a commitment to excellence and continuous improvement in graduate business education.

The Master of Business Administration degree prepares tomorrow's global leaders by involving students and faculty in the exploration of the significant challenges, opportunities, and problems facing organizations in both the private and public sectors. M.B.A. students at BGSU pursue integrative, continuously improving curricula that simultaneously challenge and stimulate. The integrative nature of the M.B.A. degree encourages students to observe the interdependent nature of organizational problems and to identify creative, comprehensive solutions. Apart from being highly relevant to the needs of organizations in the global economy, the degree helps students improve their teamwork, leadership, and critical thinking skills in a learning environment that fosters cross-cultural sensitivity and adherence to the highest ethical standards.

Individuals may pursue the M.B.A. degree through the full-time, Professional, or Executive program. The M.B.A. curriculum covers the following areas: accounting, economics, ethics and law, finance, information technology, international business management, leadership and change, quantitative methods, marketing, operations management, strategy design and implementation and electives.

### Admission Procedure

All three of the M.B.A. programs are designed for individuals with or without an undergraduate degree in business. The full-time program does not require professional experience as a condition of

admission. However, the Professional and Executive M.B.A. programs require three or more years of full-time professional or managerial experience for admission. The Graduate Management Admission Test (GMAT) is required for admission into all programs leading to the M.B.A. degree. Applicants who earned a prior graduate degree from a regionally accredited university are eligible for an exemption from the GMAT requirement based upon their academic performance in their programs, whether their programs required a standardized admission test, and their professional qualifications. Similarly, Executive MBA applicants with ten or more years of professional work experience, at least five years of full-time experience in a significant management capacity, and an undergraduate grade point average of at least 2.8 on a 4.0 scale may be eligible for an exemption from the GMAT. Please contact Graduate and Executive Programs in Business for more information on the GMAT waiver.

Applicants seeking admission to one of the three M.B.A. programs should follow the instructions outlined in the "Graduate Admission" section of this catalog. Application forms and instructions are available from Graduate & Executive Programs in Business or can be obtained from the M.B.A. website at [www.bgsumba.com](http://www.bgsumba.com). Applicants are reminded that the full-time M.B.A. program begins in late August. Applicants should contact Graduate and Executive Programs in Business for application deadlines and plan their application process accordingly.

### Degree Requirements

#### *Full-time and Professional M.B.A. Programs*

The full-time program serves individuals who plan to enroll in 12 or more graduate credit hours per semester. The full-time program requires 39 graduate credit hours of course work, and at least two graduate credit hours of professional development seminars. The 14 required courses and the professional seminars must be completed in a specific order. This format is designed to foster integration across the program and a strong learning community among the program's participants. Enrollment in the full-time program is limited, and students may enter the program only in the fall semester. Students can complete a general M.B.A. degree in 3 semesters or complete an M.B.A. degree with a specialization in 4 semesters of full-time study.

The Professional M.B.A. program serves individuals who must pursue their M.B.A. degrees as part-time students. Classes are offered Monday through Thursday evenings. The professional program requires 30-36 graduate credit hours, depending upon a student's previous academic background. Professional students are encouraged to take two courses per semester so they can

progress through the program lock-step with their cohort. At two courses per semester, the M.B.A. degree can be completed in as little as 23 months.

The full-time and professional programs share 12 required courses. The four foundation courses include ECON 6000, and MBA 6000, 6010, and 6030. The seven core courses include STAT 6010, MBA 6020, 6040, 6050, 6060, 6070, and 6080. The capstone course is MBA 6090. Full-time students are required to enroll in MBA 6100 - Challenges and Responses of the Global Firm and two credit hours of MBA 5830, Topics in Management. Professional students are not required to complete these two courses.

Both programs require that the foundation courses be completed before taking the core courses, with the exception of STAT 6010, which must be taken prior to MBA 6010. All core courses must be completed before taking the capstone course. The full-time M.B.A. program offers formal specializations in accounting and finance. The accounting specialization requires ACCT 3210, 5220, 5510, 5600, and 6410. Students are also required to complete one additional 5000-level accounting courses. A 6000-level accounting course may be used to fulfill the elective requirement of the specialization with the consent of the Director of Graduate Studies in Accounting. The finance specialization requires MBA 5510 and 5520, and two additional courses selected from MBA 5530, 5540, 5560, 5570, and 5590. Full-time M.B.A. students may select electives from other graduate offerings on campus or may combine their M.B.A. degrees with a second graduate degree. Interested students should contact Graduate and Executive Programs in Business for further information.

### ***Executive M.B.A. Program***

Bowling Green State University began offering an Executive M.B.A. program in 1977 making it the oldest in Ohio and among the 10 oldest in the United States. The EMBA program serves motivated and experienced managers who desire an opportunity to interact with other highly motivated and experienced professionals in an intensive learning environment. The Executive M.B.A. is a rigorous, accelerated program that requires eleven graduate courses: ECON 6000, MBA 6050, 6060, 6070, 6200, 6510, 6520, 6540, 6580, 6590, and 6620. The courses are offered in a "lockstep" format. Students attend class one weekend per month, except during the week-long international field trip. Classes meet on Friday, Saturday and Sunday from 8 a.m. - noon and 1 p.m.-5 p.m. The format promotes the development of a supportive learning community among the participants. Interested students should contact Graduate and Executive Programs in Business for further information.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> . Graduate courses required by Master Business Administration use the prefixes: ACCT, ECON, MBA, and STAT.

**BUSINESS/MARKETING EDUCATION**

Dawn Shinew, Director, School of Teaching and Learning  
 Frederick Polkinghorne, Graduate Coordinator  
 529 Education Building  
 Phone: 419-372-7320

**Degrees Offered**

Master of Education

**Graduate Faculty**

*Assistant Professor*  
 Frederick Polkinghorne, Ph.D.

The Master of Education in Business Education program is designed to qualify students for teaching positions at either the secondary or postsecondary level or for related positions in business and industry.

**Prerequisites for Graduate Work**

Prerequisites for the M.Ed. programs include a bachelor's degree from an accredited institution. For persons seeking licensure in integrated business or marketing education, applicants' transcripts are studied to identify deficiencies in preparation in professional education and in those areas for which licensure is desired. If there are deficiencies in the undergraduate preparation, the graduate coordinator prescribes additional course work to cover the area or areas.

**Admission Procedure**

Applicants seeking admission to the graduate programs offered by the School of Teaching and Learning should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Education in Business Education***

Plan I: Candidates must complete a total of 33 semester hours of graduate credit which includes the program core, one of the five program options, and thesis credit. Students must complete 15 hours in the program core (BUSE 5830, BUSE 6010, BUSE 6020, BUSE 6030, EDFI 6410) and 15 hours in one of the five program options listed below. The remaining three hours must be completed by enrolling in BUSE 6990, Thesis Research. Candidates under Plan I must complete a thesis under the direction of a graduate faculty advisor.

Plan II: Candidates must complete a total of 33 semester hours of graduate credit. A final written comprehensive examination is required. Students must complete the program core (BUSE 5830, BUSE 6010, BUSE 6020, BUSE 6030, EDFI 6410) and choose one of the program options listed below.

Students in both plans must complete one of the following program options:

1. Integrated Business or Marketing Education Licensure: follow approved teacher licensure check sheet;
2. Master Teacher in Business Education (12 hours): BUSE 5510, 5630, 5650, six hours in selected content area, and six hours of related graduate courses with graduate coordinator approval;
3. Master Teacher in Marketing Education (12 hours): BUSE 5510, 5630, 5650, six hours in selected content area, and six hours of related graduate courses with graduate coordinator approval;
4. Postsecondary Education (12 hours): BUSE 5510, 5630, 5650, 6 hours in selected content area and six hours of related graduate courses with graduate coordinator approval;
5. Computer Technology Endorsement Certificate (16 hours): EDTL 6310, 6320, 6330, 6350, 6360, 6390.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses in Business/Marketing Education use the prefix: BUSE.

**CHEMISTRY**

John Cable, Chair  
 R. Marshall Wilson, M.S., Graduate Coordinator  
 Nora R. Cassidy, Graduate Program Advisor  
 141 Overman Hall  
 Phone: 419-372-2033

**Degrees Offered**

Master of Science

**Graduate Faculty***Professors*

Arthur Brecher, Ph.D.; Felix Castellano, Ph.D.; Neocles Leontis, Ph.D.; H. Peter Lu, Ph.D.; Michael Y. Ogawa, Ph.D.

*Associate Professors*

Pavel Anzenbacher, Ph.D.; John Cable, Ph.D., Ksenija Glusac, Ph.D., Alexander Tamovsky, Ph.D.

*Assistant Professors*

Jeremy Klosterman, Ph.D.; Andrew Torelli, Ph.D.

*Research Professors*

Massimo Olivucci, Ph.D., R. Marshall Wilson, Ph.D.

The Master of Science in chemistry program offers thesis research opportunities in the traditional areas of organic, inorganic, analytical, physical, and biochemistry. Through the Center for Photochemical Sciences, the department also offers opportunities to combine the traditional disciplines with other sciences to explore basic and applied research problems in the photochemical sciences. The Center offers a Ph.D. program in Photochemical Sciences. See the "Photochemical Sciences" section for further information.

**Prerequisites to Graduate Work**

Completion of an undergraduate major in chemistry, as defined by the American Chemical Society, is desirable. Three years of chemistry, one year of college physics, and mathematics through calculus are required. Applicants from other undergraduate degree majors are considered for admission if they plan to specialize in biochemistry. Such applications are considered on an individual basis and enrollment in some undergraduate courses is sometimes necessary to attain prerequisites for graduate work.

**Admission Procedure**

Applicants seeking admission to graduate programs in chemistry should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Science***

All first-semester students must take orientation examinations in organic and physical chemistry just prior to their first registration. These are nationally standardized tests at a difficulty level similar to the final undergraduate examinations in each of these areas. The results are used to advise students in their initial course registration.

Students may pursue the M.S. degree under one of two plans.

*Plan I:* Candidates must complete a minimum of 30 semester hours of graduate credit and a thesis. The following courses (or their equivalents) are required: CHEM 5060; at least one course from CHEM 5420, 6140, 6180, and 6210. Students must complete four of the following six area choices, or have previously had their equivalent: (1) CHEM 5540 (Analytical); (2) CHEM 6140 or 6210 (Physical); (3) CHEM 5420 or 6180 (Organic); (4) CHEM 5630 or 6160 (Inorganic); (5) CHEM 5450 or 5470 (Biochemistry); and (6) approved courses in biological sciences, mathematics, or physics.

Two of the four areas must be completed with 6000-level courses. Students receive credit toward graduation for no more than six hours of CHEM 6990; two hours of CHEM 6810; two hours of CHEM 6820; two hours of CHEM 6900; and three hours of CHEM 6310-6360. Courses such as CHEM 6810, 6820, 6900, and 6940 include a wide range of topics and specialized training sessions in laboratory and instrumentation research techniques, thereby affording students opportunities to broaden their knowledge outside their chosen specialization area.

Candidates are required to pass a written examination in their major field of research specialization at least three months prior to submitting their thesis for approval. The written examination is waived for students whose grade point average is at least 3.3 in the courses from the area choices listed above completed at the time they first satisfy the four-area and two 6000-level course requirements. Candidates must complete a research project acceptable to their committee. This research is to be described and evaluated in the thesis.

Candidates must also pass an oral examination defending their thesis research and covering closely allied areas.

*Plan II:* Candidates must complete 33 semester hours of graduate credit and a written comprehensive examination. The following courses (or their equivalents) are required: CHEM 5060 and 6900; three of CHEM 5420, 5450, 5540, and 5630. Students who have taken equivalent courses as an undergraduate may not receive credit for these courses. Candidates must complete four of six area choices listed under Plan I.

Students must complete a minimum of 20 hours of chemistry course work, of which no more than two hours may be in CHEM 6810, no more than four hours in CHEM 6820, and no more than four hours in CHEM 6900. CHEM 6990 and CHEM 6310-6360 cannot be applied as credit towards the Plan II degree. Students must present two CHEM 6810 seminars.

Candidates must pass a written comprehensive examination covering the areas of chemistry included in their degree program not later than four weeks prior to the awarding of the degree.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> Graduate courses offered by the Department of Chemistry use the prefix CHEM.



**CLASSROOM TECHNOLOGY**

Dawn Shinew, Director, School of Teaching and Learning  
Savilla Banister, Graduate Coordinator  
Phone: 419-372-7320

**Degrees Offered**

Master of Education

**Graduate Faculty**

*Associate Professors*  
Savilla Banister, Ph.D.

*Assistant Professors*  
Lan Li, Ph.D

The Master of Education in Classroom Technology (MCT) is intended to educate leaders in the area of classroom technology and to provide an opportunity for teachers to use technology to enhance their students' learning. The program is focused on skills and content related to 21st century teaching and learning. In addition, graduates will be prepared to demonstrate leadership capabilities for local, state or national educational technology initiatives. Upon completion of the program, students with a current Ohio teaching license can apply to receive the Ohio endorsement in Computer Technology.

**Prerequisites for Graduate Work**

Prerequisites for the M.Ed. programs include a bachelor's degree from an accredited institution.

**Admission Procedure**

Applicants seeking admission to the graduate programs offered by the School of Teaching and Learning should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Education in Classroom Technology***

Candidates must complete a minimum of 34 semester hours of graduate credit. The following courses are required: EDTL 6310, EDTL 6320, EDTL 6330, EDTL 6340, EDTL 6350, EDTL 6360, EDTL 6390, EDTL 6150, EDTL 6180, EDFI 6420, EDFI 6450 (or EDFI 6410), & EDTL 6380. Students may apply for the Computer Endorsement from the Ohio Department of Education after completing the 16 hours of coursework identified for this credential.

In addition, the 34-hour masters degree offers additional coursework in dynamic media, online teaching and learning, and media/information literacy.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses associated with the degree in Classroom Technology use the prefix EDTL.

**COLLEGE STUDENT PERSONNEL**

Maureen E. Wilson, Chair/Graduate Coordinator  
330 Education Building  
Phone: 419-372-7382

**Degree Offered**

Master of Arts

**Graduate Faculty***Professors*

Kenneth Borland, Jr., Ed.D.; Carney Strange, Ph.D.

*Associate Professors*

Ellen M. Broido, Ed.D.; Michael D. Coomes, Ed.D.; Robert DeBard, Ed.D. (Emeritus); Carolyn Palmer, Ph.D. (Emeritus); Dafina L. Stewart, Ph.D., Maureen E. Wilson, Ph.D.

*Assistant Professors*

Nicholas A. Bowman, Ph.D.; Christina J. Lunceford, Ph.D.

The Master of Arts in College Student Personnel, offered by the Department of Higher Education and Student Affairs, is designed to prepare individuals for employment within the general area of student affairs and student development services in postsecondary education. Candidates are prepared as generalists and are qualified for positions in such areas as academic advising, admissions, orientation, residence life, student activities and organizations, career services, and alumni affairs. This program offers both rigorous academic preparation and extensive experiential learning opportunities. All students are required to successfully complete a two year internship, which they may complement with additional practicum experiences.

**Prerequisites to Graduate Work**

There is no specific undergraduate major required as a prerequisite for application for the college student personnel program. However, it is helpful for applicants to have completed some course work in the behavioral sciences, such as psychology or sociology. The quality of the applicant's undergraduate program, letters of recommendation, and employment or other such experiences within student affairs are important factors in determining the admissibility of an applicant to the program. Invited applicants must also interview successfully for an internship assignment before a recommendation is made to the Graduate College for regular admission to the program.

**Admission Procedure**

Applicants seeking admission to the graduate program in college student personnel should follow the instructions outlined in the "Graduate Admission" section of this catalog and should contact the college student personnel program directly for additional supplemental application materials.

**Degree Requirements*****Master of Arts***

The M.A. degree program allows some flexibility in planning based on the individual student's needs and goals. CSP courses emphasize the social, psychological, and philosophical foundations of student affairs practice in postsecondary institutions. Although most of the course requirements are met by offerings in the College of Education and Human Development, candidates are encouraged to take advantage of appropriate courses in the College of Arts and Sciences, the College of Technology, and the College of Business Administration.

The required 42 semester hours of graduate credit include a series of CSP core courses, one course each in statistics and research methodology, and additional courses from multidisciplinary sources in consultation with a department adviser. Students may select courses that provide concentrations in such areas as counseling or administration, or that focus on the needs of diverse student populations.

In addition to the requirement of the Graduate College to maintain a minimum 3.0 grade point average, a student must earn a minimum 3.0 grade point average in the CSP core courses plus an A or B in at least five of the six CSP core courses. If necessary, a core course may be retaken to meet this requirement. The CSP core courses are CSP 6010, 6020, 6030, 6035, 6040, and 6050. This policy is in effect for students admitted Summer 2011 or later.

Appointment to a required internship position is earned through a competitive interview process arranged by the CSP program. These internships include positions on the University campus and at nearby institutions.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by College Student Personnel use the prefix: CSP.

**COMMUNICATION SCIENCES & DISORDERS (CDIS)**

Lynne Hewitt, Chair  
 Alexander M. Goberman, Graduate Coordinator  
 200 Health Center  
 Phone: 419-372-2515

**Degrees Offered**

Master of Science; Doctor of Philosophy

**Graduate Faculty***Professors*

John Folkins, Ph.D.; Alexander M. Goberman, Ph.D.,  
 Ronald Scherer, Ph.D.,

*Associate Professors*

Tim Brackenbury, Ph.D.; Elizabeth I. Burroughs, Ph.D.; Roger  
 Colcord, Ph.D.; Lynne Hewitt, Ph.D..

*Assistant Professors*

Virginia Dubasik, Ph.D., Miriam Krause, Ph.D.; Ellyn Riley, Ph.D.,  
 Emily Rusnak, Ph.D.

The Department of Communication Sciences & Disorders offers programs leading to the degrees of Master of Science and Doctor of Philosophy. Specialization in speech-language pathology is available under the M.S. program. The M.S. program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association and meets the academic requirements of the Association's Certificate of Clinical Competence as well as the requirements of licensure from the State of Ohio.

**Prerequisites to Graduate Work**

Admission to the M.S. program usually requires 45 quarter hours or 30 semester hours of undergraduate work in communication disorders. Applicants may be permitted to substitute certain undergraduate credits in biology, english, and psychology for communication sciences and disorders credits. Applicants with undergraduate majors in fields other than communication sciences and disorders will be considered for admission on an individual basis. The graduate coordinator will review the records of all applicants to determine whether prerequisites have been completed. Applications from students with substantial deficits in required prerequisites cannot be considered until the necessary courses have been completed or shown to be in progress.

**Admission Procedure**

Applicants seeking admission to the graduate programs in CDIS should follow the instructions outlined in the "Graduate Admission" section of this catalog. Also be sure to consult the department's web page for specific departmental requirements, at [www.bgsu.edu/departments/cdis/page30775.html](http://www.bgsu.edu/departments/cdis/page30775.html).

**Degree Requirements*****Master of Science***

Students may pursue the M.S. degree under one of two plans: Plan I: Candidates must complete a minimum of 51 semester hours of graduate course work, which must include a basic course in statistics and at least three hours of thesis research. Prior to pursuing a thesis topic, a CDIS student must attain a 3.0 GPA in CDIS courses, as well as demonstrate adequate clinical performance.

Plan II: Candidates must complete a minimum of 51 semester hours of graduate course work.

In both Plan I and Plan II, details of expected course sequences in CDIS may be obtained from the CDIS graduate coordinator and are found in the department's Master's Degree Handbook.

The final examination for students under both plans is the national examination in Speech-Language Pathology (PRAXIS). This test is administered by the NTE and can only be taken after all required academic work is completed. Therefore, this examination is usually taken during a student's last semester of study (during their final externship). Students who present a thesis also undergo an oral final examination in addition to the national examination.

***Doctor of Philosophy***

The doctoral program requires a minimum of 60 semester hours beyond the master's degree or 90 semester hours beyond the bachelor's degree, including dissertation credit; successful completion of a written and oral preliminary examination related to the student's program of study; and completion of the appropriate language option. Students must write a dissertation that is an appropriate culmination of their program of study and pass a final oral examination over the dissertation. Details of expected course sequences and dissertation directions may be obtained from the CDIS graduate coordinator.

**Doctoral Bridge Program**

For highly qualified applicants, the option exists to pursue a clinical master's concurrently while preparing to continue into the doctoral program. Contact the Graduate Coordinator for further information about this program.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Communication Sciences and Disorders use the prefix: CDIS. A typical Master's Program Sequence of Classes may be found on the website at <http://www.bgsu.edu/departments/cdis/page36495.html>.

**COMPUTER SCIENCE**

Venu Dasigi, Chair  
Joseph Chao, Graduate Coordinator  
221 Hayes Hall  
Phone: 419-372-2337

**Degree Offered**

Master of Science

**Graduate Faculty***Professors*

Raymon Kresman, Ph.D.; Hassan Rajaei, Ph.D.

*Associate Professors*

Julie Barnes, Ph.D.; Joseph Chao, Ph.D.; Guy Zimmerman, Ph.D.

*Assistant Professors*

Jake Lee, Ph.D.

The Department of Computer Science offers the Master of Science degree. The M.S. program provides educational opportunities in a wide range of fields of computer science.

Students who wish may select a specialization in parallel and distributed computing or software engineering. The parallel and distributed computing specialization is designed for students interested in the design, analysis and use of integrated, distributed information processing systems. It includes intensive studies on principles of computer networking, client-server computing, high performance computer architectures, centralized and decentralized operating systems, and creation/visualization of data objects over the network.

The software engineering specialization is designed for students who want a focused study of software engineering. The program provides intensive studies in the software lifecycle, software development methodologies, formal models of software engineering, human-computer interaction, and database management.

**Prerequisites to Graduate Work**

Applicants should have a background in computer science equivalent to that provided by the core undergraduate curriculum. Prerequisites may be satisfied by courses taken as an undergraduate, by remedial course work taken while a graduate student, or by substantial practical experience in the computing

field. Additional courses in mathematics and statistics are also desirable. Deficiencies in mathematics may be made up at the beginning of graduate study.

**Admission Procedure**

Applicants seeking admission to the M.S. program in computer science should follow the instructions outlined in the "Graduate Admission" section of this catalog. Those desiring an assistantship should provide a professional résumé as part of the application materials.

**Degree Requirements*****Master of Science***

Candidates must complete a total of 33 hours of graduate course work, including 15 hours of regular computer science course work at the 6000 level, three hours of either CS 6910 or CS 6990, and 15 additional hours of course work. These additional hours may include computer science course work at the 5000 or 6000 level. Students in Plan II, and students in Plan I with no more than three hours of credit for CS 6990, may include up to three hours chosen from the following: CS 5850, CS 5890, or approved graduate courses in other departments. Candidates must maintain a 3.0 grade point average overall, as well as a 3.0 grade point average in computer science courses. Students may pursue the M.S. degree under one of two plans.

**Plan I:** Candidates must prepare a formal thesis while enrolled in CS 6990 for at least three hours. No more than six hours of CS 6990 may be included in the required total of 33 semester hours of graduate credit. The thesis must be defended at an open meeting. Enrollment in CS 6990 is restricted to students who have completed at least 18 hours of course work and have an overall grade point average of 3.5 or better.

**Plan II:** Candidates must complete a project while enrolled in CS 6910 for at least three hours. No more than three hours of CS 6910 may be included in the required total of 33 hours. Enrollment in CS 6910 is restricted to students who have completed at least 18 hours of course work and who have an overall grade point average of 3.0 or better. Plan II students are required to develop a written report as part of the CS 6910 project. The project must be presented at an open meeting and evaluated by the project supervisor and by one additional CS faculty member.

All students completing a specialization must satisfy the course requirements shown below. Other students are required to complete CS 5050 and CS 6120.

**Requirements for Optional Specializations**

*Parallel and Distributed Computing:* The following courses are required of students specializing in parallel and distributed computing: (1) CS 5050, 5170, 5290, 6120, 6290; (2) either CS 6070 or CS 6150; (3) a thesis (CS 6990) under Plan I or a graduate project (CS 6910) under Plan II.

*Software Engineering:* The following courses are required of students specializing in software engineering: (1) CS 5050, 5640, 6120, 6640; (2) two of CS 5250, 5620, 6150, 6250, 6650; (3) a thesis (CS 6990) under Plan I or a graduate project (CS 6910) under Plan II.

**Requirements for the Dual Master's Degree**

A student may design a program of study incorporating computer science and another graduate discipline, leading to the simultaneous award of two master's degrees. This option requires simultaneous admission into the two programs, and is not open to students already pursuing a graduate degree at BGSU. The Graduate College requires a program of study of at least 50 hours for the two degrees, including a maximum of six hours of thesis and no more than eight hours of independent study, readings, and special program registrations. The Department of Computer Science requires that all dual degree students complete a thesis. No CS specializations are available to the student in a dual degree program. The CS requirements for the dual degree program are as follows:

- 12 hours of regular computer science course work at the 6000 level, including CS 6120
- 6 hours of thesis research, either CS 6990 or the equivalent course in the other program
- 12 additional hours of computer science course work at the 5000 or 6000 level, including CS 5050. These hours may **not** include CS 5850 or CS 5890.

The thesis topic should demonstrate the effective integration of the two fields. The thesis developed satisfies the thesis requirement for both degrees. Enrollment in thesis research is restricted to students who have completed at least 18 hours of course work. The thesis committee must include two computer science faculty and two faculty from the other program.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> Graduate courses offered by the Department of Computer Science use the prefix: CS.

**CRIMINAL JUSTICE**

Steven Lab, Chair  
 Melissa Burek, Graduate Coordinator  
 223 Health Center  
 Phone: 419-372-0373

**Degree Offered**

Master of Science in Criminal Justice (MSCJ)

**Graduate Faculty**

*Professor*  
 Steven Lab, Ph.D.

*Associate Professors*

Michael Buerger, Ph.D.; Melissa Burek, Ph.D.; Christopher Dunn, Ph.D.; John Liederbach, Ph.D.

*Assistant Professors*

Christine Englebrecht, Ph.D.; Philip Stinson, JD, Ph.D.; Adam Watkins, Ph.D.

The Master of Science in Criminal Justice (M.S.C.J.) program offers educational opportunities for professionals who seek a broader understanding of the criminal justice process and the link between research and policy. The M.S.C.J. program also serves those seeking additional credentials for promotion and career enhancement, students interested in pursuing doctoral work in criminal justice, and those in allied fields who are interested in criminal justice issues or careers.

**Prerequisites to Graduate Work**

As a general rule, students admitted to the program will hold an undergraduate degree in criminal justice, criminology, or other closely related field. Individuals who possess an undergraduate degree in other academic fields will be considered for admission to the M.S.C.J. program if they have experience as employees in the criminal justice fields, or demonstrate other qualifications and interest pertinent to the course of study.

Specific admission criteria for all regular-status students include (1) a minimum undergraduate GPA of 3.0 (on a 4.0 scale), (2) three letters of recommendation, (3) a written statement of interest and expectations, and (4) official scores on the Graduate Record Examination (GRE)\*. For students whose native language is not English, an additional requirement is official Test of English as a Foreign Language (TOEFL) scores.

GPA: An applicant whose undergraduate GPA is below 3.0 may be considered for "conditional admission" status on the strength of other criteria. Students admitted conditionally must achieve an overall

graduate GPA of 3.0 for their first 12 credit hours of graduate study. Failure to do so will result in dismissal from the program.

Letters of Recommendation: Letters of recommendation should be addressed to the Coordinator of the Graduate Program. Letters should be from individuals who have knowledge of the applicant's qualifications and ability to successfully complete graduate study. Typically, letters are written by the applicant's undergraduate professors, or by supervisors or colleagues who hold graduate degrees themselves.

Written Statement: The written statement is a short piece of writing (from one to three pages) that states the applicant's reasons for wanting to study Criminal Justice at Bowling Green State University, future goals, and any relevant professional preparation, where applicable.

GRE Scores\*: Applicants who meet ONE of the following criteria will not be required to take the GRE:

1. 1. GPA of 3.0 in the last 60 semester hours of undergraduate study
2. 2. Overall undergraduate GPA of 2.75
3. 3. 2.5 GPA in the last 60 semester hours of undergraduate study AND
4. 4. years or more of work experience in criminal justice or related field
5. 4. 3.0 GPA in 9 credit hours of graduate credit

For applicants who do not meet any of the above criteria, a GRE combined score of 900 on the Verbal and Quantitative sections will be required for acceptance into the MSCJ program.

**Degree Requirements*****Master of Science in Criminal Justice***

Candidates must complete a total of 33 hours of graduate course work, and may elect to complete the degree by writing either a comprehensive examination or a master's thesis.

Plan I: The thesis option is a major project of original research, conducted under the supervision of the student's major advisor. Students electing this option must register for no fewer than three, nor more than six, credit hours of thesis research as part of their degree program.

Plan II: The comprehensive exam option is designed to allow full-time students to complete their degree within a 12-month school year, if attending full time, or within two years if attending part time.

The program can also accommodate students whose professional careers require more individualized timetables within university rules. Regardless of the calendar of study, all degrees must be completed

either by passing the comprehensive exams or completing a thesis project.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> . Graduate courses offered by the Criminal Justice program use the prefix: CRJU.



## CURRICULUM AND TEACHING

Dawn Shinew, Director, School of Teaching and Learning  
Tracy Huziak-Clark, Graduate Coordinator  
Phone: 419-372-7320

### Degrees Offered

Master of Education

### Graduate Faculty

*Professor*

Jodi Haney, Ph.D.

*Associate Professors*

Lena Ballone Duran, Ph.D.; Tracy Huziak Clark, Ph.D.; Gabriel Matney, Ph.D.; Timothy Murnen, Ph.D.; Nancy Patterson, Ph.D.; Sharon Subreeduth, Ph.D.; Eric Worch, Ph.D.

*Assistant Professors*

Jonathan Bostic, Ph.D.; Brigid Burke, Ph.D.

The Master of Education in Curriculum and Teaching is designed to provide teachers possessing a bachelor's degree and licensure (certification) with the opportunity to enhance their understanding of curriculum theory, design and development, and their skill as effective classroom teachers.

### Prerequisites for Graduate Work

Prerequisites for the M.Ed. programs include a bachelor's degree from an accredited institution.

### Admission Procedure

Applicants seeking admission to the graduate programs offered by the School of Teaching and Learning should follow the instructions outlined in the "Graduate Admission" section of this catalog.

### Degree Requirements

#### ***Master of Education in Curriculum and Teaching***

Candidates must complete a minimum of 33 semester hours of graduate work approved by the graduate coordinator.

Required Core Courses:

Professional core courses include: EDTL 6110, EDTL 6120, EDTL 6500, EDTL 6770 and EDTL 7100. Candidates select one course among the following: EDFI 6270, EDFI 6710, EDFI 6730, EDFI 6770.

The research core include: EDTL 6530, either EDFI 6410 or EDFI 6450, and either EDCI 6910 or EDTL 6990. Electives are selected in collaboration with advisor.

Under both programs, students pursue the M.Ed. degree under one of two plans.

Plan I: Candidates must prepare a thesis and complete an oral examination conducted by members of the thesis committee.

Plan II: Candidates must complete a written comprehensive research paper or classroom-based project before the completion of the course work for the degree.

### Graduate Courses

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses associated with the Curriculum and Teaching program use the prefix EDTL.

**ECONOMICS**

Mary Ellen Benedict, Chair  
 Peter VanderHart, Graduate Coordinator  
 3002 Business Administration Building  
 Phone: 419-372-2646

**Degree Offered**

Master of Arts

**Graduate Faculty***Professors*

Mary Ellen Benedict, Ph.D.; M. Neil Browne, Ph.D.; Kyoo Kim, Ph.D.; Peter VanderHart, Ph.D.

*Associate Professors*

Michael Carroll, Ph.D.; Kevin Quinn, Ph.D.;

*Assistant Professors*

Kenju Kamei, Ph.D.; Zheng Zeng, Ph.D.

The goal of the Master of Arts in Economics program is to prepare students for careers in business or government, or for further graduate study in economics. The program is designed to train students to function as professional economists and economic analysts in the corporate, government, and academic sectors.

**Prerequisites to Graduate Work**

Prerequisites include a minimum of 18 semester hours of undergraduate study in economics courses, including courses in introductory economics, intermediate theory, and statistics; or in courses in cognate fields wherever such courses are determined to be appropriate. Applicants should have at least one semester of calculus before beginning graduate studies in economics. Applicants who do not have the prerequisite background may be admitted. Such students may be required to make up deficiencies as a condition of admission and are encouraged to enroll at the University during the summer preceding their first fall semester to repair deficiencies.

**Advanced Undergraduate Status**

Students in an undergraduate Economics program at BGSU may wish to consider taking graduate level classes by obtaining advanced undergraduate status. This classification would allow students to enroll in graduate courses while an undergraduate, and then, if appropriate, petition to have some of these courses count towards their graduate degree. Please see the relevant sections

earlier in this catalog for the applicable general policies. The Economics graduate program limits the number of credits that can be counted in this way to 6. Students considering this option are strongly advised to consult with their undergraduate advisor and the graduate coordinator prior to making plans.

**Admission Procedure**

Applicants seeking admission to the M.A. in economics program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Note that the GRE or the GMAT are accepted for admission for the MA in Economics.

**Degree Requirements****Master of Arts**

Candidates are required to earn a minimum of 30 semester hours of graduate credit, of which at least 18 hours must be at the 6000 level. Depending on the student's needs, the student may pursue the M.A. degree under one of two plans.

Plan I: Candidates must complete a thesis and a written and/or oral examination over the thesis and must pass the theory comprehensive examination.

Plan II: Candidates must complete a significant oral presentation based on work done in one of their policy evaluation) of classes (Econ 6070, 6190, or 6710), and pass the comprehensive examination.

The following course work is required for both Plan I and Plan II: ECON 5020, 5730, 6070, 6100, 6110, 6190, and 6710. A minimum of nine credits of elective courses must be taken in economics or in fields such as public administration, business administration, mathematics, statistics, or in such allied social sciences as geography, history, political science, psychology, or sociology. At least three of the elective credits must be earned at the 6000 level.

Courses in fields such as statistics, business administration, finance, management, public administration, geography, and others may be incorporated into the interdisciplinary program.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Economics use the prefix: ECON.

**Educational Foundations, Leadership and Policy (EFLP)**

Margaret Zoller Booth, School Director  
550 Education Building  
Phone: 419-372-0451

**Degrees offered:**

Leadership Studies (Ed.D); Master of Education (M.Ed.)  
Educational Administration and Supervision; Specialist in  
Education (Ed.S.) in Educational Administration and Supervision,  
Cross-Cultural and International Education (M.A)

**Certificates offered:**

Building-level Leadership Certificate; District-level Leadership  
Certificate

**Graduate Faculty***Professors*

Margaret Z. Booth, Ph.D., Brad Colwell, J.D., Ph.D., Daniel Fasko,  
Ph.D.; Patricia Kubow, Ph.D.; Rachel Vannatta Reinhart, Ph.D.

*Associate Professors*

Mark Earley, Ph.D.; Sherri Horner, Ph.D.; Paul Johnson, Ph.D.,  
Julia Matuga, Ph.D., Judy Jackson May, Ph.D., Patrick Pauken,  
J.D., Ph.D., Judith Zimmerman, Ph.D.

*Assistant Professors*

Sarah Abercrombie, Ph.D., Hyeyoung Bang, Ph.D., Bruce Collet,  
Ph.D.; Christopher Frey, Ph.D., W. Kyle Ingle, Ph.D., Paul  
Johnson, Ph.D., Toni Sondergeld, Ph.D.

*Instructors*

Eric Myers, Ed.D. (Licensure Officer)

**Educational Administration and Supervision (EDAS)** is a program within the School of Educational Foundations, Leadership and Policy (EFLP) in the College of Education and Human Development at Bowling Green State University. Students may choose from two graduate degree programs (M.Ed., Ed.S.) and two certificate programs that lead to seek administrative licensure:

- Master of Education (M.Ed.) in Educational Administration and Supervision
- Specialist in Education (Ed.S.) in Educational Administration and Supervision
- Building-level Leadership Certificate
- District Level Leadership Certificate

These programs are offered both on-campus and off-campus. Students seeking the M.Ed. in Educational Administration and Supervision and/or administrative licensure at the building level through an off-campus program, participate in the Principal Cohort Leadership Academy (PCLA). Students interested in the Specialist degree in Educational Administration and Supervision and/or district-level administrative licensure participate in the Superintendent Cohort Leadership Academy (SCLA).

The mission of our programs is to advance the understanding and practice of artistic, insightful, inventive, and ethical leadership in educational settings to contribute to and share the benefits of a just, caring, and democratic society. In keeping with this mission, the goal of the graduate programs is to develop effective leaders with the knowledge, skills, and attitudes for helping to build learning communities within a culturally diverse society. We are committed to enhancing students' knowledge, capability, skill, vision, and perspective of educational leadership as well as providing additional insight into each individual's role in transforming educational organizations and communities.

The design of the graduate programs is based upon the belief that individuals learn to become effective leaders through a developmental process which includes inquiry, practice, and personal reflection. More than that, however, such leadership requires an integration of such knowledge into a multi-dimensional leadership perspective, which enables the exercise of a high level of personal artistry and integrity in dealing with the challenges, ambiguities, and paradoxes which characterize educational organizations. This process is one to which the Educational Administration & Leadership Studies programs contribute, but the process itself continues throughout the career of the individual as he or she constructs personal meaning from new learning. Additionally as an institutional member of the University Council for Educational Administration (UCEA - <http://www.ucea.org/>), we strive to uphold their mission of improving the preparation of educational leaders and promoting the development of professional knowledge in school improvement and administration as well.

If you have any questions regarding the M.Ed., please contact Dr. W. Kyle Ingle, Program Coordinator, 419-372-7313, [wingle@bgsu.edu](mailto:wingle@bgsu.edu)

Questions regarding the Ed.S. should be directed to Dr. Judy Jackson May, Program Coordinator, 419-372-7373, [judyjac@bgsu.edu](mailto:judyjac@bgsu.edu).

Please visit <http://www.bgsu.edu/colleges/edhd/eflp/edas/> for degree requirements.

**Leadership Studies** is a multi-disciplinary terminal degree offered by the School of Educational Foundations, Leadership and Policy (EFLP) in the College of Education and Human Development at Bowling Green State University. It is a post-master's program designed to engage professional individuals in a rigorous process of inquiry, research, practice, and reflection. Individuals entering this program are typically individuals who hold master's degrees in academic disciplines, have several years of successful professional/leadership experience, and are interested in preparing themselves for leadership roles in educational settings, faculty positions in colleges or universities, or leadership positions in businesses, human resource institutions and other organizations. The primary aim of the Doctoral Program in Leadership Studies is to exercise robust leadership that will enhance the effectiveness of organizations dependent on strong, transformative leadership, such as schools, human resource institutions, and colleges and universities, enabling the attainment of specific goals and objectives as well as remaining competitive in a global society.

Students in the program come from a wide variety of professional fields, including elementary and secondary education, higher education, business, law, law enforcement, government, medicine, nursing, healthcare, psychology, and social work. The students in the Leadership Studies program enroll in cohorts, on either a three-year full-time basis, or a four-year part-time basis. Questions regarding the Ed. D. should be directed to Dr. Judy Jackson May, Program Coordinator, 419-372-7373, [judyjac@bgsu.edu](mailto:judyjac@bgsu.edu).

Please visit <http://www.bgsu.edu/colleges/edhd/eflp/leadership/> for degree requirements.

**Educational Foundations and Inquiry (EDFI)** is an interdisciplinary program of the **School of Educational Foundations, Leadership and Policy (EFLP)**. EDFI provides an array of foundational courses to degree programs in teacher education, special education, counseling and psychological services, higher education, and educational leadership. The program has developed common expectations for all its undergraduate and graduate courses.

**EDFI consists of three distinct academic areas** and one field experience program:

- Educational Psychology (Drs. Bang, Booth, Fasko, Horner, Matuga)

- Assessment, Research and Statistics (Drs. Abercrombie, Earley, Reinhart, Sondergeld)
- Social Foundations of Education (Drs. Collet, Frey, & Kubow)
- Help-a-child Field Experience Program (Judy Zorbach)

Please visit <http://www.bgsu.edu/colleges/edhd/eflp/edfi/> for degree requirements.

**MASTER OF ARTS IN CROSS-CULTURAL AND INTERNATIONAL EDUCATION (MACIE)** is an established graduate program at BGSU in the School of Educational Foundations, Leadership and Policy (EFLP).

MACIE prepares professional educators to be effective leaders in the internationalization of schools and communities and to be positive facilitators of cross-cultural understanding. The focus of this degree program is to prepare global educators who are able to lead in internationalizing curriculum, foster international educational partnerships, and infuse education policy and practice with cross-cultural awareness. We define cross-cultural and international education as the examination of education from diverse perspectives in international, transnational, and global contexts.

MACIE connects cultural and international understanding with educational theory and practice through a unique combination of courses from several disciplines at BGSU. MACIE students apply this academic foundation to a practical cross-cultural/ international internship experience. Students have participated in a variety of internships in formal and non-formal settings, including international sites in China, South Africa, Vietnam and Belize, and domestically with Indigenous students in Alaska as well as Mexican migrant populations in Ohio. Students complete the MACIE program with comprehensive exams or a master's thesis. MACIE is also a Paul D. Coverdell Peace Corps Fellows program, and has admitted over two dozen returned Peace Corps volunteers since 2008.

Visit <http://www.bgsu.edu/colleges/edhd/eflp/macie/index.html> for degree requirements and contact information.

**ENGLISH**

Kristine Blair, Chair  
 Jude Edminster, Graduate Coordinator  
 Lawrence Coates, Director - Creative Writing  
 Kristine Blair, Director – Rhetoric and Writing  
 211 East Hall  
 Phone: 419-372-6864

**Degrees Offered**

Graduate Certificate; Master of Arts; Master of Fine Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

Ellen Berry, Ph.D.; Kristine Blair, Ph.D.; William Coggin, Ph.D.;  
 Bruce L. Edwards, Ph.D.; Richard Gebhardt, Ph.D.; Wendell Mayo,  
 Ph.D.; Simon Morgan-Russell, Ph.D.; Sharona Muir, Ph.D.; Vivian  
 Patraka, Ph.D.

*Associate Professors*

Sue Carter, Ph.D.; Lawrence Coates, Ph.D.; Jude Edminster,  
 Ph.D.; Gary Heba, Ph.D.; Erin Labbie, Ph.D.; Piya Pal-Lapinski,  
 Ph.D.; Larissa Szporluk, M.F.A.; Sheri Wells-Jensen, Ph.D.

*Assistant Professors*

William Albertini, Ph.D.; Kimberly Coates, Ph.D.; Stephanie  
 Gearhart, Ph.D.; Lance Massey, Ph.D.; Lee Nickoson-Massey,  
 Ph.D.; Jolie Sheffer, Ph.D.; Maisha Wester, Ph.D.

The Department of English offers programs leading to the degrees of Master of Arts, Master of Fine Arts, and Doctor of Philosophy. Specializations available in the Master of Arts program include Literary and Textual Studies, Professional Writing and Rhetoric, and English Language Arts Teaching (online). The Master of Fine Arts in Creative Writing program offers the specializations of poetry and fiction. For more information, see "Master of Fine Arts" in the Degree Programs section of this catalog. The certificate program is in International Scientific and Technical Communication.

The Master of Arts-Plan I program is a thesis option designed primarily for students expecting to pursue a Ph.D. degree. The Master of Arts-Plan II program is a flexible, non-thesis option in which individuals may design their own professional or personal enrichment programs.

The central objective of the doctoral program in English is to recruit and equip women and men with a broad range of skills whose interests in English studies move them to seek careers as teacher-scholars at a variety of institutions in higher education. To that end, the doctoral program in English seeks to recruit students, including those with literature backgrounds and interests, for our nationally-known rhetoric and composition program. This program emphasizes rhetoric and composition as its core curriculum and provides students with a thoroughgoing foundation in rhetorical theory and history, composition pedagogy, research methods, electronic-mediated communication, and scholarly publishing. It also allows students to augment these core requirements with additional courses in composition studies or with course work in other areas. For instance, students are encouraged to develop a four-course concentration in another area within the department (e.g., literature, critical theory, scientific and technical communication, or creative writing) or in another of the University's interdisciplinary programs.

**Prerequisites to Graduate Work**

Admission to the M.F.A.-creative writing program is based primarily on the evaluation of sample manuscripts submitted to the creative writing program at the time of application. The MA program in Literary and Textual studies evaluates applicants based on strong writing samples demonstrating critical analysis and research skills, among other criteria.

Usually, students begin the Ph.D. program after completing a master's degree; well-prepared and motivated applicants with only baccalaureate degrees may apply for admission into a "continuing" Ph.D. program which leads directly to the Ph.D. without the intermediate step of the M.A. Such candidates do not prepare theses but qualify instead by a portfolio assessment mid-way through the second year of the program.

**Admission Procedure**

Applicants seeking admission to the graduate programs in English should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants to all programs must submit a 10-15 page research writing sample. Applicants also seeking funding must complete a separate assistantship application form available from the Graduate Secretary of the Department of English. Funding is increasingly competitive and applicants should apply as early as possible to insure their consideration. No funding applications will be considered after the annual February 15 deadline for fall admission.

The GRE Literature in English Subject Test is not required. The GRE General Test is required with two exceptions: Applicants for the Ph.D. who hold or are completing graduate degrees from accredited universities in the United States and Canada are not required to take the GRE; Applicants for the M.A. in English Language Arts Teaching (online) who have passed a relevant Praxis exam (0041 or 0049) are not required to take the GRE. Applicants to the M.F.A. program must submit a portfolio of writing, minimum 20 pages, maximum 30 pages of fiction or poetry. Portfolios should be sent to: Director, Creative Writing Program, Department of English, BGSU, Bowling Green, Ohio 43403, before February 1 prior to the fall semester students wish to enter the program.

### Degree Requirements

#### **Master of Arts**

Plan I: Candidates must complete a minimum of 33 semester hours of graduate credit including at least 24 hours in English course work (excluding ENG 6020). Requirements include:

1. ENG 6010 and ENG 6070 or equivalent;
2. Four or more 6000- or 7000-level English courses. Includes (but not limited to) the following courses: ENG 5700/5800, Topics in British/American Literature; ENG 6800, Seminar in British Cultural Studies; ENG 6750/6800, Seminar in American Cultural Studies; ENG 7060/7070, Advanced Theory Seminar/Topics;
3. Up to four courses outside the Program (12 hours): Includes (but not limited to) courses in Philosophy, Romance Languages, GRAL, Ethnic Studies, American Culture Studies, Communications, History, etc.
4. an approved thesis (three to six hours of ENG 6990) and an oral examination given by the candidate's thesis committee based on the thesis; and
5. ENG 6020, for graduate assistants.

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit including 21 hours of English course work (excluding ENG 6020). Requirements include:

#### Option A

- ENG 6070 and ENG 6150 or equivalent;
- a professional concentration of four courses, with no more than two in English;
- completion of a portfolio of work that includes an extensive annotated bibliography in the field of

concentration and representative seminar papers (ENG 6910); and

- ENG 6020, for graduate assistants.

#### Option B - The MA II Degree, English Language Arts Teaching (online)

Designed for middle and secondary school teachers, this totally online track for the MA II provides a combination of courses in language, literature, and writing, as well as the teaching of writing and of literature.

#### Required Courses (15 credit hours)

- English 6040, Graduate Writing
- English 6070, Theories of Literary Criticism
- English 6090, The Teaching of Literature
- English 6150, Modern English Linguistics
- English 6200, The Teaching of Writing

#### Electives (15 credit hours) from such courses as

- English 6400, Technical Writing
- English 6420, Technical Editing
- English 6430, Ethics in Technical Communication
- English 6800, Topics in English
- English 7800, Topics in Rhetoric and Writing (online course offerings relevant to target audience include Grammar in the Context of Writing, Online Learning for English Educators)
- English 6840/6850: Directed Readings.

Up to 12 hours of these elective courses, if available online, may be taken from outside the English Department and may count toward the degree; students are encouraged to meet or correspond with the English Graduate Coordinator to determine options.

Note: Students who are geographically close enough to do so may substitute face-to-face versions of these courses if they choose to do so. Any such substitutions should be cleared with the graduate coordinator before enrolling.

#### Capstone Experience (3 credit hours)

- English 6910: MA Plan II Portfolio.

#### Option C – The MA Degree, Professional Writing and Rhetoric

Designed to prepare students for successful employment as writers, editors, and writing instructors in various industries and

institutions, including business, technology, science, and two-year colleges, this track for the MA II degree provides a combination of courses in rhetoric, writing, and the teaching of writing while allowing students flexibility of selecting focus on Rhetoric and Writing, or a focus on Scientific and Technical Communication.

#### Required Courses

- English 6050: Visual Rhetoric
- English 6200: The Teaching of Writing
- English 6210: Intro to Rhetoric
- English 6400: Technical Writing
- English 6410: Research in Technical Writing

#### Electives (15 credit hours)

- English 5860: Writing Process for Online Documents
- English 6420: Technical Editing
- English 6430: Ethics in Technical Communication
- English 6450: Science Writing
- English 6800/7800: Topics in English
- English 7280: Computer-Mediated Writing Theory and Practice
- English 7800: Topics in Rhetoric and Writing (permission of instructor)

#### Capstone Experience (3 credit hours)

- Either:
- English 6910: MA II Portfolio
- English 6890: In-Service Internship

#### **Master of Fine Arts**

The two-year M.F.A. program consists of a minimum of 40 semester hours of graduate credit. Requirements include:

1. 12 hours of ENG 6320, Graduate Writers' Workshop, in the area of specialization;
2. three hours of techniques in the area of specialization;
3. six hours of thesis credit;
4. three hours of desktop publishing;
5. three hours of ENG 6370, Pedagogy of Creative Writing;
6. six hours in either recommended courses or electives;
7. three hours of advanced workshop, in the area of specialization.

Total hour requirements may be reduced for outstanding students who are able to apply credit from previous graduate work. However, transfer of hours must be approved prior to enrollment. In all cases, students must take at least 30 hours in residence with a minimum of one workshop per semester in the area of specialization. All students must complete 30 semester hours of graduate work after being accepted into the M.F.A. program in addition to any work done in other programs at the University. For more information, see "Master of Fine Arts" in the Degree Programs section of this catalog.

#### **Doctor of Philosophy**

Students must complete a total of 90 semester hours of graduate credit, of which a maximum of 30 hours may be transferred from a master's degree in English. General requirements for the Ph.D. include:

1. a minimum of 33 hours of graduate course work beyond the M.A., of which at least 24 hours must be in 6000- and 7000-level courses;
2. satisfactory completion of preliminary examinations, including the oral examination; up to six hours of credit for ENG 7980, Study for Prelims, may count toward the 90 hours required for graduation;
3. an approved dissertation graduate lecture, dissertation text, and dissertation defense. A minimum of 16 hours of ENG 7990, Dissertation Research, must be accumulated in the candidate's degree program. A maximum of 21 hours of ENG 7990 may count toward the 90 hours required for graduation; and
4. demonstrated advanced competence in a foreign language, computer language, or American Sign Language.
5. Candidacy for the Ph.D. begins after successful completion of the preliminary examinations and approval of the student's dissertation plan following the required graduate lecture. Candidacy is completed when the dissertation is approved by the student's dissertation committee, the department, and the Graduate College. Details regarding the preliminary examinations and the dissertation process are available from the department.

#### **Graduate Certificate Program**

The English Department offers a graduate certificate program in International Scientific and Technical Communication (ISTC). The ISTC program may be pursued either online or on campus and may be pursued only for the certificate or as part of an MA II track.

Some programs outside of the English Department may accept this certificate as part of their graduate degree program—students should discuss whether this is possible with the appropriate program's graduate coordinator. The course schedule will allow students to complete the certificate program in one year.

***Graduate Certificate Program in International Scientific and Technical Communication (available online)***

Required Courses (12 credit hours)

- ENG 6400 Technical Writing Online
- ENG 6410 Research and Resources in Technical Communication Online
- ENG 6420 Technical Editing Online
- ENG 6430 Ethics in Technical Communication Online

Note: As with the MA II online program, students who are geographically close enough to do so may substitute face-to-face versions of these courses if they choose to do so.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of English use the prefix: ENG.



**ENVIRONMENTAL HEALTH**

Gary Silverman, Director  
223 Health Center  
Phone: 419-372-7774

**Graduate Faculty**

*Professor*

Gary Silverman, D.Env.

*Associate Professor*

Charles Keil, Ph.D.

Graduate offerings in environmental health are open to all graduate students with appropriate academic backgrounds. Course work in environmental health may be useful to students interested in integrating their area of graduate specialization with study of environmental protection and management. Students should check with the graduate coordinators of their degree programs to determine whether environmental health courses may count toward their degree requirements. Graduate courses in environmental health are offered on demand, so interested students should inquire at the program office.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Environmental Health program use the prefix: ENVH.

**ETHNIC STUDIES**

Timothy Messer-Kruse, Chair  
228 Shatzel Hall  
Phone: 419-372-2796

**Graduate Faculty**

*Professor*  
Timothy Messer-Kruse, Ph.D.

*Associate Professors*  
Vibha Bhalla, Ph.D.  
Sridevi Menon, Ph.D.  
Susana Peña, Ph.D.

*Assistant Professors*  
Dalton Jones, Ph.D.

The Department of Ethnic Studies offers a program of study that examines race and ethnicity both in national and global contexts and in relation to gender, class, and sexuality. Courses consider U.S. racial and ethnic minority populations in relation to one another, the dominant order, diasporic populations, and the formation of the U.S. as a global power in an era of globalization. Focusing on processes such as immigration, colonization, transnational migration, and slavery, courses are comparative, interdisciplinary, and emphasize critical thinking.

A Graduate Certificate in Ethnic Studies is offered by the Department of Ethnic Studies in the College of Arts and Sciences. Within an interdisciplinary/multidisciplinary framework, the certificate curriculum contributes to societal needs as it addresses issues of racial and ethnic diversity in the workplace, community, nation, and world during a period of profound demographic change. It is designed to provide professional study in an area of increasing importance to practitioners in social, health, and immigration service agencies; law; and K-12 and community college education, among other occupations. The certificate also offers a graduate credential to students pursuing advanced degrees and seeking to broaden their teaching and research competencies in order to enhance their career options and employment prospects.

Students may enroll either in the certificate program or they may complete the certificate in conjunction with a graduate degree at the University. Satisfactory completion of the requirements for the certificate will be noted on the student's transcript as "Graduate Certificate in Ethnic Studies."

**Prerequisites to Graduate Work**

Individuals currently enrolled in graduate degree programs or having non-degree status at the University are eligible to apply to the certificate program.

**Admission Procedure**

Applicants seeking admission to the certificate program should follow the instructions outlined in the "Graduate Admission" section of this Catalog.

In addition to the application required by the Graduate College, applicants to the certificate program must submit: 1) three letters of recommendation, and 2) a personal statement of career goals and reasons for applying to the program.

**Certificate Requirements**

Students must complete 16 credit hours of approved core and elective courses to obtain the certificate. The core curriculum is comprised of ten credit hours or four courses to ensure foundational knowledge and breadth: ETHN 6200, Theories of Race Relations, Ethnicity, and Multiculturalism; ETHN 6300, Comparative Perspectives on Race and Ethnicity; ETHN 6500, Sexuality, Race, and Nation; and ETHN 6860/6870, Independent Study in Ethnic Studies.

The remaining six credit hours or two courses consist of departmental electives (ETHN 6050, 6250, 6400, 6600, 6730, 6800, 6820). With the approval of the Ethnic Studies graduate advisor, three elective credit hours may be substituted with a cognate course offered by another program or department at the University. No internship is required for the certificate.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Ethnic Studies use the prefix: ETHN.

**FOOD AND NUTRITION**

Deborah Wooldridge, Director, School of Family and Consumer Sciences

206 Johnston Hall

Phone: 419-372-2026

Dawn Anderson, Graduate Coordinator

16C Family and Consumer Sciences Building

Phone: 419-372-8090

**Degree Offered**

Graduate Certificate in Food and Nutrition; Master of Food and Nutrition

**Graduate Faculty***Professors:*

Thomas Chibucos, Ph.D.; Priscilla Coleman, Ph.D., Molly Laflin, Ph.D.; Deborah Wooldridge, Ph.D.

*Associate Professors:*

Dawn Anderson, Ph.D.; Ruben Viramontez Anguiano, Ph.D.; Diane Frey, Ph.D.; Jean Gerard, Ph.D.; Jean Hines, Ph.D.; M. Sue Houston, Ph.D.; Younghee Kim, Ph.D.; Laura Landry-Meyer, Ph.D.; Rebecca Pobocik, Ph.D.; Lubomir Popov, Ph.D.; Joy Potthoff, Ed.D.; Jacqueline Roe, Ph.D.; Ashutosh Sohoni, Ph.D., Julian Williford, Jr., Ph.D.

*Assistant Professors:*

Mary Jon Ludy, Ph.D., Amanda Muhammad, Ph.D.,

*Senior Lecturer*

Susan Peet, Ph.D.

The School of Family and Consumer Sciences offers the Master of Family and Nutrition (F & N). The program requires a minimum GPA of 3.0 and completion of the GRE verbal and quantitative tests.

The Food and Nutrition (F&N) graduate program provides course work and study in basic nutritional sciences, current topics in food and nutrition sciences, and applied areas such as community/public health nutrition, and clinical/medical nutrition therapy. Supporting course work in a related field such as biology, chemistry, counseling, exercise science, education, and/or epidemiology is designed to meet the student's career interests. Eligible students may choose to complete the master's program in conjunction with a post-baccalaureate dietetic internship program ([www.bgsu.edu/colleges/edhd/fcs/di/index.html](http://www.bgsu.edu/colleges/edhd/fcs/di/index.html)). The dietetic

internship program is granted Initial Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, 312.899.4876.

**Prerequisite to Graduate Work**

A bachelor's degree related to Food and Nutrition, is the preferred foundation for graduate work. Additional course work may be required as a condition of admission should there exist deficiencies in undergraduate course work.

**Admission Procedure**

Applicants seeking admission to the graduate program in Food and Nutrition should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Food and Nutrition***

The M.F.N. degree requires a minimum of 37-39 semester hours, including three hours each of statistics and research methodology. Plan I: Students under Plan I must complete a formal thesis and pass an oral examination on the thesis. Topics are selected early in the program with advisement from a thesis committee of three graduate faculty members. Plan II: Students under Plan II must complete a master's project while enrolled twice in F&N 6910 for a total of six credit hours.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the School of Family and Consumer Sciences use the prefixes: FCS, FN, and HDFS.

**GEOGRAPHY**

Arthur Samel, Chair  
Yu Zhou, Graduate Coordinator  
305 Hanna Hall  
Phone: 419-372-2925

**Graduate Faculty***Associate Professors*

Stephen Chang, Ph.D; Karen Johnson-Webb, Ph.D.; Kefa Otiso,  
Ph.D.; Arthur Samel, Ph.D.; Yu Zhou, Ph.D.

*Assistant Professor*

Peter Gorsevski, Ph.D.; Xinyue Ye, Ph.D.

Graduate offerings in geography are open to graduate students in other disciplines and may count toward degree programs in many areas.

**Graduate Courses**

Please access graduate courses online at

<http://webapp.bgsu.edu/courses/indexps.php> Graduate courses offered by the Department of Geography use the prefix: GEOG.

**GEOLOGY**

Sheila Roberts, Chair  
 Jeffrey Snyder, Graduate Coordinator  
 190 Overman Hall  
 Phone: 419-372-2886

**Degrees Offered**

Graduate Certificate in Geospatial Technology; Master of Science

**Graduate Faculty***Professors*

James Evans, Ph.D.; Charles Onasch, Ph.D.; Robert Vincent, Ph.D.

*Associate Professors*

John Farver, Ph.D.; Enrique Gomezdelcampo, Ph.D.; Kurt Panter, Ph.D.; Sheila Roberts, Ph.D.; Jeffrey Snyder, Ph.D.; Margaret Yacobucci, Ph.D.

*Assistant Professors*

Peter Gorsevski, Ph.D. Xinyue Ye, Ph.D.

The Department of Geology offers a course of study leading to the Master of Science degree. The graduate programs in geology are oriented towards the application of modern techniques and methods of analysis to solving geologic problems. Our program has gained a national reputation for applying the modern tools of geospatial technology to geological and environmental problems. In the program, research is an integral part of geological education. Due to the interdisciplinary nature of geology, students with diverse backgrounds will find many career opportunities. To insure students have a broad understanding of geologic principles, students enrolled in the MS program are encouraged to take courses in a variety of different geologic sub disciplines. Thesis research may be conducted in many areas of geology, including economic geology, environmental geology, geochemistry, geographic information systems, geomorphology, geophysics, geoscience education, hydrogeology, materials science, paleontology, petrology, geological and environmental remote sensing, sedimentology/stratigraphy, and structural geology/tectonics.

**Prerequisites to Graduate Work**

An undergraduate major in the geological sciences usually is adequate preparation for regular admission to the graduate degree program, providing the work submitted is of appropriate quality as determined by the department. Additionally, a basic background in

mathematics, biology, chemistry, and physics or some combination thereof is recommended. Because of the highly interdisciplinary nature of the program, we welcome students from related areas such as geography, computer science, environmental science, biology, chemistry, and physics.

**Admission Procedure**

Applicants seeking admission to the graduate programs in geology should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Science***

The M.S. in geology is offered under Plan I only. Candidates are required to complete:

1. an approved degree program of courses;
2. an acceptable thesis proposal including its successful oral defense before the thesis committee no later than the end of the second semester of full- time residence; and
3. an acceptable thesis, including its successful oral defense before the thesis committee.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Geology use the prefix: GEOL.

**GERMAN, RUSSIAN AND EAST ASIAN LANGUAGES (GREAL)**

Timothy Pogacar, Chair  
 Theodore Rippey, Graduate Coordinator  
 103 Shatzel Hall  
 Phone: 419-372-2268

**Degrees Offered**

Master of Arts; Master of Arts in Teaching, Accelerated M.A.

**Graduate Faculty***Professors*

Geoffrey Howes, Ph.D.

*Associate Professors*

Kristie Foell, Ph.D.; Christina Guenther, Ph.D.; Edgar Landgraf, Ph.D.;  
 Timothy Pogacar, Ph.D.; Theodore Rippey, Ph.D.; Irina Stakhanova,  
 Ph.D.

*Assistant Professors*

Satomi Saito, Ph.D.; Yiju Huang, Ph.D.

The Department of German, Russian, and East Asian Languages offers programs leading to the Master of Arts in German and the Master of Arts in Teaching German. It is also possible to pursue a dual Master of Arts in German and Political Science, History, French, Spanish, or Music History, as well as other disciplines.

The graduate programs in German are flexible enough to meet a variety of student needs and career orientations, such as teaching, government positions, and corporate employment. Students interested in secondary-level teaching can work on obtaining teacher certification while earning a master's degree. Students can pursue a Ph.D. preparatory program with a strong concentration in literature and culture. The curriculum includes language training, with courses in composition, stylistics, and phonetics, as well as technical translating and business German. The department also has a writer-in-residence program.

M.A. students ordinarily fulfill part of their degree requirements in Salzburg, Austria, through the department's Academic Year Abroad (AYA) program. Students usually spend their first year of study in Salzburg and complete their degree on the University campus the following year.

**Prerequisites to Graduate Work**

Admission to graduate study in German requires an undergraduate major or minor in German (not less than 20 semester hours beyond the intermediate level). Applicants with less background may be

accepted, provided they are willing to make up the deficiencies specified by the graduate coordinator.

As a basic entrance standard, the Department of German, Russian, and East Asian Languages looks for a minimum undergraduate GPA of 3.0 (on a scale of 4.0) and a GPA of 3.2 or better in German. Applicants' ability in the German language is an important factor in admission decisions.

**Admission Procedure**

Applicants seeking admission to the graduate programs in German should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Arts in Teaching***

Degree requirements are listed under the heading of Master of Arts in Teaching in the "Degree Programs" section of this catalog. A copy of the specific M.A.T. requirements in German will be provided upon request.

***Master of Arts***

A candidate may pursue a Master of Arts degree in German under the following two plans:

Plan I: Candidates must complete a minimum of 32 semester hours of graduate credit that includes the writing of a formal thesis for six hours of credit. Students must pass an oral examination on the thesis.

Plan II: Candidates must complete a minimum of 32 semester hours of graduate credit. No formal thesis is required. Students must pass a written examination on an area of specialization and an oral follow-up examination on the area of specialization and a related area.

Under either plan candidates must pass proficiency examinations in the German language, usually administered in Salzburg. A minimum of 24 hours in German is required, including GERM 6010, a two-course literature survey, a seminar and one from the following courses: linguistics, translation, GERM 6150 or 6160. Beyond this minimum, students may apply courses in cognate areas toward their degree, subject to the approval of the graduate coordinator.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of German, Russian, and East Asian Languages use the prefixes: GERM and GREA.

**GERONTOLOGY**

Nancy A. Orel, Director and Graduate Coordinator  
218 Health Center  
Phone: 419-372-7768 or 419-372-2326

**Degree Offered**

Master of Science in Interdisciplinary Gerontology (MSIG)

**Graduate Faculty***Professor*

Bonnie Berger, Ph.D.; Lynn Darby, Ph.D.

*Associate Professors*

Jean Gerard, Ph.D.; Laura Landry-Meyer, Ph.D.; Bob Lee, Ph.D.; Amy L. Morgan, Ph.D.; Nancy A. Orel, Ph.D.; Rebecca Pobocik, Ph.D.; Charles Stelle, Ph.D.; David Tobar, Ph.D.; Phillip Xie, Ph.D.

*Assistant Professors*

Patrick Doyle, Ph.D.; Wendy Watson, Ph.D.

*Adjunct Faculty*

Jennifer Wagner, LNHA, MPH

The Master of Science in Interdisciplinary Gerontology (MSIG) program offers educational opportunities for professionals who seek a broader understanding of the aged and the aging process and the link between research and policy/practice. The MSIG program also serves those seeking additional credentials for promotion and career enhancement, students interested in pursuing doctoral work in gerontology/family studies, and those in allied fields who are interested in gerontological issues or careers.

**Prerequisites to Graduate Work**

As a general rule, students admitted to the program will hold an undergraduate degree in gerontology, kinesiology, family studies, human development, health care administration, sociology, psychology, social work, communication disorders, public health, allied health, recreation and tourism, or closely related field. Individuals who possess an undergraduate degree in other academic fields will be considered for admission to the MSIG program if they have experience as employees in agencies/organizations that serve older adults, or demonstrate other qualifications and interest pertinent to the course of study.

Specific admission criteria for all "regular-status" students include (1) a minimum undergraduate GPA of 3.0 (on a 4.0 scale), (2) three letters of recommendation, and (3) a written statement of interest and expectations. For students whose native language is not English, an additional requirement is official Test of English as a Foreign Language (TOEFL) scores.

**GPA:** An applicant whose undergraduate GPA is between 2.70 and 3.00 may be considered for "conditional admission" status on the strength of other criteria. Students admitted conditionally must achieve an overall graduate GPA of 3.0 for their first 9 credit hours of graduate study. Failure to do so will result in dismissal from the program. Students with GPA of less than 2.70 may be considered for "special status" admission. They are required to complete 9 semester hours of specified GERO courses with all grades greater than 3.00 before they are considered for acceptance into the program with "regular" status pending Program Committee approval. All students with a GPA below 3.00 are required to complete the Graduate Records Examination (GRE).

**Letters of Recommendation:** Letters of recommendation should be addressed to the Coordinator of the Graduate Program. Letters should be from individuals who have knowledge of the applicant's qualifications and ability to successfully complete graduate study. Typically, letters are written by the applicant's undergraduate professors, or by supervisors or colleagues who hold graduate degrees themselves

**Written Statement:** The written statement is a short piece of writing (from one to three pages) that states the applicant's reasons for wanting to study Interdisciplinary Gerontology at Bowling Green State University, future career goals, and any relevant professional preparation, where applicable.

**Degree Requirements*****Master of Science in Interdisciplinary Gerontology***

The degree curriculum requires a minimum of 33 semester hours beyond the undergraduate degree. The degree requirements are such that students could finish the degree in one calendar year of full-time study. However, the program will be configured to allow students to matriculate as part-time students over a period of one to two years. All students will complete core courses in physiological, psychological, sociological, and social policy aspects of aging. The “gerontology core” includes coursework from Gerontology (GERO); Human Development and Family Studies (HDFS); and Human Movement, Sport, and Leisure Studies (HMSL). The courses in the gerontology core represent the four focal areas (gerontology, human development and family studies, kinesiology and health promotion, and social policy and administration). In addition to the gerontology core courses, students complete research courses (i.e., methods, statistics) and select elective courses that build upon the gerontology core focal areas (e.g., gerontology, human development and family studies, kinesiology and health promotion, and/or social policy and administration).

Candidates must complete a total of 33 hours of graduate course work, and successfully complete a culminating capstone experience. The capstone experience can be a thesis or directed research project, or a directed practicum:

**Thesis or Directed Research:** The thesis or directed research option is a major project of original research, conducted under the supervision of the student’s major advisor. Students electing this option must register for no fewer than three, nor more than six, credit hours of thesis or directed research as part of their degree program.

**Directed Practicum:** The directed practicum option is intended for students who have not had previous experience working within an agency or organization that serves older adults and their families. The directed practicum is conducted at a pre-approved site under the supervision of faculty within the MSIG program and staff at the approved site. Students electing this option must register for no fewer than three, nor more than six, credit hours of independent study/practicum as part of their degree program.

The program can also accommodate students whose professional careers require more individualized timetables within university rules. Regardless of the calendar of study, all degrees must be completed with a capstone experience.

**Curriculum Summary**

The following represents the required courses that are part of the Master of Science in Interdisciplinary Gerontology (MSIG) curriculum.

**Gerontology Core (18 credit hours)**

**Gerontology (6):** GERO 6010 Current Perspectives in Gerontology (3) and GERO 6020 Health and Aging (3)

**Human Development & Family Studies (3):** HDFS 5290 Families in Later Life (3)

**Kinesiology and Health Promotion (3):** HMSL 6070 Aging: Physiology & Exercise (3)

**Social Policy and Administration (6):** GERO 6100 Aging Policy and Programs (3) and GERO 6250 Administration of Aging Programs (3)

**Research Courses (9 credit hours):**

Research Methods (3): HMSL 6530 Research Methods in HMSL (3) or FCS 6260 Research Methods in FCS (3) or GERO 6530 Research Methods in GERO

Statistics (3): One statistical course at the graduate level (3) (e.g., PSYC 6670 Statistical Theory I; SOC 6100 Statistical Techniques and Applications in Sociology)

Thesis or Directed Research (3): GERO 6900: Directed Research in GERO (3) or HMSL 6990: Thesis Research in HMSL (3) or HMSL 6900: Directed Research in HMSL (3)

**Suggested Electives (6 credit hours):**

Elective courses are listed alphabetically, but students would select electives based on their anticipated career goals and in consultation with their academic advisor.

CDIS 6050 Communication Disorders and Aging (3)  
 GERO 5410 Issues in Contemporary Gerontological Practice (3)  
 GERO 5420 Grief and Bereavement Issues in Older Adulthood (3)  
 GERO 5430 Funding and Resource Generation for Adult Programming (3)  
 GERO 5440 Independent Study (3)  
 GERO 6040 Environment and Aging (3)  
 GERO 6050 Cross Cultural Aging (3)  
 GERO 6840 Readings in Gerontology (3)  
 GERO 6860 Independent Study in Gerontology (3)  
 HDFS 5800 Intergenerational Engagement (3)  
 HDFS 6070 Human Development (3)  
 HDFS 6080 Theory in Human Development and Family Studies (3)  
 HMSL 6180 Exercise Physiology (3)  
 HMSL 6200 Therapeutic Recreation Systems (3)  
 HMSL 6210 Administrative Management in Leisure and Recreation Services (3)  
 HMSL 6220 Foundations of Recreation and Leisure Experiences (3)  
 HMSL 6240 Program Design and Strategies of Recreation and Leisure Services (3)  
 HMSL 6280 Leisure Lifestyle Planning for Older Adults (3)



HMSL 6390 Exercise Psychology: Research and Practice (3)  
SOC 6580 Sociology of Aging (3)  
PUBH 6040 Public Health Administration (3)  
PSYC 7360 Psychology of Adult Development and Aging (3)

**Graduate Courses**

Please access graduate courses online at  
<http://webapp.bgsu.edu/courses/indexps.php> . Graduate courses  
offered within the Master of Science in Interdisciplinary Gerontology  
generally use the prefixes GERO, HDFS, or HMSL

**HIGHER EDUCATION ADMINISTRATION**

Maureen E. Wilson, Chair/Graduate Coordinator  
330 Education Building  
Phone: 419-372-7382

**Degree Offered**

Doctor of Philosophy

**Graduate Faculty***Professors*

Kenneth Borland, Jr., Ed.D.; Patricia Kubow, Ph.D. (EFLP);  
Carney Strange, Ph.D.

*Associate Professors*

Ellen M. Broido, Ed.D.; Michael D. Coomes, Ed.D.; Robert DeBard,  
Ed.D. (Emeritus), Carolyn Palmer, Ph.D. (Emeritus); Patrick D.  
Pauken, Ph.D., J.D. (EFLP); Dafina L. Stewart, Ph.D.; Maureen E.  
Wilson, Ph.D.

*Assistant Professors*

Nicholas A. Bowman, Ph.D.; Christina J. Lunceford, Ph.D.

The Higher Education Administration Ph.D. program within the Department of Higher Education and Student Affairs offers a strong but flexible curriculum designed to prepare students for a variety of leadership positions in teaching, academic administration, and student affairs in postsecondary educational settings. The curriculum is primarily designed for those who seek to provide leadership for a broad range of administrative and teaching positions in colleges and universities ranging from two year to graduate institutions. This curriculum also will accommodate others who wish to prepare themselves as educational leaders for other organizations in the public and private sectors.

The core curriculum for the Ph.D. program includes courses in the foundations, governance, organization, administration, and law of higher education; and students in postsecondary education. The Ph.D. program's flexibility is provided by a 12-hour cognate in which students may specialize in a relevant area of their choice in order to meet their particular career objectives. Exemplary options include, but are not limited to, student affairs, adult learning and development, business, management, comparative higher education, and social justice education.

Ph.D. students are encouraged to participate in experiential learning opportunities such as practica, internships, and assistantships. These experiences provide students with opportunities to broaden and enhance their professional backgrounds through exposure to new areas of administration,

instruction, and research as well as the application of theory to practice.

**Prerequisites to Graduate Work**

Applicants to the Ph.D. program must hold a master's degree or equivalent from an accredited institution as a prerequisite for admission to the Ph.D. program. The degree need not be in education, but must be relevant to the student's career objectives. Evidence of at least three years of successful work experience beyond the advanced degree is expected.

**Admission Procedure**

Applicants seeking admission to the Higher Education Administration Program should follow the instructions outlined in the "Graduate Admission" section of this catalog and should contact the Higher Education Administration Program directly for additional supplemental application materials.

**Degree Requirements**

The Higher Education Administration Ph.D. Program is a 63 semester hour post-master's curriculum requiring completion of a core of 15 semester hours in higher education studies, 12 semester hours in a cognate specialization of the student's choice, 12 semester hours of research, 6 semester hours of electives, a global understanding requirement, a preliminary examination, a minimum of 16 hours of dissertation research, and two hours of dissertation seminar. Where appropriate, students may be required to complete an internship experience.

In addition to the requirement of the Graduate College to maintain a minimum 3.2 grade point average, a student must earn an A or B in the HIED core and research courses (HIED 7105, 7110, 7120, 7210, 7310, 7510, 7520 and EDFI 7510, 7520). If necessary, a course may be retaken to meet this requirement. This policy will be in effect for students admitted Summer 2012 or later.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by Higher Education Administration use the prefix: HIED.

**HISTORY**

Scott Martin, Chair  
 Michael Brooks, Graduate Coordinator  
 128 Williams Hall  
 Phone: 419-372-2030

**Degrees Offered**

Graduate Certificate in Public History; Master of Arts; Master of Arts in Teaching; Doctor of Philosophy

**Graduate Faculty***Professors*

Edmund Danziger, Ph.D.; Scott C. Martin, Ph.D.; Apollos Nwauwa, Ph.D.

*Associate Professors*

Douglas Forsyth, Ph.D.; Walter Grunden, Ph.D.; Beth Griech-Polelle, Ph.D.; Ruth W. Herndon, Ph.D.; Rebecca Mancuso, Ph.D.; Andrew Schocket, Ph.D.

*Assistant Professors*

Amilcar Challu, Ph.D.; Benjamin Greene, Ph.D.; Nicole Jackson, Ph.D.

The Department of History offers programs leading to the degrees of Master of Arts, Master of Arts in Teaching, and Doctor of Philosophy. It is also possible to pursue a dual Master of Arts in History and German, History and Spanish, or History and French. In these programs, individual research and knowledge of research by others in the field are integral to students' education. The doctoral program focuses on policy history. Special attention is given to research techniques, historiography, and policy history; indeed, the Bowling Green policy history program is the most comprehensive in the nation, the only one that emphasizes study in non-American as well as American fields. Students examine the interrelationships among politics, institutions, and society, the ways in which policies have often been transformed when put in place, and the consequences of policy decisions. Students are encouraged to work comparatively, across national boundaries.

The History Department has established eight potential major or minor fields: African history, Asian history, American history (U. S. and/or Canada), Latin American history, World history, Modern European history, Policy history, or Public history (minor field only). M.A. and M.A.T. students must select a primary and a secondary field from these eight areas; Ph.D. students may, with the permission of the Graduate Coordinator, select a specialized or

self-designed minor field suited to the research or pedagogical needs of the student. M.A. or M.A.T. students may choose policy history as a major or minor field, but all Ph.D. students must choose policy history as their major focus.

**Prerequisites to Graduate Work**

Graduate study in history requires a minimum of 24 hours of undergraduate work in history. A maximum of six hours in related areas may be accepted as part of the 24-hour requirement.

**Admission Procedure**

Applicants seeking admission to the graduate program in history should follow the instructions outlined in the "Graduate Admission" section of this catalog. MAT candidates may submit PRAXIS II scores in the appropriate content area in lieu of GRE scores.

In addition to the general Graduate College requirements, an applicant should submit to the Department of History the following items along with the online application for admission:

1. at least three letters of recommendation from professors of history or a related field and
2. evidence of ability to do research and writing, such as a copy of a seminar paper or thesis and
3. a statement of purpose describing your area of research interest, your motivations for coming to graduate school, and your aspirations following receipt of the graduate degree.

Admission to the Ph.D. program has been suspended.

**Degree Requirements****Master of Arts**

Candidates may pursue the M.A. degree under one of two plans.

Plan I: Thirty semester hours of graduate credit are required. Candidates must write a thesis and complete an oral examination on the thesis and the field of history in which it lies. This plan includes a language requirement which may be fulfilled either through a dictionary reading knowledge of an approved foreign language or the satisfactory completion of an approved course in quantitative methodology; such as History 6020, and another course, selected in consultation with the Graduate Coordinator, such as SOC 3690, Introductory Statistics or CS 5000, Computing for Graduate Students. Plan I is recommended for students who plan to pursue doctoral work in history.

Plan II: Thirty-two semester hours of graduate credit are required. Candidates must complete a comprehensive oral examination in

two fields of history. Preparation for the examination normally entails the reading of at least ten to twelve books in the major field and six to ten books in the minor field, selected in consultation with two examiners.

Under both plans, a student's program must include a History seminar designated by the Graduate Coordinator as a methods course, one course in historiography, and two graduate History seminars.

### **Master of Arts in Teaching**

M.A.T. students are required to take 36 semester hours of course work of which 24 to 28 must be in history and eight to 12 must be in education. There is a final written comprehensive examination in history.

### **Doctor of Philosophy**

*General Requirements:* The doctoral program in history requires the completion of 90 hours of approved graduate credit beyond the bachelor's degree, including a maximum of 30 hours of credit for research on the dissertation. All candidates for the Ph.D. degree must spend at least two consecutive semesters beyond the master's degree, or equivalent, in residence at the University, during which time a minimum of six hours of work must be completed satisfactorily each semester.

The Ph.D. foreign language requirement may be satisfied in one of the following ways:

1. passing a dictionary-assisted reading proficiency examination in two foreign languages;
2. passing a dictionary-assisted reading proficiency examination in one foreign language of an approved course or courses in quantitative methodology, to be chosen by the student in consultation with the graduate coordinator and/or the student's major advisor;
3. demonstration of high proficiency in one foreign language. In the case of students from countries where English is not the language of instruction, satisfaction of the University's English proficiency requirement satisfies the history foreign language requirement, except when research is to be conducted in a language other than English or the student's native tongue.

*History Requirements:* All candidates for the Ph.D. will be required to complete HIST 6520 (Historiography) and a History seminar designated by the Graduate Coordinator as a methods course,

unless they have equivalent training in these areas. Students seeking exemption from HIST 6520 or the required methods course must submit proof to the graduate coordinator that the training they have acquired elsewhere is the equivalent of that provided by these courses. Students must prepare for examinations in three fields, one of which will be policy history with a focus in a specialized area (e.g., American foreign policy, 20th Century U.S., 20th Century Europe, Modern East Asia).

*Examinations:* Admission to Ph.D. candidacy is granted following the successful completion of preliminary examinations, which consist of written and oral exercises covering the student's three fields.

*Dissertation:* Dissertations may be written with any geographical emphasis, but all dissertations must have a focus on private or public institutional decision-making processes.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of History use the prefix: HIST.

## HUMAN MOVEMENT, SPORT AND LEISURE STUDIES (HMSLS)

Philip Xie, Director  
Vikki Krane, Graduate Coordinator  
Eppler Center 112  
Phone: 419-372-2878

### Degrees Offered

Master of Education

### Graduate Faculty

#### Professors

Bonnie Berger, Ed.D.; Jacquelyn Cuneen, Ed.D.; Lynn Darby, Ph.D.; Vikki Krane, Ph.D.; Stephen Langendorfer, Ph.D.

#### Associate Professors

Brian Campbell, Ph.D.; Geoffrey Meek, Ph.D.; Amy Morgan, Ph.D.; Becky Pissanos, Ed.D.; Raymond Schneider, Ph.D.; Nancy Spencer, Ph.D.; David Tobar, Ph.D.; Adrian Turner, Ph.D.; Philip Xie, Ph.D.; Pamela Bechtel, Ph.D.; Bob Lee, Ph.D.

#### Assistant Professors

Todd Keylock, M.S.; Brian McCullough, Ph.D.; Hyungsuk Choo, Ph.D.; Travis Heggie, Ph.D.; Adam Fullenkamp, Ph.D.; Matt Laurent, Ph.D.; Sungcho Cho, Ph.D., J.D.; Matthew Kutz, Ph.D.; Amanda Paule-Koba, Ph.D.

#### Lecturer

Heather Muir, Ph.D.

### Program of Study

The School of Human Movement, Sport, and Leisure Studies (HMSLS) offers the Master of Education (M.Ed.) degree in Human Movement Sport and Leisure Studies. The M.Ed. program is designed to provide opportunities for research, critical thinking, and analysis within core HMSL classes and program specializations. The School offers three specializations: Kinesiology; Leisure and Tourism; and Sport Administration.

In Kinesiology, or the study of human movement from a lifespan perspective, students may focus on one or more of the following: biomechanics; motor development; motor learning; physical education; sport/exercise physiology; and sport/exercise psychology.

In Leisure and Tourism the focus areas are the study of leisure behavior, leisure industry administration, the social science aspects of tourism, and tourism industry management and event planning.

In Sport Administration, students may concentrate in areas such as: marketing; promotion; administration; facility management; and psychosocial aspects of sport.

### Prerequisites to Graduate Work

Prerequisites include a bachelor's degree from an accredited school and a minimum GPA of 2.7. There are also specific admission requirements for each specialization. Deficiencies in prerequisite course work are completed before graduate course work and do not count toward completion of the any course work.

### Admission Procedure

Applicants seeking admission to the M.Ed. program should follow the instructions outlined in the "Graduate Admission" section of this catalog as an application to the University via the Graduate College. In addition, an application must be made directly to the School of HMSLS and this is in the form of an online graduate packet which can be requested from the Graduate Coordinator. This includes a 2-3 page personal statement of intent to study at graduate level clearly indicating academic motivations and potential areas of specialization. A resume is also required. For the School's requirements for application visit the School's webpage at: [www.bgsu.edu/colleges/edhd/hmsls/grad/](http://www.bgsu.edu/colleges/edhd/hmsls/grad/). Applicants who wish to be considered for a graduate assistantship must have a minimum 3.0 GPA and complete an assistantship application available from the School of HMSLS. All students must submit GRE or the GMAT for admission. The application can be completed electronically via email.

### Degree Requirements

#### Master of Education

The M.Ed. degree is offered as one of two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of graduate credit, including a thesis (HMSL 6990).

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit, including a major project (HMSL 6910).

### Graduate Courses

Please access graduate courses online at

<http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the School of HMSLS use the prefix: HMSL.

**INTERVENTION SERVICES**

Deborah Wooldridge, Interim Director  
 Gregory Garske, Graduate Coordinator, Mental Health and  
 School Counseling  
 Jeanne Novak, Graduate Coordinator, Special Education  
 451 Education  
 Phone: 419-372-7293

**Degrees Offered**

Master of Arts, Master of Education, Graduate Certificate

**Graduate Faculty**

*Professor*  
 Gregory Garske, Ph.D.

*Associate Professors*

Lessie Cochran, Ph.D.; Susan Norris Huss, Ph.D.; Trink  
 Messenheimer, Ed.D.; William Morrison, Ed.D., Mary Murray,  
 Ph.D., Jeanne Novak, Ph.D.

*Assistant Professor*

Lisa Dimling, Ph.D., David Hampton, Ph.D.; Courtney Holmes,  
 Ph.D.; Kelly Kozlowski, Ph.D.; Mariana Mereoiu, Ph.D.; Brooks  
 Vostal, Ph.D.

The School of Intervention Services (SIS) offers programs leading to the Master of Arts and Master of Education degrees. Within the special education major, the following specializations are available: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, gifted and talented intervention specialist, and early childhood intervention specialist, and assistive technology.

Certified teachers can add additional areas of licensure and/or endorsement to their teaching licenses by completing specifically designated course work. Some licensure areas require the successful completion of a PRAXIS exam. Currently five licensure areas are available to students who hold a valid Ohio teaching license and wish to pursue licensure at the graduate level: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, and early childhood intervention specialist. A teaching endorsement in transition-to-work is also available.

The mild-moderate program is designed to provide specialized training in theoretical foundations and in practical technical skills for individuals planning to teach children and adolescents (grades K-12) who have mild disabilities (learning disabilities) to moderate

disability (developmental disabilities). Students enrolled in this specialization become knowledgeable in assessment/evaluation of disabilities, development of service options, curriculum alternatives and modifications, behavior management, transitioning, computer and technical applications, collaborating with parents and other professionals, current trends and issues, and research.

Individuals who enter the moderate-intensive program will receive specialized training in characteristics, assessment, and identification of students with moderate (developmental disabilities) to intensive (multiple disorders) disabilities. They will learn academic and behavior management methods, adapted curriculum alternatives and modifications, physical and medical management options, transitioning, computer and technical applications, collaborating with parents and other professionals, and current trends and issues. Students will become knowledgeable and competent in prevocational and vocational skill development, community instruction, provision of adult services, and development of career options. Individuals licensed in this area will be qualified to teach children and adolescents (grades K-12) who have moderate to intensive disabilities in a variety of environments where these children with disabilities are served.

Students in the hearing impaired specialization (HI) study the structure, acquisition, and development of language; speech and hearing mechanisms; methods of teaching speech and speech reading; curriculum development; educational guidance of students with hearing disabilities; and communication systems, current trends, issues, and research.

The early childhood intervention specialist program is designed for individuals planning to work with infants, toddlers, and young children from birth through eight years of age, which requires knowledge and skills in both early childhood education and special education. The program includes course work and supervised experiences in both disciplines. Individuals completing this program will meet all the requirements for licensure in the following areas: pre-kindergarten licensure, early childhood intervention specialist licensure, and early intervention certification (issued through the Ohio State Department of Mental Retardation and Developmental Disabilities). A pre-kindergarten or special education license is required prior to the early childhood intervention specialist license.

Students in the assistive technology program will receive the skills needed to work effectively with individuals with assistive technology needs, their parents, teachers, professionals, and

school districts seeking to introduce assistive technologies into multiple environments. Five core courses in assistive technology provide the foundation for this program. The assistive technology program does not lead to state teaching licensure or endorsement.

#### **Prerequisites to Graduate Work**

Applicants planning to major in special education must possess a valid baccalaureate degree in special education, elementary education, secondary education, or in a related field. Applicants must meet academic and personal qualifications, as determined from an interview with the departmental graduate coordinator, and as established by the departmental graduate advisory committee.

If prerequisite deficiencies exist, additional course work may be required as a condition of admission. Deficiencies may be repaired concurrently with the beginning of the graduate program but such course work does not count toward degree requirements.

#### **Admission Procedure**

Applicants seeking admission to the Intervention Services graduate programs should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants should also contact the School of Intervention Services for additional admission materials and requirements.

#### **Degree Requirements**

##### ***Mental Health and School Counseling***

The School of Intervention Services (SIS) offers programs leading to the Master of Arts (mental health counseling) and Master of Education (school counseling). The mental health and school counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). Coursework concentrations are designed to provide a broad preparation in the theoretical foundations and the technical skills necessary for employment as a professional counselor.

##### ***Master of Arts in Mental Health Counseling***

The Master of Arts in mental health counseling curriculum is designed to meet the needs of students wishing to pursue counseling careers in public and private mental health agencies, the criminal justice system, substance abuse programs, religious settings or colleges. The coursework satisfies the academic requirements of the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board. Candidates are prepared to sit for the state licensure examination qualifying individuals to be a Licensed Professional Counselor (LPC). Students are required to take a minimum of 50 semester credit hours. Candidates seeking

licensure must take a minimum of 15 hours of recommended electives.

##### ***Master of Education in School Counseling***

The Master of Education in school counseling curriculum is designed to meet the needs of students wishing to pursue school counselor positions in elementary, middle, or secondary schools. As of 2003, the teaching stipulation in Ohio no longer applies for candidates. Students who complete this coursework will satisfy academic requirements for K-12 school counselor licensure in the state of Ohio. Students seeking state licensure must also successfully complete the required Praxis examination. Students are required to take a minimum of 53 credit hours for graduation.

##### ***Master of Education in Special Education***

Candidates must have completed, or will complete, the basic licensure requirements for teaching in the state of Ohio for their area of specialization. This does not apply to students in the Assistive Technology program.

Candidates must complete a minimum of 33 semester hours of 6000-level credit. The following ten semester hours of course work are required: EDFI 6410; EDFI 6420, EDIS 6490; and 6800.. Students in the Assistive Technology program are not required to take EDIS 6800. Candidates must also complete a thesis, final project, or comprehensive examination. The areas of specialization determine additional requirements.

Candidates choose from five areas of specialization. For specific specialization requirements, contact the graduate coordinator of the program.

Licensure Program: The programs offer licensure for students possessing a baccalaureate degree and a teaching certificate/validation/license who choose not to pursue a M.Ed. degree but desire to meet licensure requirements in the state of Ohio for teaching in one or more of the following areas: mild-moderate intervention specialist, moderate-intensive intervention specialist, hearing impaired intervention specialist, and early childhood intervention specialist.

##### ***Graduate Certificate in Autism Spectrum Disorders***

The focus of this 15 hour certificate is on developing a knowledge base for working with individuals on the Autism Spectrum. This graduate certificate program is intended for educators (general and special), school psychologists, counselors, speech/language



pathologists, occupational/physical therapists, medical personnel, and educational consultants.

Students accepted into this program must have or complete the following prerequisites: (1) a bachelor's degree from an approved undergraduate program, (2) EDIS 5310: Teaching Students with Exceptional Learning Needs (or its equivalent).

The program is comprised of the following five courses, which are to be taken in this sequence: EDIS 6440, 6460, 6540, 6480, and 6520. These courses may be counted toward a Master of Education in Special Education program. Each course in the program requires clinical/field experience hours with individuals on the Autism Spectrum

#### ***Graduate Certificate in Assistive Technology***

The focus of this 15-hour certificate is on developing a knowledge base for working with individuals with assistive technology needs, to help such individuals increase, maintain, or improve their functional abilities.

Students accepted into this program must have or complete the following prerequisites: (1) a bachelor's degree from an accredited college or university, and (2) EDIS 5310: Teaching Students with Exceptional Learning Needs (or its equivalent).

Certificate core courses include EDIS 6400, 6410, 6420, 6430, and one elective from a list of approved electives.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the School of Intervention Services use the prefixes: COUN, EDIS, or REHB.

**LEARNING DESIGN**

Dr. Faris Malhas, Interim Dean, College of Technology  
 Dr. Alan Atalah, Associate Dean for Graduate Affairs, College of Technology  
 Dr. Terry L. Herman, Graduate Coordinator, College of Technology  
 137 College Park Office Building  
 Phone: 419-372-7265

**Degree Offered**

Master of Education

**Graduate Faculty***Professors*

Salim Elwazani, PhD, Larry Hatch, PhD, Sri Kolla, PhD, John Sinn, Ed.D, Wayne Unsell, PhD, Todd Waggoner, PhD,

*Associate Professors*

Alan Atalah, D.E.; P.E, Gary Benjamin, Ph.D.; David Border, Ph.D.; Paul Cesarini, Ph.D.; Stan Guidera, Ph.D.; Kathryn Hoff, Ph.D.; Sudershan Jetley, Ph.D.; Andreas Luescher, Ph.D.; Royce Ann Martin, Ph.D.; Wilfred Roudebush, Ph.D.; Charles Spontelli, M.S.; Donna Trautman, Ph.D.

The Master of Education in Learning Design program is designed for individuals interested in the following areas.

The Learning Design Masters of Education program prepares students to assume learning leadership roles in diverse organizations. Students focus on performance through learning, interactive instructional design, learning theories and strategies, developing learning systems, leadership development, evaluating learning solutions and interventions, helping organizations adapt to continuous and sustainable change and improvement, applied research skills, and leveraging adaptive and immersive learning technologies. Course work in the Learning Design program emphasizes skills in needs analysis, instructional design, instructional strategies, curriculum development, evaluation, cost benefit analysis, interactive media, digital learning theories, new and emerging learning technologies and motivation. These can be blended with course selections from other University program offerings such as technical communication, industrial psychology, human resource management, education, and organization development. Many courses involve projects in business or industry, higher education, or K-12 education settings.

This program will prepare students for the following profit and non-profit career environments: Education, Business & Industry, Military, Government, and Health.

**Prerequisites to Graduate Work**

A bachelor's degree in education or a related technical or professional area is required. If the graduate coordinator determines deficiencies in a student's background, additional undergraduate or graduate work will be prescribed.

**Admission Procedure**

Applicants seeking admission to the M.Ed. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants must present an undergraduate grade point average of no less than a 2.7 on a 4.0 scale.

**Degree Requirements**

Master of Education

Candidates may pursue the M.Ed. degree under one of two plans.

Plan I: Under this research-centered plan, students must take a minimum of 33 semester hours of graduate credit, write a thesis, and pass a final oral examination.

Plan II: Under this course-centered plan, students must take a minimum of 36 semester hours of graduate credit, write, and defend a major project or comprehensive examination.

In order to maximize graduate offerings in relation to career goals, the remainder of the degree program is designed by each student in consultation with the graduate coordinator. Persons who have undergraduate work in a component area of Learning Design may pursue a degree program to broaden their career opportunities. Persons from education, health, government, military, business or industry may similarly individualize their degree programs. Additional program materials may be obtained from the graduate coordinator.

Additional program materials may be obtained from the graduate coordinator.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Learning Design program use the prefixes: LRND, CTE, and TECH.

## MATHEMATICS AND STATISTICS

Kit Chan, Chair  
Tong Sun, Graduate Coordinator  
450 Mathematical Sciences Building  
Phone: 419-372-2636

### Degrees Offered

Master of Arts; Master of Arts in Teaching; Master of Science, Doctor of Philosophy in Mathematics; Doctor of Philosophy in Statistics.

### Graduate Faculty

#### Professors

James H. Albert, Ph.D.; Kit Chan, Ph.D.; Hanfeng Chen, Ph.D.; John Tuhao Chen, Ph.D.; So-Hsiang Chou, Ph.D.; Arjun Gupta, Ph.D.; Alexander Izzo, Ph.D.; David Meel, Ed.D.; Steven Seubert, Ph.D.

#### Associate Professors

Juan Bès, Ph.D.; Rieuwert Blok, Ph.D.; Elmas Irmak, Ph.D.; Diem Nguyen, Ph.D.; Wei Ning, Ph.D.; Maria Rizzo, Ph.D.; Junfeng Shang, Ph.D.; Tong Sun, Ph.D.; J. Gordon Wade, Ph.D.

#### Assistant Professors

Mihai Staic, Ph.D., Peng Wang, Ph.D.

The Department of Mathematics and Statistics offers the Master of Arts, the Master of Arts in Teaching, the Master of Science in Applied Statistics, the Doctor of Philosophy in Mathematics, and the Doctor of Philosophy in Statistics degree programs. Through proper selection of course work, students in the M.A. program can prepare for direct entry into careers in business, industry, government, and education, or for study toward a Ph.D. in mathematics, statistics, computer science, or operations research.

Areas of specialization in the M.A. program are pure mathematics, statistics, and scientific computation. The pure mathematics specialization is designed for students interested in obtaining a broad background in pure mathematics or in pursuing a Ph.D. degree in mathematics. The statistics specialization is designed for students interested in theory and applications of statistics and also for those planning to pursue a doctoral degree in Statistics. The scientific computation specialization is designed for students interested in applied mathematics.

The Master of Arts in Teaching degree is designed for those who plan a teaching career in the secondary schools, two-year colleges,

or small liberal arts colleges. Admission to the program requires teacher certification and one year of teaching experience in mathematics, or consent of the program supervisor. Individuals who receive the M.A.T. typically go on to assume leadership roles in secondary schools or liberal arts colleges. The Master of Science in Applied Statistics is offered jointly with the Department of Applied Statistics and Operations Research. The program prepares students for careers in business, industry, or government, or for further study toward a Ph.D. degree in statistics.

The doctoral degrees (Ph.D. in Mathematics and Ph.D. in Statistics) in the Department of Mathematics and Statistics are research degrees. Students in the Ph.D. program are to maintain a balance between the depth of the dissertation work and the breadth provided by the course work.

### Prerequisites to Graduate Work

The preferred foundation for master's graduate work is an undergraduate major in mathematics or in a closely related area. Applicants with less than this level of prerequisite background may be accepted if they appear to be adequately prepared for graduate work. Minimum preparation consists of a full year in differential and integral calculus and two courses for which calculus is a prerequisite. Applicants planning to specialize in scientific computation should have completed courses in linear algebra, advanced calculus, ordinary differential equations, and programming in a high-level language such as C or FORTRAN before or soon after admission.

Students may enter the Ph.D. program if they have a master's degree in mathematics, statistics, or a closely related area from an accredited university and meet admission requirements at Bowling Green State University. Applicants planning to specialize in Statistics & Probability are also expected to have completed courses in advanced linear algebra, applied regression analysis and experimental design.

### Admission Procedure

Applicants seeking admission to a graduate program in mathematics and statistics should follow the instructions outlined in the "Graduate Admission" section of this catalog.

In addition to the application required by the Graduate College, applicants must submit a statement of intent delineating the purpose for enrolling in the program and career goals.

Requests for department application materials should be directed to the Department Graduate Secretary. Please also see [www.bgsu.edu/departments/math](http://www.bgsu.edu/departments/math) and [www.bgsu.edu/colleges/gradcol/page24959.html](http://www.bgsu.edu/colleges/gradcol/page24959.html).

### Degree Requirements

#### **Master of Arts**

Candidates must complete at least 30 semester hours of approved graduate credit, including at least 18 hours in mathematics/statistics courses numbered 6000 or above, excluding MATH 5850, 5900, 5910, 5920, 6850, 6940, 6950, and seminar courses. In addition, students must satisfy all the requirements in one of the three groups described below.

Pure Mathematics: Required courses are MATH 6330, 6340, 6650, and 6660.

Statistics: Required courses are MATH 5650 or 6650, 6410, 6420, and two additional courses in specialized areas of statistics selected from among MATH 6440, 6450, 6460, 6470, 6480, 6710, 6720, 7400, 7410, 7420, 7450, 7460, 7570, 7580 and any approved 6820 course in statistics.

Scientific Computation: Required courses are MATH 5390, 6180, 6200, 6650, and 6680.

Each of the three programs is offered under the following two plans.

Plan I: Candidates must write a thesis and pass an oral and/or written examination on the thesis.

Plan II: Candidates must pass a written comprehensive examination based on the required courses. Related courses from other fields may be included in the student's plan, subject to the approval of the Graduate Coordinator. The actual course of studies is designed by the student in consultation with, and with the consent of, the Graduate Coordinator on an individual basis.

#### **Master of Arts in Teaching**

The course requirements for this degree are:

1. A total of 35 hours of graduate courses.
2. At least 24 hours of graduate level mathematics courses/statistics including MATH 6280. These courses must include: At least four courses chosen from among

MATH 5010, 5020, 5110, 5470, 6020, and 6030; At least one additional graduate level mathematics course excluding MATH 5850, 5860, 5900, 5910, 5920, 6700, 6800, 6810, 6830, 6850, 6940, 6950, 6970, 6990, 7360, 7440, 7470, 7680, and 7690.

3. At least 8 hours of graduate level education courses including EDTL 6460, a seminar in teaching secondary school mathematics. Candidates must prepare a research paper that requires study beyond the usual writing requirements for courses and that demonstrates the ability to apply research findings in a classroom situation. Finally, the student must pass a three-hour written comprehensive examination, based on any two of the core courses from the list in Part (b) of the course requirements for the Master of Arts in Teaching degree.

#### **Master of Science**

The program of Master of Science in Applied Statistics is offered jointly with the Department of Applied Statistics and Operations Research. Candidates must complete at least 33 semester hours of approved graduate credit, including at least 18 hours in mathematics and/or statistics courses numbered 6000 or above, excluding MATH 5850, 5900, 5910, 5920, 6850, 6940, 6950, and seminar courses. In addition, students must satisfy all the requirements in one of the three groups described below. Students may pursue the M.S. degree under either Plan I or Plan II described below.

Requirements under either plan are: MATH 6410 and 6420, STAT 5020, 5060, and 5080; At least five elective courses (15 credit hours) in Statistics (at least three at 6000 level). Of these elective courses, at least six hours must be from the Department of Mathematics and Statistics, including MATH 5260, 5270, 5450, 5470, 5650, 5660, 6440, 6450, 6460, 6470, 6480, 6710, 6720, 7400, 7570 or 7580, and at least six hours must be from the Department of Applied Statistics and Operations Research, including OR 6610, 6620, STAT 5120, 5140, 5160, 6200, 6300, 6340 or 6440. The remaining three hours may be from offerings of either the Department of Mathematics and Statistics or the Department of Applied Statistics and Operations Research, or may be any graduate course approved by the advisor.;

Plan I: Candidates must complete a minimum of 33 semester hours of graduate course work and three hours of thesis credit. Candidates must submit a thesis on a topic approved by the Statistics Program Committee and must pass an oral examination

covering the materials of the thesis and course materials of MATH 6410, 6420, STAT 5020, 5060, and 5080.

Plan II: Candidates must complete a minimum of 33 hours of graduate course work including STAT 6750. Students must pass a written and oral comprehensive examination over MATH 6410 and 6420, and STAT 5020, 5060, and 5080. However, the oral examination can be waived for students with sufficient written examination scores.

### **Doctor of Philosophy**

The program requires a minimum of 90 hours of graduate credit (i.e., 60 hours beyond the Master's work).

#### *Course Work.*

1. Students who are pursuing a Ph.D. in Mathematics must take eight of the twelve courses listed below. These eight courses must be selected so as to include at least two of these year-long sequences:
  - a. Algebra: 7330, 7340; Analysis: 7650, 7660; Complex Analysis: 6610, 7620; Topology: 6510, 7520; Partial Differential Equations: 7120, 7130; Probability: 7410, 7420.
2. Students who are pursuing a Ph.D. in Statistics must take the following courses:  
Statistics: 7450, 7460, 7570, 7580; Analysis: 6650, 6660; Probability: 7410, Six electives from: MATH 6440, 6450, 6460, 6470, 6480, 6710, 6720, 7400, 7420, STAT 6200, 6300, 6340, 6750, and any approved MATH 6000+ or STAT 6000+ letter-grade topic courses.

A doctoral student needs to pass the Qualifying Examination and the Preliminary Examination.

For a student in the Ph.D. in Mathematics program to pass the Qualifying Examination, the student has to pass two four-hour tests, respectively, in two areas of the student's choice from among the following: algebra (7330, 7340), real analysis (7650, 7660), complex analysis (6610, 7620), topology (6510, 7520), partial differential equations (7120, 7130), and probability (7410, 7420).

For a student in Ph.D. in Statistics program to pass the Qualifying Examination, the student has to pass two four-hour tests, respectively, in two areas of the student's choice from among the following: probability (7410, 7420), estimation and testing hypotheses (7450, 7460), and linear models and computational statistics (7570, 7580). Students intending to write a dissertation in

the field of statistics are suggested to choose 7450/7460 and 7570/7580; students intending to write a dissertation in the field of probability are suggested to include 7410/7420 in their choices.

Preliminary Examinations is administered by a student's PE committee. It consists of a written and an oral component. A student must pass the Department's Qualifying Examination to qualify for taking the Preliminary Examination. The Department offers the following general suggestion to students and their Preliminary Committees.

1. 1. A topic/field is determined upon mutual agreement between the student and the Preliminary Committee. (It is highly recommended that this topic be the topic/filed of the student's future dissertation research.) The Preliminary Committee then assigns materials related to the topic/field for the student to study.
2. 2. The student submits a written report on the reading materials to the Preliminary Committee and then gives an oral presentation in front of the Preliminary Committee. An almost-final version of the reading report should be submitted to and accepted by the Preliminary Committee at least one week before the presentation takes place. To pass the Preliminary Examination, the student is expected to show a comprehensive understanding of the topic in the Preliminary Committee's judgment. A final version of the reading report should be filed with the Department before the Department endorses a positive result to the Graduate College.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Mathematics and Statistics use the prefix: MATH.

**MEDIA & COMMUNICATION**

Terry L. Rentner, Director  
Srinivas Melkote, Graduate Coordinator  
302 West Hall  
Phone: 419-372-8349

**Degrees Offered**

Master of Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

Oliver Boyd-Barrett, PhD; Lynda Dee Dixon, PhD; Radhika Gajjala, PhD; Alberto Gonzalez, PhD; Louisa Ha, PhD; Laura Martin Lengel, PhD; Srinivas Melkote, PhD.; Terry Rentner, PhD.

*Associate Professors*

Katherine Bradshaw, PhD; Michael Butterworth, PhD; Catherine Cassara, PhD; Sandra Faulkner, PhD; James Foust, PhD; Thomas Mascaro, PhD; Sung Yeon Park, PhD; Ewart Skinner, PhD; Gi Woong Yun, PhD.

*Assistant Professors*

Joshua Atkinson, PhD; Kate Magsamen-Conrad, PhD; Ellen Gorsevski, PhD; Michael Horning, PhD; Clayton Rosati, PhD.

The graduate program in the School of Media & Communication offers a Doctor of Philosophy and Master of Arts, in which students study and learn to conduct research concerning topics in **Global Communication, Public Communication, and Health Communication**. In addition to these three areas, coursework in the School of Media & Communication also covers research methods, philosophical foundations of theory and research, and pedagogy.

**Prerequisites to Graduate Work**

Applicants to the M.A. program must hold a bachelor's degree from an accredited institution with a satisfactory academic record. Usually, applicants should have an undergraduate major or minor in one of the related communication fields; others will be considered for admission on an individual basis. Applicants without sufficient course work background may be required to complete remedial or additional course work during the M.A. course of study.

Admission to the doctoral program requires an appropriate master's degree from an accredited institution with an excellent academic record, evidence of research proficiency, and a record which otherwise indicates potential for successful advanced work.

Admission to graduate work is, in the final analysis, a composite

decision, made by the Graduate Program Committee in the School of Media & Communication. Admission is based upon prior academic experience and achievement, GRE scores, letters of recommendation, and the applicant's stated goals.

**Admission Procedure**

Applicants seeking admission to the graduate programs in communication studies should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applications for admission with funding requests for the following fall should be in by January 1. Applications for admissions without funding requests should be submitted by February 15<sup>th</sup>. Applications received after the February 15<sup>th</sup> deadline will be reviewed on a case by case basis.

**Degree Requirements****Master of Arts**

Plan I: Candidates must complete a minimum of 30 semester hours of graduate credit and a thesis, with a maximum of four hours of thesis credit (MC 6990). Students who write a thesis must pass an oral final examination with a committee composed of two communication studies faculty members and a third member either from communication studies or another program.

Plan II: Candidates must complete a minimum of 30 semester hours of graduate credit and a written comprehensive examination. Plan II approval is not granted after the student has requested and received official approval of a thesis topic. Students in Plan II have the option of completing a project in consultation with the student's advisor and committee.

In the comprehensive examination for the master's degree, candidates are expected to show a knowledge of the discipline of communication, research methodologies, and two other courses. The four one and a half questions are answered by the student during the first full week of October, March, or June, or as announced.

Candidates under both plans must complete 9 hours in the core: MC 6000, Introduction to Media & Communication; MC 6300, Social Scientific Research Methods, and MC 6400, Humanistic Research Methods. Students who have assistantships also are required to take MC 6200, Media & Communication Pedagogy: Preparing Future Faculty, in the first semester that it is offered

after they are funded. In addition to the core, candidates under both plans must also complete 12-15 (depending on whether they are funded and have to take MC 6200) credit hours of electives; 3 credit hours of which can come from outside of the School of Media & Communication. No more than four hours of readings or internship count toward the 30 hours.

### **Doctor of Philosophy**

The doctoral program requires the following: 64 hours of course work beyond the M.A.: 16 hours of dissertation credit, 15 hours in five core classes, 9 hours in three tool courses (see note below), 9 hours of elective MC courses or an approved cognate area outside of the School of Media & Communication. A maximum of four hours of readings may be counted toward the degree, while internship hours do not count toward the degree. [Note: One of the core methods courses may count as one of the three tool courses. The co/prerequisite graduate-level statistics course may also count, if deemed appropriate by the advisor and student.]

The core courses are MC 6000, Introduction to Media & Communication Studies; MC 6100, Philosophical Foundations of Media & Communication Theory; MC 6200 Media & Communication Pedagogy; MC 6300, Social Scientific Research Methods; and MC 6400, Humanistic Research Methods. All full-time doctoral students are required to take MC 7030, Colloquium in Media & Communication (0 credit, graded S/U), which meets four times a semester.

There are two examinations during the course of the PhD program. The qualifying exams take place during the Spring semester of students' first year in the program. The qualifiers are administered in a three and a half hour time span, in which students answer three questions from three classes that they have taken or are in the process of taking. One question must come from MC 6000; the other two questions are up to the student. Students who do not pass the qualifying exam will not be allowed to proceed in the program. The preliminary examination, administered at or near the completion of course work, consists of 18 to 22 hours of written examinations during a one-week time period. Although other topics may be included, the following categories must be addressed: (1) primary area of interest; (2) secondary area of interest/cognate; (3) theory; and (4) methods/tools. The advisor and the student work together to prepare the preliminary examination. The student's committee will consist of at least four members: an advisor from communication studies, two other communication studies faculty members, and an outside member appointed by the Graduate College.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the School of Media & Communication use the prefix: MC.

Graduate courses typically offered in the School of Media & Communication include:

**MC 6010:** Rhetorical Criticism Perspectives and methods of rhetorical criticism with applications to rhetorical practice.

**MC 6510:** Contemporary Rhetorical Theory Examination of major rhetorical theorists of the 20th century: Richards, Weaver, McGree, Condit, Burke. Emphasis on central themes, problems, similarities, and differences.

**MC 6560:** Health Communication Introduction to health communication from the communication perspective. Course will expose the student to past and current research in the field of health communication and will require the student to apply various methodologies in a related research project.

**MC 6570:** Intercultural Communication Introduction to intercultural communication from the communication perspective. Course will cover past and current research with attention to theories and methodologies. Course will require a research project or proposal.

**MC 7110:** Mass Communication Advanced study of mass communication theory.

**MC 7630:** Seminar in International Development Study of selected topics in international development communication.

**MC 7650:** International Media Study of the development, objectives, structures, policies, and operations of key regional and global external media operations. Emphasis on relations of international media to propaganda, education, development, and research.

**MC 7670:** Health Communication Campaigns Theory and practice of communication to influence public opinion and to change behavior. Social marketing campaigns are emphasized.

**MUSIC**

Jeffrey Showell, Dean, College of Musical Arts  
 Robert Satterlee, Assistant Dean for Graduate Studies  
 1031 Moore Musical Arts Center  
 Phone: 419-372-2182

**Degrees Offered**

Doctorate of Musical Arts in Contemporary Music, Master of Music

**Graduate Faculty***Professors*

Vasile Beluska, M.M.; Emily Freeman Brown, D.M.A.; Christopher Buzzelli, M.M.E.; Jeffrey Halsey, M.M.; Vincent Kantorski, Ph.D.; Penny Thompson Kruse, D.M.A.; Laura Melton, D.M.A., Myra Merritt, M.M.; Bruce Moss, Ph.D.; Mark Munson, D.M.A.; Mary Natvig, Ph.D.; John Sampen, D.M.; Jeffrey Showell, D.M.A.; Marilyn Shrude, D.M.; Alan Smith, D.M.A.; Vernon Wolcott, D.M.A.

*Associate Professors*

Per Broman, Ph.D.; Elaine Colprit, Ph.D.; Nora Engebretsen, Ph.D.; Carol Hayward, D.M.A.; Mikel Kuehn, Ph.D.; Elaine Lillios, D.M.A.; William Mathis, D.M.A.; Eftychia Papanikolaou, Ph.D.; Andrew Pelletier, D.M.A.; Jane Schoonmaker Rodgers, D.M.A.; Charles Saenz, M.M.; Robert Satterlee, D.M.A. Kevin Schempf, M.M.; Christopher Scholl, M.M.; Roger Schupp, D.M.A.; Sandra Stegman, Ph.D.; Kenneth Thompson, D.M.A.; Gene Trantham, Ph.D.

*Assistant Professors*

David Bixler, M.M.; Timothy Cloeter, M.M.; Sean Cooper, D.M.A.; Matthew McBride Daline, D.M.A.; Christopher Dietz, Ph.D.; Gregory Decker, Ph.D.; Lisa Gruenhagen, Ph.D.; Jacqueline Leclair, D.M.A.; Solungga Liu, D.M.A.; Katherine Meizel, Ph.D.; Elizabeth Menard, Ph.D.; Conor Nelson, D.M.A.; Susan Nelson, D.M.A.; Thomas Rosenkranz, D.M.A.; Arne Spohr, Ph.D.; Marcus Zagorski, Ph.D.

The College of Musical Arts offers two graduate programs, the Doctorate of Musical Arts in Contemporary Music and the Master of Music.

The Doctorate of Musical Arts in Contemporary Music (DMA) offers specializations in composition or performance (conducting, instrumental or vocal). Contemporary music is defined for this degree as art music created after 1945, although chronological flexibility may be permitted according to individual interests.

The DMA develops versatile composers and performers through concentrated focus on contemporary music. The degree is grounded in applied study in composition or performance, but goes beyond traditional boundaries by integrating these practices in multidisciplinary seminars and discovering new contexts through studies in culture, digital media and music cognition.

The Master of Music degree program is designed to prepare musicians to practice their specialization in the changing environment of current American music culture. The program encompasses six emphases: music composition, music education, music history, ethnomusicology, music performance, and music theory.

The music education emphasis features four specializations—Plan I: comprehensive; and Plan II: comprehensive, instrumental, or choral music education.

Music performance majors may select from nine options: choral conducting, orchestral conducting, voice, piano, piano pedagogy, collaborative piano, jazz studies, instrumental performance, and instrumental specialist. The instrumental specialist option consists of a concentration in a major instrument and at least two minor instruments within the brass, strings, and woodwind areas. Considerable flexibility is permitted within an individual program to meet the special needs of students.

**Prerequisites to Graduate Work**

Applicants for the Doctorate of Musical Arts must have an earned master's degree with a minimum GPA of 3.2. Students without a master's degree may apply to the master's program at Bowling Green State University. When the degree is completed, they may apply to the doctoral program. Applicants for the Master of Music should possess an appropriate undergraduate degree as well as potential for advanced study as evidenced by musical and intellectual abilities and achievements. In cases where an applicant is deficient in background, the departmental graduate faculty will require additional course work; for example, remedial courses in music history and music theory.

**Admission Procedure**

Applicants seeking admission to either the Doctorate of Musical Arts or the Master of Music should follow the instructions outlined in the "Graduate Admissions" section of this catalog. In addition to the general admission requirements set by the Graduate College, applicants must fulfill the following departmental requirements.



Doctoral candidates must submit a Curriculum vitae, repertoire list, documentation of compositions or performances in the past five years, a sample research paper and three letters of recommendation. All doctoral candidates must present an on campus audition/interview. Specific details concerning what materials are required for composition or performance specializations and the procedures for doctoral auditions/interviews are listed on the College of Musical Arts web site.

Master of Music applicants electing the performance or conducting options must audition for area faculty. Applicants electing music history, ethnomusicology, music theory or music education emphases must submit GRE scores. Applicants electing music history, ethnomusicology or music theory emphases must submit examples of their work with their applications. Music education applicants electing Plan II (comprehensive) must have one year of full-time teaching experience, and all music education and music theory applicants must attend an interview. Applicants for the music education degree program must submit the following: (1) a 10-minute videotaped performance on an instrument or voice, (2) a continuous 15-minute videotaped teaching or rehearsal segment, and (3) a writing sample on a topic of the faculty's choice (contact the department chair for details).

### Degree Requirements

#### **Doctorate of Musical Arts in Contemporary Music**

*General Requirements:* The Doctor of Musical Arts in Contemporary Music is a four-year program requiring a minimum of 66 hours beyond the master's degree. Any required remedial work in history, theory or research methodology will be added to the applicant's program and will not be counted in the required 66 hours toward degree completion. Course work is completed in the student's area of specialization (composition or performance), a cognate of the student's choice, multidisciplinary seminars, and electives. Students must also complete an off-campus internship designed to develop nonacademic career options.

Doctoral students must show a reading knowledge of one foreign language, as is appropriate to the particular specialization. As an alternative, a computer programming language can be substituted for this requirement with permission of the student's doctoral committee. The language proficiency examination must be completed before the final semester of study.

*Examinations:* Written and oral examinations in music history and theory, with a particular emphasis on contemporary music, are taken after completing 40 hours of course work, not including the

internship. Examinations will also cover the student's area of specialization. Successful completion of these exams will admit the student to candidacy. Upon admission to candidacy, the student will be allowed to begin the culminating experiences in composition or performance. A final oral defense is taken in the last semester of study and focuses on the culminating experiences.

*Culminating Experiences:* Students specializing in performance must present three solo/chamber music/ensemble programs composed of contemporary music (at least one off-campus). In some cases a major concerto performance with orchestra may be substituted for one of the recitals. Permission for any alternative to this requirement must be secured from the doctoral committee. The composition specialization requires a recital of original works and a composition project (original work for large resources). Students in each specialization must also submit a research paper, combining the individual's major and minor areas of study, and a portfolio (collection of papers written during the degree program, programs, and tapes from performances).

#### **Master of Music**

*General Requirements:* Students must take placement examinations in music history and music theory as they begin their program. Those who do not pass one or more portions are permitted one retest during the first semester of residence. If the retest is not passed, students must take the appropriate remedial course(s): MUCT 5060, 5070, and 5080. These courses cannot be used to satisfy degree requirements.

A diagnostic test in ear training and sight singing is required of all entering theory majors. A single retest will be permitted during the student's first semester in residence. If test results are still unsatisfactory, the student will be required to take Graduate Aural Skills (MUCT 5050) without degree credit.

Specific degree requirements for each emphasis can be obtained from the graduate coordinator in the College of Musical Arts.

*Ensemble and/or Applied Credit:* A minimum of three semester hours of either ensemble or applied study is required for the Master of Music degree. Ensemble credit may be fulfilled by participation in one or more of the College's large choral and/or instrumental ensembles, or in selected small ensembles. Applied study is a limited enrollment course, with registration priority given to students in the performance option for whom applied study is a specific degree requirement. Others are accommodated on a

space- available basis and must confer with the appropriate applied faculty member by the end of the first week of classes. All students wishing to enroll in applied study must pass an audition for the faculty.

*Final Project Requirement:* At the culmination of the degree program, students are expected to present a final project appropriate to their area of specialization. Credit for this requirement is given under the course numbers MUCT/MUED/MUSP 6990, MUSP 6980, or MUED 6380 for Music Education Comprehensive Examination. Students may enroll for up to 12 semester hours of final project credit, but no more than three hours will be counted toward the degree. All submissions must follow the schedule of deadlines published by the Graduate College.

Candidates in performance are expected to fulfill the final project requirement by presenting a public recital or recitals according to the degree specifications, and completing either a comprehensive examination or a thesis. Two CD's recording the recital(s) and two copies of the program(s) are to be submitted to the Coordinator of Graduate Studies in the College of Musical Arts. Performance students who follow the comprehensive examination option must submit a portfolio of work compiled during the course of the degree and pass a comprehensive examination based on the portfolio contents. Those following the thesis option must complete a written document on a subject related to their recital, performance medium, or its pedagogy.

Conducting majors are expected to compile on DVD 30 to 45 minutes of music consisting of repertory approved by the appropriate conducting faculty. Ensembles used by candidates will be assigned by the faculty from standing College ensembles, or approved by the faculty.

Music education-Plan I students are expected to submit a thesis on a substantive issue in music education. Music education majors who are excellent performers may, with the approval of the area performance faculty and the chair of music education, fulfill the thesis requirement by means of a recital and document.

Composition students fulfill the final project requirement by submitting the score of an original musical composition. Specific guidelines regarding the length and instrumentation of the composition are available through the College of Musical Arts office.

Students in music history, ethnomusicology, and music theory must submit a thesis as part of the degree requirements.

Students whose final projects require the use of an audio tape or CD must comply with the College of Musical Arts criteria in recording and editing. Further information is available in the CMA Final Project Handbook.

*Examination Requirement:* Music education-Plan II students must pass a written and oral comprehensive examination at the completion of all course work.

Students in music education-Plan I, music history, and music theory must pass a thesis defense. Students in music composition must either arrange for a premiere performance or defense of their final project composition. Students in music theory, ethnomusicology, and music history must also pass a qualifying examination before beginning the thesis.

#### **Basic Fees and Charges**

An applied music fee of \$45 per semester hour or \$90 for two or more hours is charged for one-half hour (1 credit) or one hour (2-4 credits) of individual instruction per week. A student enrolled for applied music has access to practice rooms and equipment without charge, in accordance with schedules and regulations determined by the College of Musical Arts.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the College of Musical Arts use the prefixes: MUCT, MUED, MUS, and MUSP.

**ORGANIZATION DEVELOPMENT**

Brian Childs, Assistant Director/Graduate Coordinator  
 Graduate and Executive Programs in Business  
 Room: 371 College of Business Administration  
 Phone: 419-372-8139  
 E-mail Address: [mod@bgsu.edu](mailto:mod@bgsu.edu)  
 Program Website: [www.modbgsu.com](http://www.modbgsu.com)

**Degree Offered**

Master of Organization Development

Designed for experienced managers, human resource and development professionals, owners of small businesses, and consultants, the Master of Organization Development is an executive (part-time) degree program designed to help individuals systematically transform their organizations into world-class competitors. The Executive M.O.D. combines online instruction with weekend classes during the spring, summer, and fall semesters.

This 18-month program prepares graduates to meet the leadership challenges of an ever-changing, increasingly demanding organizational environment by developing the knowledge and skill required to enhance individual, team, and organizational performance.

Admission requires a bachelor's degree from an accredited institution and three or more years of full-time professional or managerial experience for admission.

Employers of executive program applicants must endorse their applicants' participation in the program and, thereby, agree to provide students with opportunities to do research in their organizations and to apply program concepts and methods.

**Admission Procedure**

Applicants to the Executive M.O.D. program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants are reviewed by the program's graduate advisory committee, which makes an admission recommendation to the Graduate College.

**Degree Requirements**

Master of Organization Development

The Executive Master of Organization Development (EMOD) program requires 18-months and 30 semester hours of graduate

credit for completion. Instruction is delivered through a blend of online and on-campus Executive Residency Weekends. There are three Executive Residency Weekends per semester. The weekends are scheduled Friday from 6:00pm-10:00pm, Saturday from 8:00am-5:00pm, and Sunday from 8:00am-3:00pm. The EMOD program's first weekend session typically is held in mid-January. Students then proceed through a sequence of courses in accordance with a predetermined schedule. Executive students typically enroll in two courses in each spring, summer, and fall semester of the program.

The following courses are required to fulfill requirements for the degree: ORGD 6010, ORGD 6015, ORGD 6020, ORGD 6030, ORGD 6040, ORGD 6050, ORGD 6060, ORGD 6080, ORGD 6320, and the capstone course ORGD 6070. The foundation courses (ORGD 6010, 6015, 6030, and 6080) are to be completed prior to the diagnosis courses (ORGD 6040 and 6050), which are to be completed prior to the intervention courses (ORGD 6020, 6060, and 6320). The foundation, diagnosis, and intervention courses are to be completed prior to enrolling in ORGD 6070.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered in Organization Development use the prefix ORGD.

**PHILOSOPHY**

Michael Weber, Chair  
 Sara Worley, Director of Graduate Studies  
 305 Shatzel Hall  
 Phone: 419-372-2117

**Degrees Offered**

Master of Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

Michael Bradie, Ph.D.; Louis Katzner, Ph.D.; Fred Miller, Ph.D.;  
 Michael Weber, Ph.D.;

*Associate Professors*

Albert Dzur, Ph.D.; David Shoemaker, Ph.D.; Sara Worley, Ph.D.

*Assistant Professors*

John Basl, Ph.D.; Donald Callen, Ph.D.; Christian Coons, Ph.D.

Bowling Green's graduate programs in Philosophy combine areas of applied philosophy, such as philosophy of medicine, law, business, and the environment, with training in the appropriate historical, methodological, and theoretical approaches to traditional areas of philosophy, such as moral and political philosophy, epistemology, metaphysics, and logic. The programs are flexible both with respect to areas of specialization and career interests.

The department offers two distinct programs. The Ph.D. program is an integrated five-year program designed for students working toward the doctorate. The M.A. is granted as part of the total program. The separate special M.A. program is intended for students who want to do advanced work in applied philosophy as preparation for a career either in teaching or in a nonacademic career in law, government, business, health care, or social service.

As an integral part of their studies in either program, students may undertake internships involving work of up to 15 weeks in nonacademic settings such as federal or state agencies, hospitals, corporations, charitable institutions, research centers, and foundations, or take a substantial number of courses in other disciplines.

**Prerequisites to Graduate Work**

The preferred foundation for graduate work is a major or minor in philosophy. However, applicants with less than this level of

preparation who have a strong interest in philosophy are encouraged to apply. Remedial work may be required for those students judged to have deficiencies in their preparation.

Admission to the Ph.D. program does not require the completion of any graduate work beyond the bachelor's degree. Students enrolling in the program after earning a master's degree in philosophy may receive up to 30 hours of credit toward the Ph.D. requirements as deemed appropriate by the Graduate Committee.

**Admission Procedure**

Applicants seeking admission to the graduate programs in philosophy should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants should also contact the departmental graduate admissions officer for application materials.

**Degree Requirements****Doctor of Philosophy**

Students must fulfill the following requirements:

1. the 20-hour Group A core consisting of the pro-seminar (PHIL 600); one course each in logic and analysis (PHIL 603), history of ancient philosophy (PHIL 611), history of modern philosophy (PHIL 612), and either history of moral philosophy (PHIL 621) or history of political philosophy (PHIL 622); and the three-hour seminar designed to prepare students to teach philosophy (PHIL 650) the M.A. core course requirement (20 hours) plus PHIL 650;
2. an additional 44 hours in courses or seminars in philosophy, including the 32-hour Group B core (eight four-hour seminars or courses in philosophy from at least three of the following areas, with no more than four courses being counted from each area):
  - a. moral and social philosophy broadly conceived (if more than one course is counted from this area, at least one course must be in contemporary moral theory);
  - b. metaphysics, philosophy of the mind, and epistemology;
  - c. logic and philosophy of language;
  - d. philosophy of the natural and social sciences; and
  - e. philosophy of religion, aesthetics, etc.;
3. the M.A. Exam/Ph.D. Qualifying Exam, which consists of a portfolio of the student's work, which is submitted to

- the faculty the first day of class of the student's fifth semester of residence (not including summers).
4. the preliminary examination and approval of the dissertation topic; and
  5. the dissertation and the oral examination over the dissertation.

There is no language requirement unless the student's dissertation supervisor and the department's director of graduate studies decide that it would be appropriate in light of the student's dissertation topic for the student to have a reading competency in a foreign language. The precise way in which the student will meet this requirement will be determined by the student's dissertation supervisor in consultation with the student and with the approval of the director of graduate studies. Prior to completing the language requirement, the student should submit a written plan for completing the requirement. The form may be secured from the graduate secretary and must be signed by the student's research supervisor and the director of graduate studies.

Students must take a preliminary examination after having completed approximately 60 semester hours of approved graduate work. The preliminary examination typically consists of an essay that the student writes and defends orally and which is designed to show that the student has the ability to do doctoral research in philosophy. The student's doctoral committee determines the exact nature of this examination. Students are admitted to degree candidacy upon successfully defending a dissertation prospectus, normally in conjunction with the preliminary examination.

To complete the requirements for the Ph.D. degree, students must complete a dissertation and pass an oral examination over the dissertation.

Early in their program, students must present a plan of study for the remainder of tenure within the program and arrange for an advisor to guide research throughout the program.

The plan of study must be designed to insure that the student finishes the program a broadly trained philosopher, competent to initiate, conduct, and interpret traditional and applied research. Within this framework, the provisions within a doctoral plan of study are flexible. Programs can be designed to prepare students in any one of the following areas:

1. academic careers in philosophy departments as moral and social philosophers (broadly conceived);
2. academic careers in philosophy departments in the sub-specializations of applied philosophy, e.g., in philosophy of medicine, philosophy of law, philosophy of business, or environmental philosophy;
3. interdisciplinary academic careers; or
4. nonacademic careers in law and government, business, health care, or social service. The individual plan of study is worked out in collaboration with the advisor, subject to approval of the graduate coordinator.

Questions about requirements for the Ph.D. degree can be addressed to the Department of Philosophy office.

#### **Master of Arts**

Completion of the Group A core requirements and seven additional four-hour seminars or courses in philosophy, and passing the M.A. Exam/Ph.D. Qualifying Exam, satisfies the requirements for the M.A. under Plan II.

#### **Specialized M.A. Program**

This is a terminal M.A. program meant for students who want to do advanced work in applied philosophy as preparation for a career either in teaching or in a nonacademic career in law, government, business, health care, or social service. It is not meant to prepare students for the doctorate.

Students form an M.A. committee of at least two members during the first semester of the program. The specific course of study required of each student, including the details of the core requirement and the choice of core supplement, must be approved both by the student's M.A. committee and the department's Graduate Studies Committee.

Students must complete a minimum of 44 credit hours including a core requirement of six four-hour courses or seminars in philosophy (24 hours) and a core supplement (12 hours) consisting of either

1. the internship option or
2. three additional four-hour courses or seminars in philosophy.

The internship option is completed by doing work in applied philosophy in some form other than taking courses in philosophy for 12 credit hours during the equivalent of one semester. An internship report is required to complete the internship option.

To complete the M.A., students submit an essay, write an examination, or complete a project, and may be required to take an oral examination, as appropriate to the student's course of study. The exact nature of the examination is determined by the student's M.A. committee together with the director of graduate studies and the Graduate Studies Committee.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Philosophy use the prefix: PHIL.

the prefixes: FREN, ITAL, LAT, ROCS, and SPAN. Additional information can be found at <http://www.bgsu.edu/departments/rocs>.

**PHYSICS AND ASTRONOMY**

John Laird, Chair  
 Lewis Fulcher, Graduate Coordinator  
 104 Overman Hall  
 Phone: 419-372-2421

**Degrees Offered**

Master of Arts in Teaching; Master of Science; Consortial Doctor of Philosophy (BGSU and UT)

**Graduate Faculty***Professors*

Lewis Fulcher, Ph.D.; John Laird, Ph.D.; Andrew Layden, Ph.D.;  
 Dale Smith, Ph.D.

*Associate Professors*

Haowen Xi, Ph.D.

*Assistant Professors*

Liangfeng Sun, Ph.D.; Mikhail Zamkov, Ph.D.

*Instructor*

Eric Mandell, Ph.D.

The Department of Physics and Astronomy offers programs leading to the degrees of Master of Arts in Teaching, Master of Science, and a consortial Ph.D. in collaboration with the University of Toledo. The curriculum of the programs emphasizes applications as well as a solid foundation in the fundamentals of physics. Course work focuses on developing skills in several areas of emphasis: astrophysics; computational physics; theoretical physics; solid state physics; and materials science. All graduate students are involved in research as part of the degree program.

The M.A.T. degree program is designed to prepare students for a physics teaching career or to provide enrichment for practicing teachers. The consortial Ph.D. program enables qualifying students to take courses at BGSU and at UT and to move to UT for their Ph.D. under the direction of either BGSU or UT faculty in physics and astronomy.

**Prerequisites to Graduate Work**

Applicants should have the equivalent of a bachelor's degree with a major in physics, or a minor in physics and a major in a cognate field from an accredited institution. Applicants should also have taken a minimum of one year of undergraduate chemistry.

Applicants with prerequisite deficiencies may be required to take undergraduate course work or satisfactorily complete an examination as a condition of admission.

M.A.T. applicants must have at least one year's teaching experience and hold a valid teaching certificate from the state in which they are teaching.

**Consortial Ph.D. Program**

For students wishing to obtain a Ph.D. in Physics, the consortial program with the Department of Physics and Astronomy at the University of Toledo is an option. Graduate students at BGSU would complete requirements for the Master of Science at BGSU and take the Ph.D. qualifying exam offered by the University of Toledo. After successfully passing that examination, the student would be admitted to the University of Toledo's program and could take courses at the University of Toledo and at BGSU. After being admitted to candidacy, students may engage in dissertation research with faculty from BGSU, UT, or both.

**Admission Procedure**

Applicants seeking admission to the graduate programs in physics and astronomy should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Arts in Teaching***

Degree requirements are listed under the heading of Master of Arts in Teaching in the "Graduate Degrees Offered" section of this catalog.

***Master of Science***

The M.S. degree is offered under two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of 5000 and 6000-level courses approved for graduate credit including a minimum of 26 hours in physics. Students are required to take PHYS 6010, 6020, 6030, 6040, 6050 and 6060, for a total of 18 semester hours. Students must also register for two hours of PHYS 6810 during each Fall and Spring semester. In addition to the above 26 hours in the major field, candidates must present a formal thesis and pass an oral examination on the thesis.

A specialization in Materials Science is available. The student must take PHYS 6100 at BGSU and PHYS 6540-6550 at the



University of Toledo. A thesis on some materials topic must be completed.

Plan II: Candidates must complete a minimum of 32 semester hours of 5000- and 6000-level courses approved for graduate credit including two hours in PHYS 6910--Directed Research in Physics--for a minimum of 28 hours in physics. Students are required to take PHYS 6010, 6020, 6030, 6040, 6050, and 6060, and PHYS 6910 for a total of 20 semester hours. Students must also register for two hours of PHYS 6810 during each Fall and Spring semester. As an important part of the research seminar work, the student must submit a scholarly paper and pass a final written comprehensive examination covering selected fields.

For students pursuing a specialization, both Plan I and Plan II require additional course work.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Physics and Astronomy use the prefix: PHYS.

**POLITICAL SCIENCE / PUBLIC ADMINISTRATION**

Neil Englehart, Chair  
 Shannon Orr, M.P.A. Coordinator  
 124 Williams Hall  
 Phone: 419-372-2921

**Degrees Offered**

Master of Public Administration; Master of Arts (Dual Degree)

**Graduate Faculty***Associate Professors*

Candace Archer, Ph.D.; Albert Dzur, Ph.D.; David Jackson, Ph.D.;  
 Neal Jesse, Ph.D.; Melissa Miller, Ph.D.; Shannon Orr, Ph.D.; Marc  
 Simon, Ph.D.

*Assistant Professors*

Stefan Fritsch, Ph.D.; Andrew Kear, Ph.D.; Leila Kuwar, Ph.D.

*Instructor*

Scott Piroth, Ph.D.; W. Thomas Wiseman, Ph.D.; Tim Newman,  
 Ph.D.

The Department of Political Science offers programs leading to the degrees of Master of Public Administration and the dual Master of Arts in Political Science and German. The main goal of the master's program in Public Administration is to provide professional education to students who wish to prepare themselves for administrative careers and leadership positions in government. In accordance with recognized professional standards, the program:

1. prepares students for professional and leadership careers in public service;
2. offers an opportunity to in- and mid- career personnel for additional training and career development; and
3. provides foundations for careers in teaching, consultation, and other professions requiring advanced knowledge of public administration.

The dual Master of Arts in Political Science and German Program prepares a limited number of students for careers in some phase of international politics, education, or commerce in which fluency in the German language is essential. For German language requirements consult the graduate coordinator, Department of German, Russian, and East Asian Languages.

**Prerequisites to Graduate Work**

Applicants must possess a bachelor's degree from an accredited institution, have at least a 2.8 grade point average for conditional admission, and a 3.0 for regular admission, a 3.25 in the major, and have a major, minor, or satisfactory equivalent in political science or an appropriate field based on the student's area of interest. In cases where an applicant is deficient in background, the appropriate graduate coordinator will recommend additional course work.

**Admission Procedure**

Applicants seeking admission to graduate programs in political science should follow the instructions in the "Graduate Admission" section of this catalog. Please note the GMAT or GRE are accepted for admission to the Master in Public Administration.

**Degree Requirements***Master of Public Administration*

The M.P.A. program consists of four educational components:

1. core curriculum;
2. area of specialization;
3. program electives; and
4. a thesis OR an internship and experiential paper with a written comprehensive examination Or an internship and capstone experience.

Candidates must complete a total of 36 semester hours of graduate credit, which includes 33 hours of course work. The remaining three hours include completing either a written thesis or an internship with an experiential paper and comprehensive exams or an internship and capstone experience. Mid- and in career students have the opportunity to be waived from the internship component.

The 15-hour core curriculum requirement is met by completing POLS 6210, Administrative Theory and Behavior, POLS 6750, Research Methods, POLS 6260 Personnel Management, POLS 6280 Budgeting, POLS 6200 Public Policy. In addition students must choose one of the following specialization core courses: POLS 6310 American Government, POLS 6710 International Development or POLS 6450 Environmental Management.

To complete the specialization, students select 9 hours of course work from various departments and colleges of the University under the direction of the graduate coordinator, Students also take 6 hours of electives. In addition, all students must receive at least

a “B” grade in all core classes before undertaking a thesis or comprehensive exam.

In addition to these program requirements, all graduates must meet the general degree requirements set by the Graduate College.

### ***Master of Arts (Dual Degree)***

Students pursuing a dual Masters of Arts in Political Science and German must complete a minimum 54 credit hours (27 in Political Science and 27 in German). For more information on the German component consult the graduate coordinator, Department of German, Russian, and East Asian Languages. The Political Science component consists of 18 hours in the core, six hours of electives and either three hours of thesis or three hours from an internship with an experiential paper and comprehensive exams.

The 18-hour core curriculum requirement is met by completing POLS 6510, Seminar in Comparative Government; POLS 6710, Seminar in International Relations; and POLS 6750, Research Methods. In addition to these three core courses, students are required to choose at least three of the following six core courses:

1. POLS 6800. Seminar in Political Science;
2. POLS 5210. Bureaucratic Politics;
3. POLS 5750. International Organization;
4. POLS 5760. Politics of International Economic Relations;
5. POLS 5780. International Conflict;
6. POLS 5790. Conflict Resolution;

In addition, all students must receive a “B” grade in all core classes before undertaking a thesis or comprehensive exam. The thesis, experiential paper, and comprehensive exam must be drawn from both Political Science and German.

In addition to these program requirements, all graduates must meet the general degree requirements set by the Graduate College.

### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php> . Graduate courses offered by the Department of Political Science use the prefix: POLS.

**POPULAR CULTURE**

Marilyn Motz, Chair and Graduate Coordinator  
 Popular Culture Building  
 Phone: 419-372-7863

**Degree Offered**

Master of Arts

**Graduate Faculty***Associate Professors*

Jeffrey Brown, Ph.D.; Becca Cragin, Ph.D.; Montana Miller, Ph.D.;  
 Marilyn Motz, Ph.D.; Angela Nelson, Ph.D.; Jeremy Wallach, Ph.D.

*Assistant Professors*

Kristen Rudisill, Ph.D., Rebecca Kinney, Ph.D.

*Visiting Assistant Professor*

Esther Clinton, Ph.D.

The Master of Arts degree in Popular Culture is designed to train scholars in the objective analysis of that part of a culture, both past and present, which has a distinctly popular base of appeal.

The Department of Popular Culture has outstanding library and resource support for the graduate program. In 1969, the University established the Browne Popular Culture Library, a non-circulating research library that contains more than 500,000 items from popular novels to television scripts. In addition, the Sound Recordings Archives contains the finest and largest collections of recorded popular music in the United States. Bowling Green State University is the national headquarters for the study of popular culture.

**Prerequisites to Graduate Work**

Admission to the M.A. program requires a minimum 3.0 accumulative GPA and 3.0 GPA in a specified discipline in which at least 20 semester hours of work have been completed. Applicants who hold an undergraduate degree in an interdisciplinary program that includes 20 semester hours of work in a single discipline may be admitted upon the recommendation of the graduate committee.

**Admission Procedure**

Applicants seeking admission to the M.A. program in popular culture should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements****Master of Arts**

Candidates are required to complete a minimum of 32 semester hours of graduate credit beyond the baccalaureate degree. Students must complete the following core requirements:

- POPC 6750 Popular Culture Theory and Methodology;
- POPC 6600, Folklore and Folklife;
- three graduate seminars in popular culture; and
- one departmental course in international popular culture.

Candidates are responsible for mastering the content of a core reading list provided to them at the beginning of their academic program. Students are required to complete a general three-question written departmental examination over the core reading list and the required core courses listed above.

The M.A. degree is offered under Plan I-thesis option or Plan II-non-thesis option. The research track outlined below is only offered under Plan I-thesis option.

Plan I: Up to six semester hours of thesis research credit can be applied toward the degree.

Plan II: In addition to the written examination described above, each candidate must pass a two-hour oral examination over an area of specialization.

Candidates are to create their own advisory committees, in close consultation with the graduate coordinator, composed of a chair from within the Department and at least one other faculty member from within the Department. An optional third member can be from within or outside the Department. All members of the committee must have Graduate Faculty status. In the case of the Plan I-thesis candidates, the committee advises the thesis. In the case of the Plan II-non-thesis candidates, the committee exists to advise, prepare, and evaluate the oral examination over the candidate's area of specialization. Students are expected to have created their committee by no later than the end of the second semester in residence in the program.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Popular Culture use the prefix: POPC.

**PSYCHOLOGY**

Michael Zickar, Chair  
 Robert Carels, Graduate Coordinator  
 206 Psychology Building  
 Phone: 419-372-2301

**Degrees Offered**

Master of Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

William Balzer, Ph.D.; Verner Bingman, Ph.D.; Sheryl Coombs, Ph.D. (Biological Sciences); Eric Dubow, Ph.D.; Milton Hakel, Ph.D.; Scott Highhouse, Ph.D.; Annette Mahoney, Ph.D.; Lee Meserve, Ph.D. (Biological Sciences); Paul Moore, Ph.D. (Biological Sciences); Chris Mruk, Ph.D. (Firelands); Kenneth Pargament, Ph.D.; Harold Rosenberg, Ph.D.; Patricia Sharp, Ph.D.; Kenneth Shemberg, Ph.D.; Catherine Stein, Ph.D.; John Tisak, Ph.D.; Marie Tisak, Ph.D.; Michael Zickar, Ph.D.

*Associate Professors*

Richard Anderson, Ph.D.; Robert Carels, Ph.D.; Yiwei Chen, Ph.D.; H. Casey Cromwell, Ph.D.; Jean Gerard, Ph.D. (Human Development and Family Studies); Michael Geusz, Ph.D. (Biological Sciences); Anne Gordon, Ph.D.; Mary Hare, Ph.D.; Robert Huber, Ph.D. (Biological Sciences); Steve Jex, Ph.D.; Dale Klopfer, Ph.D.; Dara Musher-Eizenman, Ph.D.; William O'Brien, Ph.D.; Moira van Staaden, Ph.D. (Biological Sciences); Daniel Wiegmann, Ph.D. (Biological Sciences)

*Assistant Professors*

Margaret Brooks, Ph.D. (Management); Dryw Dworsky, Ph.D.; Antonju Fantana, Ph.

The Department of Psychology offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. Graduate programs in psychology are research oriented, regardless of the special areas of interest the student may have. Four areas of emphasis are available: clinical, industrial/organizational, developmental, as well as neural and cognitive sciences.

Students are encouraged to become engaged in laboratory, library, and field research either independently or in collaboration with members of the faculty. Practice in research, in addition to the required dissertation research, is an integral part of graduate training. The departmental laboratories are well equipped for the

investigation of a wide variety of problems in all areas of contemporary psychology.

Students admitted to graduate study in psychology are required to work toward the Ph.D. degree. The M.A. is granted as part of the total program.

**Prerequisites to Graduate Work**

It is recommended that applicants should have completed approximately 20 semester hours including experimental psychology and statistics. Credit in a related field or pertinent experience may count toward this minimum if approved by the department.

**Admission Procedure**

Applicants seeking admission to the graduate programs in psychology should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants may also download the departmental application materials from our website: [www.bgsu.edu/departments/psych/page31038.html](http://www.bgsu.edu/departments/psych/page31038.html).

**Degree Requirements****Master of Arts**

Candidates must complete a minimum of 30 semester hours of graduate credit. Students are required to take a department approved methodology course (e.g., PSYC 6280-Clinical Research Methods, PSYC 7800-I/O Research Methods, or PSYC 7810-Cognitive Research Methods and (2) PSYC 6670 and PSYC 6680 (basic statistical theory).

The M.A. degree in psychology is offered under a Plan I-thesis option. Candidates must complete a thesis and perform satisfactorily in an oral defense.

**Doctor of Philosophy**

Students must complete a minimum of 90 semester hours beyond the baccalaureate degree. Those pursuing a clinical emphasis must also have a full year of internship. It is emphasized that hour requirements are secondary in importance to breadth of understanding evidenced by satisfactory performance on examinations and demonstrated competence in research. The dissertation, and preparation for it, are central to the student's plan of study. Students are admitted to doctoral study only if there is an available sponsor to guide their research activities throughout the program. Students who enter the program with an M.A. degree from another institution should arrange to be sponsored by a

member of the graduate faculty by the end of the first semester on campus.

Early in their program, students must present a plan of study. The plan of study must guarantee that the student finishes the program a broadly trained psychologist, competent to initiate, conduct, and interpret empirical research. Within this framework, however, the provisions for a doctoral plan of study are quite flexible. The individual plan of study is worked out in collaboration with the sponsor. Students must complete satisfactorily a sequence of core courses (methodology and statistics) during the first two years. In addition, students are required to take and successfully master content core courses which are general courses covering the major fields of psychological study. A completed master's-level research project should be presented to the student's committee by the end of the second year of study.

Students must take a preliminary examination after they have completed approximately 60 semester hours of approved graduate credit. The examination may be either in the form of a research project presented to the committee or a written and oral examination dealing with the area of emphasis. A student's doctoral committee determines the exact nature of this examination.

Candidates for the Ph.D. degree must complete a dissertation and pass an oral examination over the dissertation.

#### **Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Psychology use the prefix: PSYC.

**PUBLIC HEALTH**

L. Fleming Fallon, Jr., Consortial Co-Director

Hans Schmalzried, Graduate Coordinator  
234 Student Health Services Building  
Phone: 419-372-9930

**Degree Offered**

Master of Public Health

**For Application Materials:**

Northwest Ohio Consortium for Public Health  
University of Toledo  
3000 Arlington Ave., MS 1042  
Toledo, OH 43614-2598  
419-383-4112  
or [www.nocphmph.org](http://www.nocphmph.org)

**Consortial Faculty**Bowling Green State University*Professors*

L. Fleming Fallon, Jr., M.D., Ph.D., Dr.PH. (Public and Allied Health); Sue Mota, J.D. (Legal Studies)

*Associate Professors*

Dawn Anderson, Ph.D. (Family & Consumer Sciences); M. Sue Houston, Ph.D., R.D. (Family & Consumer Sciences); Hailu Kassa, Ph.D., M.P.H. (Public and Allied Health); Younghee Kim, Ph.D., R.D., (Family & Consumer Sciences); Rebecca Pobocik, Ph.D., R.D. (Family & Consumer Sciences); Hans Schmalzried, Ph.D. (Public and Allied Health); Joe Williford, Ph.D. (Family & Consumer Sciences)

University of Toledo – Health Science Campus*Professors*

Farhang Akbar, M.S.P.H., Ph.D. (Public Health); Brian Harrington, Ph.D., M.P.H. (Public Health)

*Associate Professors*

Sadik Khuder, Ph.D., M.P.H. (Medicine and Public Health); Sheryl Milz, Ph.D. (Public Health)

*Assistant Professor*

Brian Fink, Ph.D., M.P.H. (Public Health)

University of Toledo – Main Campus*Associate Professors*

Deborah Boardley, Ph.D. (Public Health and Rehabilitative Services); Stephen Roberts, Ph.D. (Public Health and Rehabilitative Services); Timothy Jordan, Ph.D. (Public Health and Rehabilitative Services)

The Master of Public Health degree program provides advanced study beyond the bachelor degree for persons wishing to update professional skills and obtain new competencies in the area of public health. The program prepares students to enhance public health in the community and to become advocates for needed change. The graduates will be prepared to assess factors affecting health, critique and apply research findings, and, in turn, develop strategies and implement various measures for health promotion and disease prevention. The program is composed of a consortium that includes BGSU and The University of Toledo (UT). The MPH degree is awarded jointly by the two consortial institutions. MPH students have library, computer, parking, and other privileges at all three campuses.

Students gain specialized training in one or more of the following five majors:

- Environmental and Occupational Health: Graduates of this major are prepared to address environmental and occupational health issues for industries, agencies, and organizations from scientific, technical, and administrative perspectives.
- Health Promotion and Education: Graduates are prepared to assist communities, organizations, and individuals in working towards a healthier society by using appropriate educational, behavioral, and social change strategies.
- Public Health Administration: Graduates are prepared to assume administrative roles in government and community agencies, health care facilities, and private industry.
- Public Health Nutrition: Graduates are prepared for the role of nutrition in disease prevention and health promotion and apply this knowledge to planning, managing, delivering, and evaluating nutrition services and programs.
- Public Health Epidemiology: Graduates are prepared to quantify the distribution and establish the determinants of health problems by describing and analyzing the biological, environmental, social and behavioral factors affecting health, illness, and premature death.

**Prerequisites to Graduate Work**

It is expected that all applicants will have successfully completed college-level courses in mathematics, biology, and the social sciences. Completion of college-level courses in chemistry and microbiology is required for admission to the Occupational and Environmental Health major and recommended, but not required, for the other majors.

**Admission Procedure**

Applicants for regular admission must hold an earned baccalaureate degree from an accredited college or university; have a minimum GPA of 3.0 on a 4.0 scale (or equivalent); and submit three letters of recommendation (at least two must be from individuals holding a graduate degree). Applicants not meeting these criteria may be eligible for conditional admission but must submit GRE scores. International applicants must submit GRE and TOEFL scores.

Applicants must adhere to the admission guidelines as articulated on the Northwest Ohio Consortium for Public Health website:

<http://nocphmph.org/>.

**Degree Requirements****Master of Public Health**

Students complete six core courses (18 credit hours): four major courses (12 credit hours) three elective courses (nine credit hours) and a capstone experience consisting of an internship or scholarly project (three credit hours) and an integrative seminar (three credit hours).

Core Courses: HEAL 6600 and HEAL 6640, PUBH 600, PUBH 6016010, PUBH 6046040, PUBH 6056050.

Public Health Administration: PUBH 6210, PUBH 6220, and PUBH 6350.

Capstone Seminar: PUBH 685. Internship or Scholarly Project: PUBH 6830 or PUBH 6840.

Environmental and Occupational Health: PUBH 501 and PUBH 515. PUBH 550, PATH 620, and OCCH 502 (Students select two from this list of three with approval from the major coordinator).

Capstone Seminar: PUBH 698. Internship or Scholarly Project: PUBH 696 or PUBH 697.

Health Promotion and Education: HEAL 6200, HEAL 6300, HEAL 6460.

Capstone Seminar: HEAL 6930. Internship or Research Project: HEAL 6940 or HEAL 6920.

Public Health Epidemiology: PUBH 606, PUBH 603, HEAL 6820. HEAL 6550 or PUBH 612.

Capstone Seminar: PUBH 698/HEAL6930. Internship or Scholarly Project: PUBH 696/HEAL 6940 or PUBH 698/HEAL 6920.

Public Health Nutrition: HEAL 6250, HEAL 6520. F&N 535, F&N 536, F&N 609, F&N 610 (Students select two from this list of four with approval from the major coordinator).

Capstone Seminar: PUBH 06856850/HEAL 6930. Internship or Scholarly Project: F&N 688/HEAL 6940 or PUBH 06846840/HEAL 6920.

**Graduate Courses**

Please access BGSU graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Public Health program use the prefix: PUBH.



**READING**

Dawn Shinew, Director, School of Teaching and Learning  
 Cindy Hendricks, Graduate Coordinator  
 529 Education Building  
 Phone: 419-372-7320

**Degrees Offered**

Master of Education

**Graduate Faculty***Professors*

Cindy Hendricks, Ph.D.

*Associate Professors*

Nancy Fordham, Ph.D.; Timothy Murnen, Ph.D.

*Assistant Professors*

Penny Soboleski, Ed.D.; Angela Thomas, Ph.D.

The School of Teaching and Learning (STL) offers programs leading to the degree of Master of Education in reading. A reading endorsement certificate program is available for those students who do not wish to pursue a degree program.

The Master of Education in Reading is a graduate program that meets Ohio's P-12 reading endorsement requirements. The specific goal of the program is to prepare teachers to provide specialized reading and writing instruction, to assess and diagnose literacy behavior, and to serve as resource persons in P-12 settings. Students may choose from Plan I (thesis) or Plan II (action research project). The M.Ed. leads to a P-12 reading endorsement.

Applicants to the M.Ed. reading program should have a teaching certificate/license and teaching experience at the early childhood, middle childhood, or adolescent/young adult level. The M.Ed. in reading program is structured in accordance with the licensing requirements established by the Ohio Department of Education and the International Reading Association.

**Prerequisites for Graduate Work**

Prerequisites for the M.Ed. programs include a bachelor's degree from an accredited institution.

**Admission Procedure**

Applicants seeking admission to the graduate programs offered by the School of Teaching and Learning should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Master of Education in Reading***

Candidates must complete a minimum of 39 semester hours of graduate credit and the Praxis II content examination. The following course work is required:

1. Required Core Courses - The required core reading courses that meet Ohio P-12 Reading Endorsement requirements are EDTL 6200, 6210, 6220, 6260 and 6280.
2. Required Research Courses - The required research courses for Plan I (Thesis) are EDFI 6410, EDTL 6440 and EDTL 6990. The required research courses for Plan II (Action Research Project) are EDFI 6410, EDTL 6440 and EDTL 6840.
3. Required Reading Courses – In addition to the required core courses for the reading endorsement, candidates must also complete the following: EDTL 6100, 6240, 6270, 6290, 6400. General requirements and degree plans can be found under the heading Master of Education in the "Degree Programs" section of this catalog.

***Reading Endorsement Program***

Five graduate courses in reading (EDTL 6200, 6210, 6220, 6260, and 6280) plus a teaching license and a passing score on the Praxis II – Reading Specialty test are required for the P-12 Reading Teacher Endorsement. The courses must be taken in sequence, although some may be taken concurrently. EDTL 6280 is the culminating course of the sequence. Usually, this program is for licensure purposes only. However, the courses may be applied to the M.Ed. degree in reading if the student has obtained regular admission to the Graduate College.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses associated with this program use the prefix EDTL.

**PHOTOCHEMICAL SCIENCES**

Ksenija Glusac, Graduate Coordinator  
 Nora R. Cassidy, Graduate Program Advisor  
 Phone: 419-372-2033

**Degree Offered**

Doctor of Philosophy

**Graduate Faculty***Professors*

George Bullerjahn, Ph.D. (Biological Sciences); Felix N. Castellano, Ph.D. (Chemistry), Neocles B. Leontis, Ph.D. (Chemistry); H. Peter Lu, Ph.D. (Chemistry) Michael Y. Ogawa, Ph.D. (Chemistry)

*Associate Professors*

Pavel Anzenbacher, Jr., Ph.D. (Chemistry); John R. Cable, Ph.D. (Chemistry); Ksenija D. Glusac, Ph.D. (Chemistry), Alexander N. Tarnovsky, Ph.D. (Chemistry), Zhaohui Xu, Ph.D. (Biological Sciences)

*Assistant Professors*

Jeremy Klosterman, Ph.D. (Chemistry); Liangfeng Sun, Ph.D. (Physics and Astronomy); Andrew Torelli, Ph.D. (Chemistry), Weidong Yang, Ph.D. (Biological Sciences); Mikhail Zamkov, Ph.D. (Physics and Astronomy)

*Research Professors*

Massimo Olivucci, Ph.D. (Chemistry); R. Marshall Wilson, Ph.D. (Chemistry)

The Doctor of Philosophy program in photochemical sciences, offered by the Center for Photochemical Sciences, is designed for students with a background in chemistry, physics, or biological sciences. The interdisciplinary curriculum consists of a combination of course work and research focusing on the study of the interaction of light with physical, chemical, and biological systems. The course work provides students with a solid foundation in photochemistry and photophysics. It examines applications in fundamental areas of chemistry, biological sciences, physics, spectroscopy, and/or photopolymer science, and prepares students for conducting original research in the field of photochemical sciences.

**Prerequisites to Graduate Work**

Applicants who show evidence of an outstanding undergraduate education and research ability may enter directly into the Ph.D. program after completing the baccalaureate degree in chemistry, biological sciences, or physics. All other applicants must have

completed a master's degree in one of the above areas and show evidence of outstanding research performance.

**Admission Procedure**

Applicants seeking admission to the Ph.D. in photochemical sciences program should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements*****Doctor of Philosophy***

Students must complete at least 90 credit hours of graduate credit (60 beyond the master's degree). These hours must include at least 16 hours of PCS 7990. Each student's course of study is designed with the advice of the student's dissertation advisor to meet his or her needs and interests.

Students must take a qualification examination consisting of a written paper plus an oral presentation administered by the student's Ph.D. committee. The paper and presentation describes the research progress made through the student's first summer in the program and must be completed by the end of the third semester.

Students are required to complete a preliminary examination to qualify for doctoral candidacy after having completed or approached completion of at least 60 hours in the approved course of study beyond the baccalaureate degree. The preliminary examination consists of the written preparation and oral defense of an original research proposal.

Doctoral candidates must complete an independent research project acceptable to their dissertation committee. This research is to be described and evaluated in the dissertation. The final examination for the degree is an oral defense in which the student presents a seminar on the research and defends the results before the dissertation committee.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Photochemical Sciences program use the prefix: PCS.

**ROMANCE & CLASSICAL STUDIES**

Nathan Richardson, Chair  
 Deborah Houk Schocket, Graduate Coordinator, French  
 Amy Robinson, Graduate Coordinator, Spanish  
 203 Shatzel Hall  
 Phone: 419-372-2667

**Degrees Offered**

Master of Arts; Master of Arts in Teaching

**Graduate Faculty***Professor*

Carlo Celli, Ph.D.

*Associate Professors*

R. J. Berg, Ph.D.; Francisco Cabanillas, Ph.D.; Federico Chalupa, Ph.D.; E. Ernesto Delgado, Ph.D.; Cynthia Ducar, Ph.D.; Valeria Grinberg Pla, Ph.D.; Beatrice Guenther, Ph.D.; Lynn Pearson, Ph.D.; Nathan Richardson, Ph.D.; Amy Robinson, Ph.D.; Deborah Houk Schocket, Ph.D.; Opportune Zongo, Ph.D.

*Assistant Professors*

Pedro Porben, Ph.D., Mireille Rebeiz, Ph.D.

The Department of Romance and Classical Studies offers programs leading to the degrees of Master of Arts and Master of Arts in Teaching. Students may pursue graduate studies in either French or Spanish. Both the French and Spanish programs combine the cultural benefits of study abroad with the guidance and academic support of the graduate faculty on campus. Students have the opportunity to begin their studies with a year abroad in France or Quebec, Spain or Mexico. Students return to the home campus for their second year of study. Those who prefer not to spend a year abroad may take their full course work at the University.

**Prerequisites to Graduate Work**

Admission to graduate study in French or Spanish requires an undergraduate major or minor in French or Spanish (not less than 20 semester hours beyond the intermediate level). Applicants with less background may be accepted, provided they are willing to make up prerequisite deficiencies specified by the graduate coordinator.

**Admission Procedure**

Applicants seeking admission to the graduate programs in Romance and Classical Studies should follow the instructions outlined in the "Graduate Admission" section of this catalog.

**Degree Requirements****Master of Arts***French*

Candidates pursue graduate studies under one of two plans. Plan I (thesis option): Candidates must complete 36 semester hours of graduate course credit including a minimum of 30 hours of graduate course credit plus the writing of a thesis for which up to six semester hours of credit are granted. Plan I is recommended for individuals who expect to pursue a Ph.D. degree. Plan II (non-thesis option): Candidates must complete 36 semester hours of graduate credit as well as a final research project that includes a paper and an oral presentation.

*Spanish*

All candidates take a general examination at the beginning of the second year over Peninsular and Spanish American literature and culture and Spanish linguistics. Following successful completion of the general exam, candidates choose between one of the following plans (students under both plans must also demonstrate proficiency in the language): Plan I (thesis option): Candidates must complete a minimum of 30 semester hours of graduate credit and the writing of a thesis for which up to six semester hours of credit are granted. Plan I is recommended for individuals who expect to pursue a Ph.D. degree. Plan II (non-thesis option): Candidates must complete 36 semester hours of graduate credit as well as a final research project that includes a paper and an oral presentation.

*The Department of Romance and Classical Studies requires that at least 19 credits out of 36 be taken on campus.*

**Master of Arts in Teaching**

Degree requirements are listed under the heading of Master of Arts in Teaching in the "Degree Programs" section of this catalog. The M.A.T. is open only to applicants who have at least one year's teaching experience and valid certification from the state in which they are teaching or have taught.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Romance and Classical Studies use

**SOCIOLOGY**

Gary Lee, Chair  
 Stephen Demuth, Graduate Coordinator  
 222 Williams Hall  
 Phone: 419-372-2294

**Degrees Offered**

Master of Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

Susan Brown, Ph.D.; Alfred DeMaris, Ph.D.; Franklin Goza, Ph.D.;  
 Gary Lee, Ph.D.; Monica Longmore, Ph.D.; Wendy Manning,  
 Ph.D.; Laura Sanchez, Ph.D.;

*Associate Professors*

Stephen Demuth, Ph.D.; Madeline Duntley, Ph.D.; Kara Joyner,  
 Ph.D.; I-Fen Lin, Ph.D.; Kei Nomaguchi, Ph.D.; Gary Oates, Ph.D.;  
 Raymond Swisher, Ph.D.

*Assistant Professors*

Kelly Balistreri, Ph.D.; Jorge Chavez, Ph.D.; Karen Guzzo, Ph.D.;  
 Danielle Kuhl, Ph.D., Matthew VanEseltine, Ph.D.

The Department of Sociology offers programs leading to the degrees of Master of Arts and Doctor of Philosophy. Students may specialize in one of five areas: applied demography (M.A. only); criminology/deviance; demography; family studies; or social psychology. Regardless of the area of specialization, students in the program build a firm foundation in research methodology, statistics, and theory. Since graduates are employed in both academic and non-academic settings, the program specialty areas provide the flexibility to prepare students for a broad spectrum of professional opportunities. The M.A. programs in applied demography, criminology/deviance and family studies, for example, are especially designed to prepare individuals for careers in the public sector, private industry, service organizations, and governmental agencies.

The objectives of the Ph.D. program are to provide a broad background in general sociology and to create the capacity for theoretically relevant, rigorous research in at least one area of specialization. Although faculty interests cover a wide range of specialty areas within sociology, doctoral students are encouraged to major in one of the following four areas: criminology/deviance; demography; family studies; or social psychology. Faculty will work

with students to accommodate various other interests so long as they are consistent with faculty expertise.

**Prerequisites to Graduate Work**

For admission to the M.A. program, applicants must have a satisfactory academic record and a bachelor's degree from an accredited institution. Applicants must have completed undergraduate courses in sociological theory, methodology, and statistics. In cases where applicants are deficient in sociological background, they may be admitted on a conditional basis providing that the deficiencies are remedied during the course of study. A remedial plan will be developed by the Graduate Coordinator for the student's guidance.

Applicants to the Ph.D. program should be strongly motivated individuals whose records indicate that they are capable of successfully completing a Ph.D. degree. A master's degree in sociology or a related field is required for admission to the doctoral program.

**Admission Procedure**

Applicants seeking admission to the graduate programs in sociology should follow the instructions outlined in the "Graduate Admission" section of this catalog and in the application section of the department's web page:

<http://www.bgsu.edu/departments/soc/page37124.html>

Applicants are required to submit transcripts of all previous college work, scores on the Graduate Record Examination, a sample of academic writing (e.g., a class paper, thesis, or thesis proposal), and three letters of recommendation, at least two of which are from professors familiar with the applicant's academic work. The department also requires that applicants include a five-hundred word essay describing the research interests they hope to pursue in graduate school, their professional goals and aspirations, and why they believe that the BGSU Sociology Department's graduate program will help them pursue these interests and achieve these goals. This essay is particularly important since it helps the Graduate Committee decide if the department can meet the applicant's career goals.

## Degree Requirements

### Master of Arts

Candidates for the Plan I M.A. degree are required to complete the following courses: SOC 6010, Classical Sociological Theory; SOC 6100, Statistical Techniques and Applications in Sociology; SOC 6110, Intermediate Methodology; SOC 6120, Intermediate Statistics; and SOC 6090, Statistical Packages. SOC 7130, Research Design, is also required for Plan II students. SOC 6010, Classical Sociological Theory, is not required for students specializing in applied demography. These students substitute a course in demographic theory for the general theory requirement. Teaching Introductory Sociology (SOC 6600) is not required for M.A. students, but it is recommended for those who plan to teach upon completion of their degree, as well as for those who intend to continue on the Ph.D. degree.

The M.A. degree program offers five areas of concentrated study: applied demography, criminology/deviance, demography, family studies, and social psychology. Each of the five areas of study has specific course requirements in addition to the general departmental requirements noted above. Further information about these requirements is provided in the specialty area program statements and in the department's Graduate Student Handbook, all of which may be obtained from the Department of Sociology or at its web site

(<http://www.bgsu.edu/departments/soc/page37111.html>).

The M.A. degree is offered under two plans.

Plan I: Candidates must complete a minimum of 30 semester hours of graduate credit and write a formal thesis. The thesis may be a replication of a previous study, a secondary analysis of data from another study, the product of original research based on primary data, or a piece of library research. Students must pass a final oral examination on the thesis.

Plan II: Candidates must complete a minimum of 33 semester hours of graduate credit, including SOC 7130, Research Design. Students are required to pass a four-hour comprehensive examination in their area of specialization, a two-hour examination in sociological theory, and a two-hour examination in quantitative methods. The Plan II option is not available to applied demography students.

### Doctor of Philosophy

Students are required to complete 60 semester hours of graduate credit beyond the master's degree, including a minimum of 16 and

a maximum of 30 semester hours of dissertation credit. Hour requirements, however, are secondary in importance to breadth and depth of knowledge as evidenced by performance on the departmental major area preliminary examination and demonstrated research competence. The dissertation, a mature piece of scholarship embodying the results of original research, is central to the student's plan of study. Students are expected to develop a dissertation proposal early in their program. Students are given considerable flexibility in developing their programs of study, although all students are expected to achieve a level of basic competence in theory, research methods, and statistics. Students will choose a major and a minor area of concentration from among the following areas: criminology/deviance, demography, family studies, quantitative methods (minor concentration only), and social psychology. Doctoral students are required to take six basic courses in theory and quantitative methods: SOC 6010, Classical Sociological Theory; SOC 6100, Statistical Techniques and Applications in Sociology; SOC 6110, Intermediate Methodology; SOC 6120, Intermediate Statistics; SOC 6090, Statistical Packages; and SOC 7130, Research Design. Doctoral students also must take Teaching Introductory Sociology (SOC 6600) and a minimum of 16 hours of SOC 7990, Dissertation Research.

Students must fulfill a language requirement through one of two options: by (a) successfully passing (with a grade of B or better) SOC 6090, Statistical Packages, or (b) demonstrating proficiency in a foreign language.

All Ph.D. students are required to take an eight-hour major area written preliminary examination in one of the following areas of concentration: criminology/deviance, demography, family studies, or social psychology. Performance on the preliminary exam should indicate mastery of the subject matter of the area, not only of that material covered in seminars the student has taken. The preliminary examination encourages students to review, internalize, and integrate the wide breadth of ideas, techniques, and issues within their major area of concentration.

All Ph.D. students are required to choose a major area of concentration within the sociology department and take a minimum of 5 courses in that area. Students will major in criminology/deviance, demography, family studies or social psychology.

All Ph.D. students also are required to choose a minor area of concentration from within the sociology department and must take

a minimum of 4 courses in that area. While most students will minor in criminology/deviance, demography, family studies, quantitative methods or social psychology, it is possible to minor in a departmental area other than one of these five. However, it is the student's responsibility to discuss such an intent with the Director of Graduate Studies to make certain that there is sufficient faculty expertise in the area to permit specialized advanced study, and that the general course requirements for minor areas of concentration can be satisfied. In addition to the required departmental minor, students also may choose, at their option, a second minor from another BGSU department or combination of departments.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Sociology use the prefix: SOC.

**TECHNOLOGY MANAGEMENT**

Dr. Faris Hahlas, Dean, College of Technology  
 Dr. Alan Atalah, Associate Dean for Graduate Affairs, College of Technology  
 217 Technology Building  
 Phone: 419-372-8354

Dr. Alan Atalah, Construction Management Graduate Coordinator,  
 College of Technology  
 217 Technology Building  
 Phone: 419-372-8354

Dr. John W Sinn, Chair of Dept. Engineering Technologies,  
 Professor, Engineering Technology and Quality Systems graduate  
 Coordinator

College of Technology  
 213 Technology Building  
 Phone: 419-372-7559

*Degrees Offered*

Master of Technology Management; Graduate Certificate in Quality Systems (QS); Graduate Certificate in Construction Management; and Consortium Doctor of Philosophy in Technology Management

*Graduate Faculty**Professors*

Salim Elwazani, Ph.D.; Larry Hatch, Ph.D.; Sri Kolla, Ph.D.; John Sinn, Ed.D.; Wayne Unsell, Ph.D.; Todd Waggoner, Ph.D.,

*Associate Professors*

Alan Atalah, D.E., P.E.; Gary Benjamin, Ph.D.; David Border, Ph.D.; Paul Cesarini, Ph.D.; Stan Guidera, Ph.D.; Terry Herman, Ed.D.; Kathryn Hoff, Ph.D.; Sudershan Jetley, Ph.D.; Andreas Luescher, Ph.D.; Royce Ann Martin, Ph.D.; Wilfred Roudebush, Ph.D.; Charles Spontelli, M.S.; Donna Trautman, Ph.D.

**Master of Technology Management (M.T.M)**

The College of Technology offers the Master of Technology Management (M.T.M) which is designed for individuals interested in engineering technology, Quality Systems, or construction management.

Engineering technology is focused on innovative engineering applications. Examples of experiences provided in the Engineering

Technology specialization and courses include rapid prototyping, contemporary automation, green design, advanced 3D solid modeling strategies, 3D digitization, and Internet-based CAD/CAM data integration. Graduates in this specialization aspire to be plant managers, managers of research and development, corporate managers, and so on, engaged with technically complex environments.

Quality Systems prepares leaders and managers for advanced problem solving and applied research in technical projects in a team-based environment. Lean and six sigma research and analytical methods are used as innovative management strategies for professionals dealing with change as improvement from various disciplines. All QS courses are done on line acknowledging the ever increasing paradigm shift toward conducting business electronically in robust ways from different locations.

The *construction management* specialization prepares construction professionals for upper level management. It includes the study of advanced-level construction project and program management; cost estimating and bidding strategy, planning and control; dispute reduction and resolution; LEED and lean construction, and related advanced course work.

The Master Technology Management degree is designed to accommodate the needs of students and to respond to the requirements of the industry for advanced technical managers. The program is based on the need to effectively integrate technology and business operations created by advanced technology tools, new materials, and computer graphics in the manufacturing and construction practices. The program prepares its graduate for executive levels of technical management in manufacturing and construction organizations. The design of advanced course work is dictated by the effect of these changes on leadership functions of technical managers.

The Master of Technology Management provides opportunities for students to engage in applied technical research. The outcomes of such activity add to the knowledge of relevant practice or solve immediate problems that arise in the work place. Students may also engage in an internship to gain industrial experience. A special feature of the degree program is the flexibility of course selection in meeting needs, interests, and career goals of students while addressing the needs of industry. Most of the degree courses are offered in a mix of online and face to face delivery taking advantage of strengths of each delivery method.

*Ph.D. in Technology*

The Ph.D. in Technology Management program is delivered in cooperation with five other nationally-accredited universities. Indiana State University is the degree granting institution. University of Central Missouri, East Carolina University, and North Carolina A&T are the other three members of the consortium. The Ph.D. in Technology Management is a web-based program designed to meet the needs of today's technical professionals by offering academically rigorous coursework and experience through distance education. The program offers five specializations:

Construction Management

Coursework within the construction management specialization is directed toward applied research, the advancement of the construction organization, and professional management leading to the effective and efficient control of the construction process.

Digital Communications

The need for faster and more efficient transmission, reception, storage, and retrieval of information in our high-change society has caused digital communications to be one of the fastest growing fields in technology. The purpose of advanced studies in this area is to increase the knowledge about the design and implementation of systems to communicate in a cost-effective manner.

Human Resource Development and Training

Human Resource Development & Industrial Training (HRD&IT) means the integrated use of training and development, organizational development, and career development to improve individuals, group, and organizational effectiveness. HRD&IT relies on more than one subject discipline and draws on theories and insights from education, management, industrial and individual psychology, communication, counseling, economics, sociology, and related areas of research.

Manufacturing Systems

A Manufacturing System can be defined as the means to operate and control processes that add value to a product. Another key characteristic of a manufacturing system is its ability to replicate the product profitably. While traditional manufacturing programs have focused on manufacturing technologies, manufacturing systems concentrates on the all activities and practices used to integrate an enterprise's production.

Quality Systems

The QSS program is dedicated to providing people with corporate

leadership abilities and faculty for the profession. Graduates shall have a global vision encompassing quality systems. The primary QSS focus is to provide people with the ability to manage complex organizations to meet the requirements of customer satisfaction in public and private sectors.

*Prerequisites to Graduate Work**Master of Technology Management (M.T.M)*

The program is designed to serve graduates of recognized bachelor's degree programs in engineering and technology, as well as graduates of other degree programs who wish to undertake professional studies in technology.

Applicants must have the appropriate distribution of undergraduate course work. Minimally, this includes 20 semester hours in a relevant technology or engineering field, 12 semester hours in business operations, and 15 semester hours of other courses including applied calculus, physics or chemistry, applied statistics, and computer science.

*Ph.D. in Technology*

Visit the following website for the prerequisites for the degree: <http://www.indstate.edu/consortphd/>.

*Admission Procedure*

Applicants seeking admission to the Master of Technology Management program should follow the instructions outlined in the "Graduate Admission" section of this catalog. Applicants must present an undergraduate grade point average of no less than 3.0 on a 4.0 scale.

Visit the following website for the admission procedure for PhD degree: <http://www.indstate.edu/consortphd/>.

*Degree Requirements**Master of Technology Management*

The time required to complete the program varies from four to five semesters of full-time study. Part-time students must adjust their schedule for completion accordingly.

Students may pursue the degree under one of two plans.

Plan I: Under this research-centered plan, candidates must complete a minimum of 33 semester hours of graduate credit and a thesis equivalent to an additional six semester hours. Within the



33 semester-hours requirement, opportunities exist for internships and research in industry.

Plan II: Under this course-centered plan, candidates must complete a minimum of 33 semester hours of graduate credit and a major project equivalent to an additional six semester hours. Within the 33 semester-hour requirement, opportunities exist for internships and research in industry.

The Master of Technology Management program consists of four components. Specific courses that meet the component requirements are selected by the student in consultation with and approval of the graduate advisor. The four components are:

- the technology core (nine credits) which consists of course work in research and development, engineering economics, and organizational communication;
- the technology concentration (15 credits) which consists of course work in the following specialization areas:
  - Engineering technology includes reverse engineering, engineering design with emphasis on contemporary solid modeling and finite element analysis, instrumentation and control, automation, green energy and sustainable design, quality systems and related advanced course work.
  - Construction management and technology including study of advanced-level construction project and program management; cost estimating, bidding strategy, and control; dispute reduction and resolution; LEED and lead construction, and related advanced course work.
  - Quality Systems provides a change-oriented curriculum focused heavily on lean and six sigma, and QS 9000 principles. Course work is organized to bring students together online around team projects for continuous improvement in manufacturing and non-manufacturing organizations. The Quality systems specialization acknowledges the proliferation of quality standards and changes in education, government, health care and virtually all aspects of modern life in our global culture.
- business operations (nine credits) which consists of statistics and course work selected through advisement

from operations research or organizational theory and behavior; and

- the synthesis experience (six credits) options that are determined based upon the student's choice of Plan I or Plan II. Plan I requires a thesis and Plan II requires a major project. In this activity, the student synthesizes and applies knowledge derived from the program to solve complex manufacturing or construction related problems or to analyze and develop prototype mechanisms or systems. Problems for thesis or major projects derived from the work place are encouraged.

#### *Ph.D. in Technology*

Visit the following website for the degree requirements:

<http://www.indstate.edu/consortphd/>.

#### *Graduate Courses*

Please access graduate courses online at

<http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Construction management use the prefixes: CONS and graduate courses offered by the Department of Engineering Technologies use the prefixes: ECT, ENGT, ENVR, QS and TECH.

#### **The Quality Systems Graduate Certificate (QSGC)**

The College of Technology offers Graduate Certificate in Quality Systems which is like the MTM-QS specialization, reflects the American Society for Quality (ASQ) continuous improvement mission based on disciplined analysis of systems in various technical and non-technical environments. This prepares professionals for Quality Systems roles in quality engineering, services, management, training and others, both for manufacturing and non-manufacturing orientations. Students often continue on to complete the MTM-QS master's degree, using the certificate as the specialization.

**THEATRE**

Ronald E. Shields, Chair  
Jonathan Chambers, Graduate Coordinator  
338 South Hall  
Phone: 419-372-2222

**Degrees Offered**

Master of Arts; Doctor of Philosophy

**Graduate Faculty***Professors*

Bradford Clark, M.F.A.; Ronald Shields, Ph.D.

*Associate Professors*

Cynthia Baron, Ph.D.; Jonathan Chambers, Ph.D.; Eileen Cherry-Chandler, Ph.D.; Michael Ellison, Ph.D.; Lesa Lockford, Ph.D.; Scott Magelssen, Ph.D.; Margaret McCubbin, M.F.A.; Marcus Sherrell, M.F.A.; Daniel Williams, M.F.A.

*Assistant Professors*

Steven Boone, M.F.A., Brett Holden, Ph.D.

The Department of Theatre and Film offers graduate programs in Theatre leading to the degrees of Master of Arts and Doctor of Philosophy. The goal of the graduate programs in theatre is to enhance the knowledge, research and writing skills, and artistic ability of students to enable them to function effectively as scholars, teachers, and artists. Academic studies, research, and production experiences are designed to meet the individual needs and interests of students. The M.A. program is designed to relate basic ideas in theatre history, theory, and criticism to creative production in an effort to prepare students for futures in education, professional study, or further graduate study. The doctoral program is for those students planning careers as faculty members in higher education. The Ph.D. program focuses on developing students' abilities to do teaching, research, and writing in an area of specialization.

**Prerequisites to Graduate Work**

Applicants to the M.A. program must hold a bachelor's degree from an accredited institution and present a satisfactory academic record. Admission usually requires 36 quarter hours or 24 semester hours of undergraduate work in theatre, including courses in acting, directing, technical theatre, and dramatic literature. Applicants with undergraduate majors in fields other than theatre will be considered

for admission on an individual basis and may be required to take specified remedial undergraduate course work.

Applicants to the Ph.D. program must hold a master's degree and present a record indicating potential for successful, advanced scholarly and creative work. Applicants are expected to have completed M.A. courses in research methodologies, theatre and performance history, theatrical production, theory and criticism, and dramatic literature. The graduate selection committee will review the records of all incoming doctoral students in accordance with their declared interests and, if necessary, the doctoral applicant may be required to take specified master's level course work.

**Admission Procedure**

Applicants seeking admission to the graduate programs in theatre should follow the instructions outlined in the "Graduate Admission" section of this catalog. In addition, applicants must submit a resume outlining educational and professional experiences, three letters of recommendation, and a sample of research writing.

**Degree Requirements*****Master of Arts***

The M.A. degree in theatre is offered under two plans. Plan I: Candidates must complete 30 semester hours of graduate credit and write a thesis demonstrating an ability to carry on independent research. Students must pass an oral examination over the thesis. Plan II: Candidates must complete a minimum of 30 semester hours of graduate credit and prepare and defend a portfolio of creative/research/pedagogical materials.

***Doctor of Philosophy***

Students must complete 60 semester hours of graduate credit beyond the master's degree, which includes dissertation credit and a research tool requirement. The doctorate is granted after candidates pass an oral defense of the dissertation. The dissertation must be an appropriate culmination of the candidate's program of study, and represent scholarly research and writing appropriate in method and subject to the degree program. Details of requirements in addition to the dissertation are found in the department's Ph.D. Handbook. Students are required to demonstrate proficiency in pedagogy, research, and theatre production through formal course work and practice. Students are to participate in professional conventions and/or publish their research findings.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Department of Theatre and Film use the prefix: THFM.

**WOMEN'S, GENDER, AND SEXUALITY STUDIES**

Lesa Lockford, Director/Graduate Coordinator  
237 Shatzel Hall  
Phone: 419-372-2796  
Fax: 419-372-0330

**Degree Offered**

Graduate Certificate in Women's Studies

**Affiliated Graduate Faculty**

Bill Albertini, Ph.D. (English); Candace Archer, Ph.D. (Political Science); Lillian Ashcraft-Eason, Ph.D. (Professor Emeritus, History); Cynthia Baron, Ph.D. (Theatre & Film); Khani Begum, Ph.D. (English); Ellen Berry, Ph.D. (English and American Culture Studies); Vibha Bhalla, Ph.D. (Ethnic Studies); Kris Blair, Ph.D. (English); Ellen Broido, Ph.D. (Leadership and Policy Studies); Sherlon Brown, Ph.D. (Intervention Services); Kim Coates, Ph.D. (English); Becca Cragin, Ph.D. (Popular Culture); Sandra Faulkner, Ph.D. (Communication); Radhika Gajjala, Ph.D. (American Culture Studies and Communication Studies); Ellen Gorsevski, Ph.D. (Communication); Beth Greich-Poelle, Ph.D. (History); Valeria Grinberg Pla, Ph.D. (Romance and Classical Studies); Beatrice Guenther, Ph.D. (Romance and Classical Studies); Christina Guenther, Ph.D. (German, Russian and East Asian Languages); Rona Klein, (English); Vikki Krane, Ph.D. (Human Movement, Sport, and Leisure Studies); Mary Krueger, Ph.D. (Women's Center); Nancy Kubasek, J.D. (Legal Studies); Piya Pal Lapinski, Ph.D. (English); Lesa Lockford, Ph.D. (Theatre & Film); Royce Ann Martin, Ph.D. (Aviation); Melissa Miller, Ph.D. (Political Science); Mary Natvig, Ph.D. (Musicology/Composition/Theory); Lee Nickoson, Ph.D. (English); Nancy Orel, Ph.D. (Gerontology); Shannon Orr, Ph.D. (Political Science); Sung-Yeon Park, Ph.D. (Telecommunications); Susana Peña, Ph.D. (School of Cultural and Critical Studies); Jane Rosser, Ph.D. (Service Learning); Laura Sanchez, Ph.D. (Sociology); Peterann Siehl, Ph.D. (Intervention Studies); Nancy Spencer, Ph.D. (Human Movement, Sport, and Leisure Studies); Dafina Lazarus Steward (Higher Education & Student Affairs); Linda Ueltschy, Ph.D. (Management)

*Steering Committee:* Candace Archer (Political Science), Kim Coates (English), Julie Haught (WS and English), Mary Krueger (Director of Women's Center), Lee Nickoson (English), Sarah Smith Rainey (WS and Cultural and Critical Studies), Jamie Stuart (WS and Ethnic Studies), Opportune Zongo (WS and Romance and Classical Studies), one graduate student representative and one undergraduate student representative.

**Core and Joint-Appointed Graduate Faculty**

Sarah Smith Rainey, Ph.D. (WS and Cultural and Critical Studies); Opportune Zongo, Ph.D. (WS and Romance and Classical Studies)

Graduate work in Women's, Gender, and Sexuality Studies may be pursued several ways. Students may complete the graduate certificate in conjunction with another graduate program or as a stand-alone credential. For additional information about the program, please consult the WS program website:

<http://www.bgsu.edu/departments/wmst/page73722.html>

*Graduate Certificate in Women's, Gender and Sexuality Studies*

The Graduate Certificate in Women's Studies brings together scholars and graduate students across the University actively engaged in interdisciplinary feminist scholarship. The certificate offers an official acknowledgement of training and expertise in the field of women's, gender, and sexuality studies. Students examine how sex, gender, and sexuality have been reflected in culture across time; how they shape institutions as well as personal experience; how they interact with issues such as race, ethnicity, sexuality, and socioeconomic class; and how new ways of thinking about gender challenge the processes by which knowledge about human beings and our behavior is acquired, interpreted, and transmitted. Such a program offers the possibility of cross-disciplinary influence and collaboration, extra-departmental collegiality and support, and professional certification in this rich field of study.

The graduate certificate in women's studies is intended to supplement professional training in a wide variety of fields. As a stand-alone credential, the certificate is designed for individuals working in fields related to advocacy for women (such as in legal and social services professions), women's health care and well being (such as battered women's shelters and women's clinics), and elementary, high school, and community college teachers. This option is designed for returning, non-traditional students.

The certificate may also be pursued as a major or minor area of concentration within established graduate degree programs at BGSU, such as American Culture Studies. Students should consult with their home graduate programs when pursuing this option. In this type of program, students take courses with a gender focus through their master's or doctoral programs as well as courses in Women's Studies.

**Admission Procedures**

Students must apply to the Graduate College for general admission. Admission forms can be found at [www.bgsu.edu/gradcoll/page24959.html](http://www.bgsu.edu/gradcoll/page24959.html). GRE scores are not necessary for the stand-alone certificate.

In addition to the application required by the Graduate College, applicants to the certificate program must submit the following to the Women's, Gender, and Sexuality Studies Program: (1) two letters of recommendation from recent instructors, employers, or other individuals qualified to evaluate probable success in the program. These letters of recommendations must be sent by recommenders or portfolio service directly to the Program. Alternatively, students currently enrolled in another BGSU graduate program may have their letters of recommendation already on file sent to the Women's, Gender, and Sexuality Studies Program. (2) A personal statement of intent delineating the purpose for enrolling in the program and outlining career goals (no more than 3 pages).

Careful attention is given to these materials.

**Admission Requirements**

Students who wish to be admitted to the graduate certificate program in Women's Studies must meet at least one of the following requirements:

- Be enrolled in a graduate program at BGSU

Or, for the stand-alone certificate:

- Hold a bachelor degree with a 3.0 minimum grade point average
- Have completed a graduate degree in any area.

**Certificate Requirements**

The certificate program consists of five courses including:

- WS 6200, Feminist Theory (3 credits)  
All students who do not have substantial undergraduate and graduate course work in Women's Studies or Feminist Studies should take WS 6100 before taking WS 6200. If you have any questions about your qualifications, please contact the Women's, Gender, and Sexuality Studies Graduate Coordinator.
- Four 3-credit elective courses that focus on Women's Studies, gender, and/or sexuality. These courses should demonstrate a broad interdisciplinary course of study and

are approved by the Women's, Gender, and Sexuality Studies Graduate Coordinator.

- WS 7860, Independent Study in Women's Studies (1 credit). Students work one-on-one with a faculty advisor to complete their final capstone project

**Certificate Program Advisors**

Each student admitted to the Women's Studies certificate program will be assigned a temporary certificate advisor. The student may change advisors at any time during her/his course of study, but must have a permanent certificate program advisor in place before commencing his/her one credit hour capstone project. Women's Studies certificate program advisors will be graduate faculty in good standing who are affiliated faculty, joint appointments, members of the Women's Studies Steering Committee, and/or faculty members who teach courses in the certificate program, who agree to serve in this capacity.

**Transfer Credit**

Continuing graduate students may receive credit for up to five approved courses toward the certificate. Students who have completed degrees and are returning for the certificate may transfer no more than six hours of credit. The rules regarding transfer hours will be the same for certificate programs as they are for other degree programs.

**Time to Completion**

The graduate certificate in women's studies must be completed within four years from the semester date that the first course is taken, including transfer credit.

The certificate is awarded upon the completion of five approved courses plus a one credit hour research capstone course. The graduate certificate in Women's Studies will appear on the student's official transcript.

**Cross-listed Courses**

Three to five graduate-level women's studies courses typically are offered each semester. The majority of these courses are cross-listed with other programs. Please contact the Women's Studies program for an example of an approved list of courses offered consistently over the past five to seven years.

**Graduate Courses**

Please access graduate courses online at <http://webapp.bgsu.edu/courses/indexps.php>. Graduate courses offered by the Women's Studies Program use the prefix: WS

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**GRADUATE FACULTY AND COORDINATOR GUIDE**

## GENERAL INFORMATION

### Graduate Faculty

The Graduate Faculty is composed of those members of the University faculty who are actively engaged in creative activity/research and teaching at the graduate level. Membership constitutes recognition of scholarly excellence and professional creativity.

Members of the Graduate Faculty may teach courses at the 500 through the 700 levels, serve as members of master's and doctoral committees, direct master's theses and doctoral dissertations, vote in Graduate College elections, and serve on the Graduate Council. Duties and privileges of Graduate Faculty are described in Article VIII of the [Academic Charter](#). In order to maintain the Graduate Faculty as a viable body, the qualifications of the members are reviewed periodically.

### Standard Appointments to the Graduate Faculty

The Graduate Faculty forms are available at:  
[www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html)

#### Provisional Status

Faculty that are just beginning their involvement in graduate teaching at BGSU and who have the appropriate terminal degree may be nominated by their department/school for Provisional membership. Provisional status enables a faculty member to participate in all facets of graduate education except that he/she may not direct doctoral-level students or serve as the chair of a doctoral committee. It is expected that the Provisional appointment will allow a faculty member to acquire the necessary credentials for full (Regular) membership. A Provisional appointment is valid for up to five years and is non-renewable. A Provisional Graduate Faculty member may, however, apply for Regular Graduate Faculty status after three years if he/she has obtained the appropriate credentials. In special cases, a newly hired faculty member, with the support of his/her Department Chair/School Director, College Dean and the Graduate Dean, may be recommended for appointment to Regular Status, provided that he/she meet the criteria for appointment to Regular Status as described above.

#### Regular Status

Persons being nominated for Regular membership must have completed a three- to five-year term as a Provisional member of the BGSU Graduate Faculty (or the equivalent at another institution) and show evidence of past and current scholarly

contributions according to the criteria approved by his or her department. In the event that departmental criteria have not been formulated and approved, the minimum criteria approved by the Graduate Council must be used.

In addition to the rights and privileges outlined in the Academic Charter, members of the Graduate Faculty may do the following:

- Teach courses at the 5XX through 7XX level (Provisional and Regular);
- Serve as members of master's and/or doctoral committees (Provisional and Regular);
- Direct master's theses (Provisional and Regular) and doctoral dissertations (Regular only);
- Vote in Graduate College elections and stand for election to the Graduate Council (Provisional and Regular)

### Courtesy Appointments to the Graduate Faculty

#### Ad Hoc Appointment

Normally, only members of the Graduate Faculty (Provisional and Regular members) may teach courses for graduate credit. Occasionally, however, a person may be authorized to teach a specific course for graduate credit on an ad hoc basis when there is a demonstrated need for the course but no Regular or Provisional faculty available to teach it and when it can be shown that the proposed teacher has suitable qualifications in the subject area. Authority to teach a course for graduate credit must be gained prior to the beginning of the course. When the qualifications of the proposed teacher are unequivocal, the Dean may authorize temporary approval for the person to teach the course.

#### Adjunct Appointment

The Graduate Dean may grant Adjunct Graduate Faculty appointment to individuals who provide instructional service to the Graduate College but are not regularly and continuously on the staff and do not normally receive a salary from BGSU. Adjunct Graduate Faculty appointments are made for a designated time period at the end of which the appointment is automatically terminated or a request for renewal is submitted by the department. The credentials of Adjunct Graduate Faculty must be reviewed at least once every five years.



**Criteria for Regular Membership on the Graduate Faculty**

In Spring 1999, the Graduate Council reiterated that the departmental criteria may not supersede the Graduate College criteria unless the departmental criteria are more, not less, rigorous. In the absence of an approved departmental criteria statement, persons being nominated for Regular membership on the Graduate Faculty should have the following qualifications:

- The faculty member should hold an acceptable graduate degree: the doctoral, or the terminal degree for academic areas in which the doctorate is not normally held.
- The faculty member must show evidence of past and current scholarly contributions. The outcome of the scholarly contribution is evidenced by some form of dissemination. The form of these contributions will vary considerably, but completion of research or development activities will most commonly be evidenced by publication. Presentation of the scholarly contribution to appropriate audiences is another form of valued dissemination evidence. Other evidence of professional creativity such as performing arts or art forms is evidenced by the performance and exhibition. Also, the acquisition of grants to initiate, to research, to develop, or to implement creative efforts is a valued contribution.

Participation in the graduate program in at least some capacity during the past five-year interval will include one or more of the following:

- thesis guidance and committee service;
- contributions associated with comprehensive examinations
- graduate program facilitation (development and/or improvements in graduate course offerings; assisting in recruiting of quality graduate students, or other substantial contributions toward graduate education).
- effective graduate teaching at the 5XX through 7XX level.

A faculty member should have during the past five years:

- at least two professionally-related, refereed articles published or accepted for publication in journals, or scholarly books or chapters, or a research monograph, or three prepared and submitted refereed manuscripts with at least one accepted for publication; or

- three non-refereed, professionally-related articles in appropriate professional journals; or
- three significant performances or exhibitions of creative works.
- A member holding Regular Graduate Faculty status who has recently retired may complete his/her five year term provided they are chairing or serving on a thesis/doctoral committee of a continuing graduate student. Following expiration of the five year term at Regular status, subsequent re-appointment is dependent upon meeting department criteria and approval by the Graduate Dean.

A faculty member must give evidence of additional scholarly activity within the current five-year period. Evidence of scholarly activity will include three or more of the following:

- presentation of at least three research or professional papers at regional, national, and international professional meetings; or
- statements regarding governmental, educational, and business consulting that involves a scholarly base; or
- preparation and submission of grant proposals for external or internal funding for individual projects; or
- contributions to the faculty member's professional growth in any of a variety of ways such as attending professional meetings, post-doctoral seminars, taking additional university courses, and others; or
- contribution to the faculty member's profession in any of a variety of ways such as organizing or chairing symposia, conducting workshops, giving an invited colloquium address, serving on councils and committees of professional organizations, and others; or
- preparation of research/technical reports for governmental, educational, and/or business agencies.

**Minimum Expectations of an Academic Advisor**

1. Know the program degree requirements
2. Advise students on appropriate coursework:
  - a. Provide distinction between requirement in the department and course suggestions
  - b. Know and assist with tentative degree requirements or degree audit
3. Provide a time table; time-to-degree limits (e.g., revalidation issues) and requirements.
4. Advise students on emerging academic problems or concerns.

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5. Refer students to the graduate coordinator on concerns related to their rights (rights to appeal, professor issues, course policies, and supportive services).

While every effort should be made to provide quality advising, students are ultimately responsible for knowing programmatic requirements and for attempting to meet with their advisor on a regular and timely basis.

**Graduate Council****Membership**

Regular and Provisional graduate faculty members are eligible for membership on the Graduate Council. Members are chosen for 3-year terms, with approximately one-third being elected annually by vote of the graduate faculty within the colleges. Procedures for elections, including the date of elections, effective date of membership, and annual reapportionment review, are determined by the Graduate Council.

*The Graduate Council is composed as follows:*

1. The Dean of the Graduate College, who serves as Chair;
2. The Provost and Vice President for Academic Affairs, who serves ex-officio without vote;
3. The graduate faculty representatives, who shall be twice the number of doctoral departments but not fewer than 24. They shall be apportioned among the undergraduate colleges having at least one graduate program as follows:
  - a. For each such undergraduate college, its percentage of these faculty representatives shall be the mean of (1) its percentage of graduate program units relative to the total graduate program units in the University (2) its percentage of graduate faculty relative to the total number of graduate faculty in the University.
  - b. Each undergraduate college and each doctoral department will have at least one faculty representative.
  - c. No department shall have more than one faculty representative at any time.
4. The Dean or individual responsible for the graduate programs of each of the undergraduate colleges that offer graduate programs, and the Deans of University Libraries and Continuing Education;

5. One Chair/Director, to be chosen by the University Chairs and School Directors
6. Two graduate student representatives, to be chosen by the Graduate Student Senate.

The Graduate Dean may invite other individuals to attend meetings as deemed appropriate. Changes in the foregoing membership structure may be initiated by the Graduate College, subject to the normal procedures for Charter amendment.

**Role and Responsibilities**

The Graduate Council is responsible for:

- advising the Graduate Dean with regard to the goals and directions of graduate education;
- establishing regulations that govern all graduate programs, including standards concerning grading, appeals of grades, class attendance, examinations, and academic honesty.

The Graduate Council considers proposals for the establishment, modification, or discontinuance of graduate programs; ensures that reviews and evaluations of all graduate degree programs are conducted periodically; establishes standards for graduate faculty status and approves credentials; and reports regularly to the Faculty Senate through the Committee on Academic Affairs on the issues discussed and on actions taken by the Graduate Council. Committees of the Graduate Council are appointed by the Chair as required, subject to the approval of the Graduate Council.

**Graduate Coordinator**

Roles and responsibilities of the Graduate Coordinator include the following:

- Serves as the liaison between the Graduate College and the degree program on all matters relating to graduate study and graduate students in the degree program.
- Conveys the policies of the Graduate College and the graduate degree program and supervises their implementation.
- Distributes information on changes in the policies and practices of the Graduate College to the graduate faculty and students of the degree program.
- Distributes information on the deadlines of the Graduate College to the graduate faculty and students of the degree program.

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- Notifies the Graduate College of any change in the official status of a graduate student, such as drops or adds of courses, withdrawals, and revision of programs.
- Transmits concerns to the Graduate Council through degree program representatives if not already serving on the Graduate Council.
- Keeps updated degree program records on all graduate students throughout their graduate careers at the University and monitors time-to-degree, alerting those students who are within a year of the limit.
- Approves the registrations and changes of graduate students for course work, assuring that all funded students are registered for 12 graduate credit hours by 15th day.
- Recommends to the Graduate College approval of requests for extensions on incompletes and leaves of absence.
- Serves as faculty advisor to all graduate students until an advisor (program advisor or thesis/dissertation advisor) is assigned or chosen.
- Approves the Tentative Degree Program (TDP) that was prepared by the student with the advisor's assistance.
- Consults with the department Chair or program Director when problems arise relating to graduate students.
- Organizes degree program recruitment and serves as graduate program liaison to the Graduate College.
- Administers the graduate admission recommendations of the degree program and informs the Graduate College of those recommendations.
- Prepares assistantship contract requests.
- Prepares annual degree program assessment of recruitment efforts and results.
- Normally serves on program graduate committee and maintains the files of the graduate committee for the degree program.
- Informs the department Chair or program Director about the outcome of graduate committee work

**Graduate Student Orientation**

The Graduate Student Orientation (GSO) is dedicated to providing opportunities for graduate students to improve themselves both inside and outside of the classroom. This program goes beyond the typical orientation program for graduate students and strives to enable all graduate students to reach higher levels of teaching, research, and technology competence, and to further enhance personal and academic proficiency.

GSO is offered throughout the year as either the August Program or the Ongoing Program with a commitment to help graduate students enhance themselves for personal and professional success. This is accomplished by offering sessions and training workshops the week prior to fall semester known as the August Program. For students unable to complete the August Program or not arriving until later, the Ongoing Program is offered during the fall and spring semesters.

Graduate Student Orientation works closely with offices and departments throughout the campus community. The program's staff consists of two full-time university staff members who serve as co-directors and graduate assistant(s) who work closely with our presenters and Development Leaders (DLs) from all Master's and Doctoral degree granting programs.

There are several ways for faculty, staff, and students to work with Graduate Student Orientation:

- to volunteer as a session presenter contact the Coordinators' office of GSO at 372-8566;
- to join the team of Development Leaders, graduate students should contact their department's Graduate Coordinator;
- to apply for assistantship positions on the GSO organizing staff. All departments are notified of openings on the GSO staff;
- to get involved as faculty and staff by working on the GSO Advisory Council which is appointed through the Graduate College Dean's office.

Should you need additional information, please visit the GSO web site at <http://www.bgsu.edu/colleges/gradcol/gso/>

**Graduate Student Senate**

The mission of the Graduate Student Senate (GSS) is to represent the interests of graduate students at BGSU; to monitor and promote the welfare of graduate students; and to support graduate students in academic, professional, personal, and social endeavors. To accomplish this mission, the GSS sponsors many recreational, social, cultural, and intellectual activities for graduate students. In collaboration with the Graduate College, the GSS annually honors graduate research and achievement with the Graduate Student Senate Awards and the Charles E. Shanklin Awards and Colloquium. In addition, the GSS actively seeks to provide graduate students resources for professional development

through day-long workshops offered in the Fall and Spring semesters. These workshops consist of presentations offered by faculty, key administrators, library, writing and career support services. The GSS actively engages the BGSU community to ensure graduate student success.

The President of the Senate attends Board of Trustees committee meetings and reports regularly on the welfare and status of graduate students to the Board of Trustees, Faculty Senate, Vice President of Student Affairs, and the President's office. The GSS has an Executive Committee, or SEC, consisting of the elected officers and appointed Chairs including: Academic Affairs, Student Affairs, Multicultural Affairs, International Student Affairs, Graduate Allocation Representative, and Graduate Professional Development. Members of SEC sit on a variety of committees and councils at BGSU providing a voice for graduate students in the decisions of the university.

GSS is an elected body composed of, and administered by, graduate students. The functioning and success of the GSS depends on graduate student participation so graduate coordinators are encouraged to inform their students about GSS. Interested students should call 372-2426 or stop by the GSS office, Room 402 of the Bowen-Thompson Student Union.

### **Graduate Student Recruitment**

The recruitment of graduate students to BGSU, unlike the recruitment of undergraduate students, is a decentralized process. This process allows for flexibility and tailoring to the needs of specific departments or programs and the nature of their disciplines and requires communication between the graduate coordinator and the Graduate College staff.

For many degree programs, recruitment coordination entails formation of a recruitment committee, formation of a graduate student committee (or representative to the department committee), and development and implementation of a recruitment plan.

When recruiting graduate students, please be mindful that the Ohio Inter-University Council has developed a *Code of Ethical Practice for Student Recruitment Advertising* that requires the University to provide accurate information to prospective students in a manner that does not detract from other institutions.

Just as the granting of admission and assistantship contracts affects a prospective student's interest, so does timeliness in

making and communicating admission decisions, because quality applicants are likely to be recruited by more than one institution.

Maintaining a competitive recruitment program requires the development and implementation of a recruitment plan and periodic assessment of the context, process, and results of that plan. For instance, awareness of increasing Internet use has led programs to develop World Wide Web sites to increase prospective students' access to information.

### **Project Search**

Bowling Green State University values institutional diversity. To further that ideal, [Project Search](#) is a Graduate College program that celebrates diversity, promotes civility, encourages inclusion, embraces healthy interdependence, and positively influences the BGSU learning community to discourage discrimination and harassment.

Project Search recruits students for University graduate programs and then coordinates an array of services designed to lead these students from enrollment through graduation. The Assistant Dean for Graduate Studies and Director of Project Search, along with Career Services and graduate coordinators, also assists students with career placement. This close relationship continues into graduates' professional careers. Project Search alumni are continually networking. They have ongoing opportunities to assist in recruiting new students for the program and often return to campus as guest speakers or to attend special events.

Project Search is a model of BGSU's commitment to diversity. The program assists students in the achievement of academic and professional goals. Current graduate students often comment that the personal attention, prompt follow-up, financial aid information and other assistance they received are among the factors that influenced their decision to choose BGSU. The ongoing services and activities of Project Search also help students settle more comfortably into University life.

Graduate Coordinators and prospective students are encouraged to contact the Assistant Dean for Graduate Studies and Director of Project Search at the Graduate College in 120 McFall Center.

### **Center for International Programs**

The Center for International Programs handles all correspondence with prospective international students, evaluates transcripts of international applicants, handles all matters related to visas,

conducts a week-long August orientation for new international students immediately prior to the Graduate Student Orientation (GSO) and provides a variety of support services for matriculated international students.

## GRADUATE ADMISSIONS

The Office of Admissions supervises the application process, advises prospective students and faculty on admissions and other related matters, and implements and supervises the prospecting and admissions management systems.

### Admission Procedures

An Office of Admissions staff member prepares a file for each applicant and sends the file to the appropriate graduate coordinator for review. Applicants who do not complete the application process, do not enroll, or wish to change terms for admission are required to reapply using the on line application for admission and submit a new application fee as well as updated credentials. Applicants that do not enroll, do not complete the application process or in which decisions are not rendered by the department for the application term will be cancelled on 15th day of the semester.

### Domestic Applicant Files

A complete file for a domestic applicant will include:

- an application for admission;
- valid GRE scores, where applicable (GRE scores are valid for five years after the date of testing); valid GMAT scores, where applicable (GMAT scores are valid for five years after the date of testing); and valid Praxis Series scores, where applicable (Praxis Series scores are valid for ten years after the date of testing); and
- for final admission, two official transcripts issued directly from the institution to BGSU. Transcripts "issued to student" (even if in a sealed envelope) or personal copies of transcripts may be used only for evaluation purposes but will not be used for final/full admission. Applicants are expected to submit transcripts from each institution attended (except BGSU), regardless of the number or type of credit hours taken, terms attended, or whether transfer credits are reflected on another transcript. Files with missing transcripts will not be sent to the degree program for evaluation.

Please remind applicants that their letters of recommendation are to be sent directly to the degree program. If letters are sent to the Graduate College, this may delay the review process as they will need to be forwarded to the degree program.

### International Applicant Files

International applicants are to send all of their documents directly

to the Center for International Programs (CIP). Once the Center for International Programs has received all necessary documents (excluding letters of recommendations) for an applicant, his or her file will be evaluated by CIP according to Graduate College admission eligibility standards. Files that do not meet Graduate College and/or degree program standards are not forwarded to the Graduate College unless the degree program specifically requests an applicant's file. Once an application is approved at the CIP, the file is sent to the Graduate College. The Student Records Team members prepare a Graduate College file and a set of documents for the degree program for each applicant and sends them to the appropriate program.

A complete international applicant file will include:

- an application for admission;
- a copy of the yellow Center for International Programs Evaluation Form;
- valid TOEFL (Test of English as a Foreign Language ) or IELTS (International English Language Testing System) scores (TOEFL and IELTS scores are valid for two years after the date of testing.);
- valid GRE scores, where applicable (GRE scores are valid for five years after the date of testing); valid GMAT scores, where applicable (GMAT scores are valid for five years after the date of testing); and valid Praxis Series scores, where applicable (Praxis Series scores are valid for ten years after the date of testing); and;
- official transcripts and diplomas (including English translations). Applicants are expected to submit transcripts from all higher education institutions attended (except BGSU), regardless of the number or type of credit hours taken, terms attended, or whether transfer credits are reflected on another transcript. Files missing transcripts will not be sent to the degree program for evaluation;
- letters of recommendation sent directly to the Center for International Programs (if the letters of recommendation are sent directly to the degree program, the program should forward a photocopy of the letters to the CIP); and
- a financial statement.

An international applicant file from the Graduate College will include both the degree program set of documents and the international applicant file.

**Admission Eligibility Standards**

Before sending a file to a degree program, the Office of Admissions will determine the applicant's admission and funding eligibility based on his or her cumulative GPA using the following guidelines.

*Master's Applicants:*

- The graduate GPA may supersede the overall undergraduate GPA only when the graduate semester hours are nine or greater.

*Eligible for Regular Admission + Funding (applicant must meet all three):*

- Undergraduate cumulative: GPA overall = 3.0 or better
- Graduate cumulative: GPA overall = 3.0 or better

*Eligible for Regular Admission - No Funding:*

- > Undergraduate cumulative GPA overall = 2.70 to 2.99

*Eligible for Conditional Admission - No Funding:*

- Undergraduate cumulative GPA overall = 2.50 to 2.69

**Admission Decisions**

After the degree program makes its admission decision, the Applicant Evaluation Form should be returned to the Office of Admissions. The degree program should retain one copy. For international applicants, also return the International file (if applicable) and applicant evaluation form.

The degree program's recommendation will be communicated to the applicant via email from the Office of Admissions and a copy of that letter will be available in CSS for review by the department. When there are extenuating circumstances, e.g. the departmental recommendation does not match the admissions eligibility; the Graduate Coordinator should submit a written rationale (e-mail or memo) to the Office of Admissions for documentation.

**GRE Policies**

The Graduate College policies regarding the age of GRE scores are listed in the following table. The age of GRE scores is determined by subtracting the test date (the date the GRE was taken) from the date on which the application for admission reached the BGSU Graduate College. For example: if the GRE test date was December 2006, and the date on which the application was received was May 1, 2012, the age of the GRE scores is 5 yrs. 4 mos.

If the applicant has not taken the GRE and has not completed a post-baccalaureate degree,	The applicant must take the GRE.
If the applicant has not taken the GRE and has completed a post-baccalaureate degree,	See your degree program policy (on file at the Graduate College).
If GRE scores are more than 5 years old and the applicant has not completed a post-baccalaureate degree,	The applicant DOES have to retake the GRE.
If GRE scores are less than 5 years old,	The applicant does NOT have to retake the GRE.
If GRE scores are more than 5 years old and the applicant has completed a post-baccalaureate degree,	See your degree program policy (on file at the Graduate College).
If the applicant has a doctoral degree at the time of application or admission,	The applicant does NOT have to take the GRE.
If there are any circumstances other than those listed above,	Contact the Graduate College for a determination.

**Transferring to another Degree Program**

Students who are currently admitted to a degree program or are completing a graduate degree and wish to be considered for admission to another degree program must complete the admission process for that particular degree program.

The following conditions must be met before the file of a student requesting transfer to another degree program can be forwarded for program evaluation:

1. The applicant must submit a new application for admission indicating they wish to transfer to a new degree program. The application fee is required upon transfer from one degree program to another. However, payment of the \$45 application fee for domestic and \$75 for international students and the \$15 admission fee is required when transferring from graduate non-degree status to degree status.
2. Required test scores must be submitted to the Office of Admissions.
3. Two official transcripts from each college and/or university attended since the student's most recent admission must be forwarded directly to the Office of Admissions (personal copies or official transcripts "issued to student", even if sealed in an envelope, are not acceptable). BGSU transcripts do not need to be submitted.
4. Any specific degree program requirements must be met.
5. If a transfer from one degree program to another is requested, the graduate coordinator of the degree program from which the transfer is being made must be notified by the student. The graduate coordinator will notify the Office of Admissions via written memo or email.

When acceptance to a degree program is granted, the change in admission status becomes effective during the semester in which the request for transfer was submitted.

**Readmission**

To apply for readmission to the Graduate College, a student must submit a completed application to the Office of Admissions. If course work has been taken at another university during the absence, an official transcript must be forwarded directly from the institution to the Office of Admissions. A degree program may request additional documents for readmission, such as letters of recommendation. After reviewing the request for readmission, the

degree program will forward an admission recommendation to the Assistant Dean for Graduate Admissions and Studies.

To be considered for readmission the student must have been in good academic standing during their most recent semester of enrollment. Master's and specialist students are considered in good standing if they have a 3.0 grade point average; doctoral students must maintain at least a 3.2 grade point average to be considered in good standing.

If a Plan I (thesis option) master's student has had no registration activity for four or more terms (including summer) and has never registered for thesis research (6990), the student must reapply to the Graduate College. Once students are registered for 6990, they are considered active.

If a Plan II (non-thesis option) master's student has had no registration activity for four or more terms (including summer), the student must either submit an application for graduation (if all degree requirements will be met within the term) or reapply to the Graduate College before continuing the degree program.

If a doctoral student has had no registration activity for four or more terms (including summer) and has never registered for dissertation research (7990), the student must reapply to the Graduate College before continuing the degree program. Once doctoral students are registered for 7990, they are considered active.

**Graduate Non-Degree Status**

Graduate non-degree student status represents a non-degree classification within the Graduate College. This classification allows students to pursue personal or professional goals by taking graduate courses without enrolling in a degree program. Admission to graduate non-degree student status does not indicate or imply subsequent admission to a degree program, nor does it qualify a student for financial aid.

Graduate non-degree students can apply for admission to a graduate degree program at any time by submitting a completed application for admission to the Graduate College. Upon acceptance to the Graduate College and a degree program, a student's admission classification is changed from non-degree status to regular or conditional admission status.

Some courses completed while on graduate non-degree student status may be applied toward a degree program, contingent upon



the approval of the degree program and the Dean of the Graduate College. It is recommended that no more than nine hours of non-degree graduate credit be applied toward a graduate degree program. The non-degree student is not limited in the number of credit hours taken at BGSU, however, only nine graduate credit hours may transfer to a graduate degree program. In high demand academic areas, degree candidates will have priority over non-degree students in registering for courses. Some specialized and clinical areas of study are not available for enrollment with graduate non-degree status.

### **Graduate Courses for Advanced Undergraduates**

Under certain circumstances, it is permissible for BGSU undergraduate students to apply and be approved for advanced undergraduate status for course work prior to having received the baccalaureate degree. Any undergraduate student who wishes to take graduate courses must apply to the Graduate College for admission as an advanced undergraduate. Advanced undergraduate requests are term specific and will be processed prior to the first day of the term. To be eligible for advanced undergraduate admission the student must be in Senior Status (having completed 90 semester hours of undergraduate work) during the term the requested courses are to be taken in, and must have a minimum 3.0 GPA. Only courses at the 5000 and 6000 levels will be considered.

The student must have the endorsement of the professor of the requested graduate course and the department chair/school director of the unit offering the course. The *electronic form* will be forwarded for completion once the Graduate College is contacted. Upon approval, the Graduate College will notify the Registration and Records office to add the registration to the student's schedule. If the course is added to the student's schedule, without prior Graduate College approval, the course will be dropped from the student's schedule. Once processed, if the graduate level course results in the student going over 18 credit hours, the Registration and Records office will consult with the student's college for final approval. All applicable excess credit fees assessed, as a result of going over 18 hours, will be the responsibility of the student.

The classification of advanced undergraduate is not equivalent to admission to any particular graduate degree program. Courses taken for graduate credit by an undergraduate student cannot be used to satisfy a requirement for the undergraduate degree. The student who is approved for the classification of advanced undergraduate may not register for more than nine semester hours

of graduate course work in any one semester. An advanced undergraduate is eligible for a maximum of twelve semester hours of graduate course work during his or her tenure at the University. If an undergraduate student wants to take a graduate course for undergraduate credit as part of the baccalaureate program, the student must petition the dean designate of the Graduate College. The graduate course may be used as an elective only. It cannot be used as a substitute for any undergraduate course to satisfy a specific course requirement or a subject area distribution requirement of the undergraduate degree program.

## FINANCIAL INFORMATION AND ASSISTANCE

### Financial Aid for Graduate Students

Please refer to information on the Graduate College web site at:  
[www.bgsu.edu/gradcoll/page24961.html](http://www.bgsu.edu/gradcoll/page24961.html).

### Graduate Assistantships

Each college has different requirements governing their graduate assistantships. Please refer to the College Assistantship Policies on the Graduate College website for more information:  
[www.bgsu.edu/gradcoll/page94477.html](http://www.bgsu.edu/gradcoll/page94477.html).

### Graduate Student Orientation Requirement

Any graduate student who receives a stipend from BGSU must complete eleven hours of professional development by the end of their first contract period. BGSU's Graduate Student Orientation (GSO) helps all graduate students reach higher skill levels in technology, research, and teaching competence, as well as personal development and academic proficiency. GSO is open to all graduate students, faculty, and staff and is required for graduate students receiving their first assistantship contract from BGSU. GSO is offered throughout the year as either The August Program or The Ongoing Program.

For additional information please visit the Graduate Student Orientation website at <http://www.bgsu.edu/gradcoll/gso/>.

### I-9 Employment Verification

In accordance with the Immigration Reform and Control Act, all new domestic GAs must provide proper documentation to the Graduate College to verify their employment eligibility as soon as possible upon their arrival on campus. Any student who cannot provide appropriate documentation may not begin their GA contract and they will not be eligible for any benefits listed in the contract. International students must work with the Center for International Programs to process I-9 forms.

Typical identification documents may include:

- a current passport or a valid driver's license
- an original U.S. social security card or a student photo ID or military ID
- a social security card or birth certificate.

*Photocopies of these documents will not be accepted.*

**Declaration Regarding Material Assistance/Nonassistance to a Terrorist Organization (DMA) Form** In accordance with section 2909.34 of the Ohio Revised Code, all public employees, including graduate assistants, must complete the DMA form before they can be placed on the University payroll.

The form is a questionnaire which certifies that all new employees have not provided "material assistance" to a terrorist organization. Failure to complete the form, answering yes to a question, or failing to respond to one of the questions are all considered a positive response. This form is mailed to all new graduate assistants with their assistantship contract. More information about the form is available at the following website:  
[www.homelandsecurity.ohio.gov/dma/dma.asp](http://www.homelandsecurity.ohio.gov/dma/dma.asp).

## ACADEMIC INFORMATION

### Courses for Graduate Credit

All courses numbered 5000 through 7000 carry graduate credit. Courses not approved for graduate credit cannot be added to a student's degree program for graduate credit.

The course numbering scheme is as follows: 5000 level courses can be co-listed with 4000-level courses; 6000-level courses are primarily for master's students; 7000-level courses are primarily for doctoral students. The only courses that can be cross-listed at the graduate and undergraduate level are 5000- and 4000-level classes.

Any graduate student enrolled in a graduate class open to undergraduates (4000/5000 level) is required to do additional work of an individual nature to earn graduate credit for the course. The instructor is responsible for designating the type and amount of additional work.

It is never appropriate for a graduate student to attend 1000, 2000, or 3000-level courses as partial fulfillment of a graduate-level independent study course. If a graduate student wishes to take 1000, 2000, or 3000-level undergraduate courses, the courses must be taken for undergraduate credit.

At the discretion of the instructor, a graduate student may attend a 4000-level undergraduate course that has not been approved for graduate credit in partial fulfillment of a 5000 level independent study course. It is never appropriate to do this for 6000 and 7000 level independent study courses.

### Independent Study Registration

Please encourage students to demonstrate their abilities to work independently by registering for independent studies.

Registration for independent study should not occur for the following reasons:

- to avoid a particular course or professor.
- as a mechanism to raise the student's GPA.
- to provide credit a second time for a course taken as an undergraduate.
- as a mechanism to take a graduate course that has not been approved by the Graduate Council.
- to take an undergraduate course for graduate credit.

Generally, students should not take more than 9 hours of independent study at the master's or doctoral level.

### Language Requirement/Tool Courses-Doctoral Level

The manner in which students can fulfill the foreign language requirement, when it is mandatory, varies according to the individual doctoral program. In general, doctoral students who are required to fulfill a language requirement by their program can do so by completing a foreign language exam, certain computer science courses, or tool courses.

Students who are required by their program to take a foreign language exam should complete a Language Examination Application form. The language exam form must be signed by the student, the graduate coordinator, and the individual administering the exam. The completed form should be kept on file in the department.

Students who complete tool courses do not need to submit a form to the Graduate College.

### Grading Policy for Graduate Courses

Graduate courses approved for letter grade (A-F) and listed as such cannot be taken on a S/U basis (unlike undergraduate courses). The grading policy for individual graduate courses is approved by the Graduate Council based upon the recommendation of the graduate program in which the course is offered.

Students should be advised that the grading policy for graduate-level tool courses is identical to that of all other graduate courses. As a result, graduate courses approved for letter grade (A-F) which are taken as tool courses do affect the graduate grade point average of the student.

### Tentative Degree Program (TDP)/Degree Audit Report System (DARS)

The Tentative Degree Program (TDP) is a listing of courses students plan to take to meet the requirements for their graduate degree program. The TDP serves two purposes. First, it gives focus and direction to individualized graduate degree programs by defining the student's course of study. Second, an approved TDP constitutes an agreement that successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree. However, the TDP may be revised if necessary. The line College checks the student's records to verify eligibility for

graduation. Adhering to the Tentative Degree Program (TDP) Information and Instructions sheet when completing the TDP will result in significant time savings for the student, the graduate coordinator, and the College Dean's designate.

The TDP is to be submitted to the Line College during the semester in which the student enrolls for the 15<sup>th</sup> hour of credit toward their degree program. (TDP and other Graduate College forms are available [online](#)) *The TDP is to list only those courses required for completion of the degree program.* The graduate coordinator will need to sign the TDP form to indicate that it is complete and accurate to date. When a TDP lists a University approved specialization, the graduate coordinator's signature confirms that all requirements for that particular specialization are documented on the TDP.

All TDPs are submitted to the Line College for approval (except for those programs who have approved degree audits in place). However, the TDP will not be processed until the student has received full-regular admission status. If a student needs to change the TDP agreement after the TDP form has been approved by the Graduate College, they should complete the TDP Addendum form, have it approved and signed by their graduate coordinator, and submit it to the Graduate College. The addendum is used to document any course additions, deletions, or substitutions made after the original TDP was approved by the Graduate College.

### **Dual Degree TDPs**

When a student is enrolled in a dual degree program, they are to submit one TDP that outlines the coursework for meeting the dual degree requirements for both areas. The graduate coordinator of each field of study is to approve and sign the TDP before it is submitted to the Graduate College. Dual degree candidates must submit their TDP in paper form.

### **Information Included on the Tentative Degree Program**

#### *Student and Degree Sought*

In order to properly identify the student and the degree sought, the following information is needed:

1. Student's Name and BGSU Identification Number.
2. Degree Sought. (Master of Arts, Master of Industrial Technology, Specialist, Ph.D., etc.). Specify Dual Degree, if relevant.
3. Field. In some degree programs (Master of Science, Master of Education, Ph.D., etc.) the program (e.g., biological sciences, elementary education, etc.), in which the student is enrolled constitutes the field and must be

specified on the TDP. In other degree programs (Master of Food and Nutrition, Master of Business Administration, etc.), the field (family and consumer sciences, business administration, etc.) is part of the degree title and does not have to be specified on the TDP.

4. BGSU approved specialization. In some degree programs, students are pursuing specializations. These specializations must be delineated on the TDP in order to be included in the student's transcript. The graduate coordinator's signature on the TDP confirms that all requirements for the specialization are documented on the form.
5. Plan I (Thesis) or Plan II (Non-Thesis). Some master's degree programs allow students to select between writing a thesis (Plan I), or completing a comprehensive examination, a special project, or a culminating option (Plan II). The selected plan must be specified on the TDP.

#### *Program of Study (Preparing the TDP)*

List only minimum degree requirements. Many students take more than the minimum number of credits required to meet program and general degree requirements. We request that only those credits required by the program and general degree requirements be listed on the TDP.

Indicate alternative ways of meeting a degree requirement if needed. When a degree requirement may be met by taking one of two different courses (because of courses offered during specific semesters), this should be shown on the TDP as an "or" statement in the NOTES column (for example, English 622 or English 637).

#### *Elective Hours*

Some degree programs include elective credits which may be satisfied by taking any graduate level courses. For these credits, enter "electives" under "course title" and the number of credits under "semester hours." It is assumed that graduate credits taken in any department will satisfy these elective credits unless a particular department is specified. Where appropriate, the qualification "as approved by advisor" should be noted after elective hours. If the program wants the Graduate College to check to make sure the approved electives have been taken, a copy of the approved TDP with the course titles of the approved electives written in should be submitted prior to the student's graduation.

*Transfer Credit*

When a degree requirement is to be satisfied by transferring credits earned at another institution, this is displayed on the TDP or DARS by showing the department, course number, title, and semester hours and also indicating the institution from which the credit is being transferred in the "Transfer From" column. These hours will not be transferred without an official transcript submitted to the Graduate College. For DARS course substitutions or transfer credit, please see the degree program graduate coordinator.

*Thesis Research (699) or Dissertation Research (799) hours*

Master's students selecting the Plan I Thesis option are required to include at least 3, but no more than 6, semester hours of Thesis Research (699) on their TDP or DARS. Thesis Research hours (699) count toward degree requirements only for students in the Plan I option. Doctoral students are required to include at least 16, but no more than 30, semester hours of Dissertation Research (799) in the degree program. Some students take more hours than those required for the degree program. Do not include more than 6 hours of 699 or 30 hours of 799 on the TDP or DARS.

*Teacher Certification*

It is the student's responsibility to consult with the certifying agency and the appropriate program director on campus concerning requirements for a particular certification, including course requirements, teaching, or administrative experience, and successful completion of the state-prescribed examination. The Graduate College bears no responsibility for an individual's completion of teaching certification. Approval of the TDP is for degree requirements only and does not verify satisfaction of licensure or certification requirements.

*Language/Research Tool Requirement*

Some programs have a language or research tool requirement. If there is such a requirement, how the requirement will be satisfied must appear on the TDP.

*Degree Completion Date*

The date the degree is expected, as well as the planned completion dates for degree milestones associated with comprehensive/preliminary examinations and thesis/dissertation manuscripts are useful for advising purposes. If actual dates are not known at the time of TDP or DARS completion approximate dates may be entered.

*Dated Signatures*

Student's Signature and Date. Indicates student's acceptance of the proposed course of study presented on the TDP.

*Advisor's Signature and Date*

Indicates the advisor's acceptance of the proposed course of study as appropriate to both the degree program and the student's goals.

*Graduate Coordinator's Signature and Date*

Indicates that the proposed course of study satisfies the program's degree requirements. If the TDP or DARS lists a specialization, the graduate coordinator's signature also confirms that all requirements for the valid specialization are documented on the form.

*Graduate Dean's Signature and Date*

Indicates acceptance of the proposed course of study. Successful completion of the proposed course of study, and the general degree requirements set down in the Graduate Catalog, will result in the awarding of the degree sought.

**Revisions to the TDP**

If a student needs to change the TDP agreement after the TDP form has been approved by the Graduate College, they should complete the TDP Addendum form, have it approved and signed by their graduate coordinator, and submit it to the Graduate College. The addendum is used to document any course additions, deletions, or substitutions made after the original TDP was approved by the Graduate College. A new TDP is only necessary if revisions are extensive. For exceptions to the DARS requirements students should contact the degree program graduate coordinator.

**Certificate Plan of Study (CPS)**

Students enrolled in a certificate program should complete the Certificate Program of Study form to indicate their certificate course of study. The Certificate Plan of Study is to be submitted to the Graduate College during the semester in which the student enrolls for the 9th hour of credit toward his/her certificate program. The student's advisor and the Graduate Coordinator must approve the Certificate Plan of Study before it is submitted to the Graduate College.

**Credit by Examination**

Students who feel qualified to receive credit by examination may submit a formal petition to the Graduate College setting forth

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evidence of previous study and/or specific experience which they believe should permit them to take such an examination (see [www.bgsu.edu/colleges/gradcol/documents](http://www.bgsu.edu/colleges/gradcol/documents)). Students who successfully pass an examination for credit receive a grade of S. Students who fail an examination for credit have a notation to that effect entered in the appropriate place on the record. A maximum of six graduate credit hours may be taken by examination. Both degree seeking and non-degree students may earn credit by examination.

The Application/Report for Course Credit by Examination form is to be completed and signed by the student and the graduate coordinator before being presented to the Graduate College.

**Theses and Dissertations*****Thesis Committee Membership***

A thesis committee must have at least two members from the student's area of major concentration (including the chair). Some programs have additional requirements regarding committee membership.

For students earning a dual degree, the committee should include two professors from each department for a minimum total of four members. Dual degree committees may have either one chair or two chairs (co-chairs).

A non-voting committee member (known as a "reader") does not count toward the minimum number of members required for the committee.

All committee members need to be regular or provisional graduate faculty. If a member is not graduate faculty, he or she may receive a courtesy appointment to the graduate faculty. To request a courtesy appointment, the department Chair or program Director should send a completed Request for Courtesy Appointment form to the Graduate Dean, indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought. The topic approval application will not be processed until all committee members have been approved for the graduate faculty.

***Thesis Topic Approval***

All Plan I (thesis) master's students should submit a request for thesis topic approval, with original signatures, to the Graduate College on the Thesis/Dissertation Topic Approval form. To be eligible for topic approval, the student's GPA must be 3.0 or higher.

If human subjects or animals are involved in thesis research, the student must have an approval number from the Human Subjects Review Board or the Institutional Animal Care and Use Committee before submission to the Graduate College.

The graduate coordinator must sign the topic approval form. For students in a dual degree program, the graduate coordinators from both departments must sign the form.

A Student Records Team member will send a letter to the student when the topic is approved. Committee members and the graduate coordinator will receive a copy of the letter.

After the thesis topic has been approved and submitted to the Graduate College, students may not change their thesis advisor or committee members without the mutual consent of all parties. Any change must be transmitted to the Graduate College in writing and with the graduate coordinator's approval.

***Dissertation Committee Membership***

A dissertation committee must have at least three members (including the chair) from the student's program and a graduate faculty representative. A non-voting committee member (known as a "reader") does not count toward the minimum number of members required by the student's program. Doctoral students may change committee members after passing the preliminary examination, provided the changes are approved by the Graduate Coordinator, and the Graduate Dean (or the Dean's designate) is notified of the change.

The dissertation committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. If a committee member is not on the graduate faculty, he or she may be eligible for a courtesy appointment to the graduate faculty. To request a courtesy appointment, the department chair or program director must write a letter to the Graduate Dean, accompanied by the appropriate documentation indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought.

***Dissertation Topic Approval/Admission to Candidacy***

Doctoral students must submit a request for dissertation topic approval to the Graduate College on the Thesis/Dissertation Topic Approval form. Approval of the topic by the Graduate College admits the student to doctoral candidacy. To be eligible for candidacy, the student must have a GPA of 3.2 or higher, have

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completed any foreign language requirements, where required, and have passed the preliminary examinations.

If human subjects or animals are involved in dissertation research, the student must have an approval number from the Human Subjects Review Board or the Institutional Animal Care and Use Committee. The applications to these compliance committees must be submitted in the name of the student with the student conducting the actual research work.

The graduate coordinator, the student, and all committee members must sign the topic approval form. If the graduate coordinator has not signed the form, it will be returned for the appropriate signature.

A Student Records Team member will send a letter to the student when the topic is approved along with an indication that the student has been admitted to candidacy. Committee members and the graduate coordinator will receive a copy of the letter.

After the dissertation topic has been approved and submitted to the Graduate College, students may not change their dissertation advisor or committee members without the mutual consent of all parties.

**Graduate Faculty Representative**

The graduate faculty representative appointed to a student's preliminary examination committee also serves on the dissertation committee. The graduate faculty representative is a full committee member who participates in all deliberations and actions.

In general, the graduate faculty representative to a Ph.D. committee has two primary responsibilities: (a) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and (b) to ensure that the student is treated fairly and equitably in all aspects of the examination and dissertation processes.

As with any member of the committee, the representative is expected to read and critique the dissertation. Any comments and suggestions carry equal weight with those of all other committee members. The representative is not to sign the dissertation unless the suggestions have been considered, the questions have been answered, and there is evidence that the student has successfully completed the requirements of the Ph.D. degree.

**Thesis and Dissertation Handbook**

The final version of the manuscript must conform to the formatting guidelines provided in the Thesis and Dissertation Handbook.

**Submission of Completed Manuscript***Deadlines*

The results of the final examination (e.g., dissertation defense) for the doctoral degree must be received in the Graduate College by the published deadlines each semester.

*Required Forms*

When the completed manuscript (or the title page and abstract only in the case of MFA-Creative Writing students) is ready to be submitted electronically to the Graduate College via OhioLINK, the original ETD Approval/Submission form with all committee member's signatures, along with a copy of the title page and abstract, must be submitted directly to the Graduate College. The final manuscript will not be approved until this form is on file in the Graduate College and must be received by the published deadline each semester.

The Graduate Council has approved the implementation of electronic submission of theses and dissertations beginning with Fall 2005 for all graduate programs. Paper copies will no longer be accepted by the Graduate College for students graduating in December 2005 and beyond.

Students in the MFA-Creative Writing program must submit a hard copy of the thesis to the Graduate College and a title page and abstract electronically via OhioLINK. Please refer to the Thesis and Dissertation Handbook for more information: [www.bgsu.edu/colleges/gradcol/tdhandbook/index.html](http://www.bgsu.edu/colleges/gradcol/tdhandbook/index.html)

The Graduate College expects that the official University copy of the submitted manuscript will be error-free and ready for publication on the World Wide Web.

In addition, the Survey of Earned Doctorates (SED) must be completed and submitted to the Graduate College. Please visit the Graduate College Documents and Forms webpage for more SED information: [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html)

**Examinations**

The Graduate College regulation concerning a satisfactory performance in the comprehensive, preliminary, and final oral examinations states that, "For a student to pass this examination,

the committee shall either cast a unanimous vote or there may be one dissenting vote. If the committee should decide to pass the student with conditions, the conditions must be met before the examination is recorded as satisfactory."

#### ***Plan I Master's (Thesis)***

Plan I students should submit the ETD Approval/Submission form to the Graduate College, indicating the results of their final oral examination (thesis defense) and approval of their manuscript with original signatures. Under the "Results of the Final Examination for the Degree" heading, all committee members (including the chair) and the graduate coordinator must sign and indicate the results of the exam and manuscript approval.

Dual Degree students should submit the ETD Approval Submission-Dual Master's form to the Graduate College indicating the results of their final oral examination (thesis defense) and approval of their manuscript with original signatures. Under the "Results of the Final Examination for the Degree" heading, all committee members (including the co-chairs) and both graduate coordinators must sign and indicate the results of the exam and manuscript approval. The ETD form must be dated with month, day, and year (mm/dd/yy).

#### ***Plan II Master's (comprehensive exam, presentation, final project, recital, portfolio, etc.)***

##### *Plan II Deadline*

The Graduate College deadline by which students must take and pass the comprehensive examination or complete their final project in order to be able to graduate is posted every semester, and is approximately three weeks before commencement. As with all Graduate College deadlines, programs are free to establish an earlier deadline if desired.

Students who take the examination or complete their final project after the posted date will not be eligible to graduate until the following term. However, if all degree requirements are met before 5:00 p.m. of the first day of the following term, students will not be required to register for the term in which they graduate.

##### *Plan II Results*

Departments and programs must submit the results for Plan II students on the Master's Plan II Report form (or the specially-designed forms for art and performance studies in music).

Under the "Plan II: Non-Thesis" heading, the graduate coordinator must sign the original form and indicate the results of the exam and/or completion of the final project. The Plan II result form must be dated with month, day, and year (mm/dd/yy). Any student who fails the comprehensive examination may, upon recommendation of the program's graduate coordinator and approval of the Graduate College, be granted permission to take a second examination. Upon failing a second examination, the student is dropped from the Graduate College.

#### ***Preliminary Examinations (Doctoral)***

All doctoral students should submit a Preliminary Examination Application to the Graduate College approximately four weeks prior to the date of the examination. The graduate coordinator, the student, and all committee members must sign the application.

##### *Application*

When the preliminary examination application is submitted, a Student Records Team member will review the student's file to determine if the student is eligible to take the exam. To be eligible, the student must have a GPA of 3.2 or higher, and a submitted TDP or DARS.

##### *Committee Membership*

A preliminary examination committee must have at least three members (including the chair) from the student's area of major concentration, in addition to a graduate faculty representative. A non-voting committee member (known as a "reader") does not count toward the minimum number of members required by the student's program.

The committee chair must have regular graduate faculty status. All other committee members should be regular or provisional graduate faculty. If a committee member is not on the graduate faculty, he or she may be eligible for a courtesy appointment to the graduate faculty. To request a courtesy appointment, the department chair or program director must write a letter to the Graduate College, accompanied by the appropriate documentation indicating the scholarly expertise of the individual for whom the courtesy appointment is being sought.

##### *Graduate Faculty Representative*

The Graduate College will assign the graduate faculty representative to the student's preliminary committee. Committee members, the graduate faculty representative, the graduate coordinator, and the student will receive written notification of the appointment.



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In general, the graduate faculty representative to a doctoral committee has two primary responsibilities: (a) to assure the University that all minimum standards of the Graduate College, both written and implied, have been met in all aspects of the preliminary examination process and in the writing of the dissertation; and (b) to ensure that the student is treated fairly and equitably in all aspects of the examination and dissertation processes.

The graduate faculty representative on the preliminary examination and dissertation committees is a full member and must be a participant in all deliberations and actions. As it is for any member of the committee, results of examinations conducted without the participation of the representatives are not acceptable. The representative is expected to contribute to the preliminary examinations of a student in order to ensure the Graduate College of the satisfactory quality of the student's performance.

**Exam Results**

Ph.D. and Ed.D. students must submit the results of their preliminary exams to the Graduate College on the Preliminary Examination Application/Report form. The form must be signed by all members of the committee including the graduate faculty representative. The form must be dated with month, day, and year (mm/dd/yy). A Student Records Team member will record the results and the date of the exam.

For a student to pass the preliminary examination, the committee must either cast a unanimous vote or a vote with one dissenter. If a student is allowed to pass an exam with one dissenting vote, the Graduate College requests that the faculty member who casts the dissenting vote articulate his or her objections in a letter to the Dean.

If the committee decides to pass the student with conditions, the conditions must be met before the exam is recorded as satisfactory. These conditions must be conveyed in writing to the Dean of the Graduate College.

If the student fails the preliminary examination, she or he may (after a lapse of six months or more) take a second examination upon the recommendation of the departmental doctoral committee. Dismissal from the doctoral program will result if the second examination is failed.

**Incomplete Grades**

An INC (incomplete) may be given only when, for some justifiable reason, a student fails to take the final examination or to fulfill a specified requirement in a course.

An INC may be removed and a grade substituted if the student completes course requirements to the satisfaction of the instructor prior to the deadline established by the Graduate College. The Graduate College deadlines for removal of incomplete grades for the respective academic semesters are:

Fall semester: June 1  
Spring semester: September 1  
Summer semester: January 1

However, an individual instructor may come to an agreement with his or her student for an earlier deadline for removal of an incomplete grade.

The graduate dean designate has the authority to extend the deadline for an incomplete. The student must petition the graduate dean designate for such consideration in writing and prior to the expiration of the deadline. The instructor's support is required for approval of the request. See [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html) for "Incomplete Extension Request."

For courses taken S/U, any mark of INC not removed by these deadlines will change to U. For courses taken for a letter grade, any mark of INC not removed by these deadlines will change to F. A student cannot graduate with a grade of INC in a graduate level course.

**Two or More Incompletes**

The Graduate College may inform all graduate coordinators about students who accumulate more than two incompletes on their academic record. The Graduate College may ask the graduate coordinator to review the student's academic progress and to consult with the student as appropriate. Students who accumulate three or more incompletes on their transcript may not be eligible for a graduate assistantship.

**Incompletes at Graduation**

All incompletes in course work (with the exception of thesis and dissertation hours) must be finished by the graduation deadline and the grade must be received in the Office of Registration and Records by the final graduation deadline in order for the student to

be approved for graduation. The graduation deadlines take precedence over any other deadlines.

### Grade Appeal Process

Grades received in courses may be appealed under the Grade Appeal Policy (see below). Concerns about sexual, racial, and ethnic harassment may be pursued under the policies pertaining to those matters (see *Student Handbook*). Students may also pursue concerns about training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic problems not related to courses (such as good academic standing and comprehensive and preliminary examinations), under the Graduate College Grievance Procedures established for this purpose. The Graduate College procedures do not supersede the other grievance policies and procedures set down in the *Student Handbook* and the *BGSU Governance Documents*.

As a general rule, the graduate coordinator should make every effort to resolve the complaint at the departmental or program level. If resolution at this level proves difficult, the student should be made aware of the various steps involved in lodging a formal complaint with the Graduate College. Students seeking advice on the academic grievance process may contact the Assistant Dean for Graduate Admissions.

In the event that a graduate student wants to appeal a grade that has been assigned by a faculty member in a course, the following steps are followed:

1. The student submits a written grade appeal to the faculty member stating the nature of and grounds for the appeal. A grade appeal must be initiated by the end of the fifth week of the academic term following the issuance of the grade, with the exception of spring term in which case the appeal must be initiated by the end of the fifth week of the following fall term. All actions for grade changes must be concluded by the end of the next term, with the exception of spring term in which case action must be completed by the end of the following fall term. Although the Academic Charter provides for a grade appeal process, it unequivocally states, "However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade" [B-II.G.9.b (1)].
2. The faculty member reviews the written appeal and makes a decision. If the faculty member agrees that a change should be made, then the faculty member submits a written request for a grade change to the Dean (i.e., line college Dean and the graduate college Dean). According to University policy, a faculty member may change a grade only on the basis of a grade appeal or for "a demonstrable mechanical error," such as transferring the wrong grade for a student from the grade book to the grade roster. Both the faculty member's dean (i.e., the line college Dean) and the graduate student's dean (i.e., the Dean of the Graduate College) must be notified in writing of a change in grade issued by a faculty member. If the faculty member does not agree that a change in grade is appropriate, the faculty member notifies the student of that decision.
3. If a graduate student wants to appeal the faculty member's decision not to change the grade, she or he may contact the chair of the faculty member's department and ask for the name of the department's grade appeal agent. The department chair will either appoint a grade appeal agent or inform the student of the department's existing grade appeal agent. According to University policy, a grade appeal agent hears the complaint, gathers information, talks with both the student and faculty member, mediates the grade dispute when possible, and/or identifies the appropriate channel(s) for resolving the problem(s). If the grade appeal agent does not support the appeal, she or he must communicate that decision to the student. The grade appeal agent submits a report on the grade appeal to the department chair.
4. If the grade appeal agent is unable to resolve the grade dispute, the student may state the full particulars of the appeal in writing and submit the statement to the department chair. Notes are to be kept on proceedings at this level. The department chair reviews the appeal and makes a recommendation as to whether the grade should or should not be changed. If the department chair supports the student's appeal, she or he may attempt to bring moral suasion to bear on the faculty member to adjust the grade. However, a department chair may not mandate a change of grade. If the department chair does not support the appeal, the department chair must communicate that decision to the student. Regardless of the outcome of the department chair's review, the department chair prepares a brief report on the grade appeal and forwards it to the Graduate College Dean.

5. If the department chair is unable to resolve the grade dispute, the student may submit a grade appeal to the Dean of the Graduate College for review. The Dean will form and convene a five-member grade appeal committee following the guidelines for forming a grievance board as described on page 112 of the Graduate Coordinator's Handbook. The grade appeal committee will make a recommendation to the Dean of the Graduate College who, in turn, makes a recommendation to the faculty member. If the appeal committee does not support the appeal, the committee must communicate that decision to the student.
6. The Academic Charter does not provide for an appeal process beyond the Graduate College for grade appeals.

### **Grievance Procedures**

*Approved by the Graduate Council - 11/13/86*

*Revisions Approved by Graduate Council - 3/11/93*

The Graduate College grievance procedures do not apply to cases processed under the jurisdiction of the University Student Code. The grievance procedures specifically apply to training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic problems not related to courses (e.g., good academic standing, comprehensive and preliminary examinations), whereas the Student Code applies to performance, conduct and behavior. Moreover, the procedures do not apply to academic honesty, sexual harassment nor racial and ethnic harassment.

The Graduate Student Senate, the official governance body of graduate students, may be consulted at any stage of the grievance process. A representative from the Graduate Student Senate may accompany any graduate student and help present any appeal processed by the Graduate College Grievance Policy.

Graduate student grievances must be considered carefully and fairly within the University. Grievance procedures used to resolve problems involving graduate students should be made at the lowest possible administrative levels. In some cases, the resolution of a problem may require, for the parties involved, a higher, formal and open channel for expressing grievances and for obtaining a fair and prompt hearing. A Grievance Board procedure has been established to investigate referred cases and to conduct hearings. Of primary concern to Grievance Boards are cases involving training and work assignments, financial disputes involving graduate assistant contracts or awards, and academic

problems not related to courses. Moral and political behaviors are not a concern of the Board because these are regulated by the Student Code of the University and by local, state and federal laws.

All students are granted due process rights in the resolution of academic and related problems at Bowling Green State University. However, it is the student's responsibility to pursue such problems in a timely fashion. In order to be eligible to file a formal appeal in accordance with the procedures set down in this document, students must initiate at the department/ school/program level a discussion of the problem within four weeks of its occurrence as outlined in the following section, and must notify the Dean of the Graduate College that the problem has not been resolved within four weeks of the initiation of the discussion.

The following grievance procedures are to be used:

#### *Actions at Department/School/Program Level*

In order to resolve an issue rapidly and effectively, every attempt should be made to handle grievances at the departmental or level of origin. When a student has a complaint, he or she is strongly encouraged to discuss the problem with the instructor involved, the course supervisor, the graduate coordinator, or other appropriate individuals in the department/ school/program. If the problem is not resolved, the Chair/ Director or the Graduate Committee may be able to provide an effective solution. If a problem is not satisfactorily resolved at the department/ school/program level, the complainant may appeal the decision to the Dean of the Graduate College. An appeal to the Dean will result in the implementation of formal appeal procedures.

#### *Formal Appeal*

1. If all attempts to resolve a problem at the department/ school/program level have failed, the complainant may submit the problem along with the desired outcome in writing to the Dean. This formal written appeal should briefly summarize the pertinent facts of the case and describe the attempts made to resolve the issue at the department/school/program level.
2. The Dean's designee shall investigate the complaint in an attempt to resolve the issue. The involved parties shall be informed of the results of the investigation and the proposed resolution within ten working days of the initial written appeal or as soon as possible thereafter.
3. If the complainant is not satisfied with the results of the investigation and proposed resolution, he or she may

request, in writing, within five working days of receiving notice of the designee's decision, that a Grievance Board be convened to hear the case. The Board shall operate on an ad hoc basis with membership as indicated below.

#### *Grievance Board Membership*

The Grievance Board membership categories outlined below include faculty and graduate students who have had no previous contact or involvement with the referred case.

1. Chair - A regular member of the Graduate Faculty, designated by the Dean of the Graduate College and from a department/ school/program not involved in the issue. The Chair will vote only in instances of a tie vote by the Board.

Members - Three members, not involved in the complaint, are to be appointed by the Dean of the Graduate College: (a) a graduate student in good academic standing from a discipline related to the program in which the complainant is enrolled; (b) a regular member of the Graduate Faculty from a discipline related to the program in which the complainant is enrolled; and (c) a regular member of the Graduate Faculty who is not a member of the complainant's department. The fourth member, a graduate student in good academic standing, not involved in the complaint nor a member of the complainant's department, is to be appointed by the President of the Graduate Student Senate.

#### *Hearing Procedures*

- All hearings and investigations by the appointed Grievance Board shall be conducted in closed sessions with only members of the Board and invited or approved persons present. The Board and the concerned parties in the case shall receive from the Dean of the Graduate College all the pertinent information compiled on the case. A final recommendation should be made to the Dean within ten working days of the complainant's initial appeal to the Board or as soon as possible thereafter.
- Balloting and voting by the Board will be secret. One faculty member and one student member will be tellers for each vote by the Board.
- The complainant may have an advisor present, such as a graduate student, a member of the faculty, a friend, a relative or an attorney. The respondent (person or department) may also have an advisor present. Witnesses may be called to present evidence on behalf of either the complainant or the respondent.
- All information on which a decision is to be based must be submitted before the Board in the presence of the student and decisions should be based solely upon such

information. The complainant has the right to question all testimony and confront all witnesses.

- A tape recording will be made of each Board meeting. A summary of all sessions of the Board shall be prepared by secretarial personnel from the Office of the Graduate College. Copies of the summary shall be distributed to the appropriate parties concerned and be kept on file in the Office of the Graduate College for two years following the last period of registration of the complainant.
- The Board will reach a decision in the case and make a specific recommendation of action to the Graduate Dean. The Dean will review this recommendation, make a final decision in the case, and convey that decision to the appropriate parties concerned within five working days. The decision and disposition of the case will be filed with the minutes.
- The assignment of any warranted sanctions or corrective actions rests with the Dean of the Graduate College, and will be implemented in a prompt manner.

#### **Degree Time Limits**

The time limit for master's level students to complete all degree requirements is six years from the end of the semester of the first course used to fulfill degree requirements on the TDP or DARS. The time limit for doctoral students to complete all degree requirements is eight years from the end of the semester of the first course used to fulfill degree requirements on the TDP or DARS.

#### **Time-to-Degree Policy for Doctoral Students (effective Summer 2008)**

If a doctoral student has not completed all degree requirements eight years after completing the first course required for the degree, he or she is no longer eligible to continue in the program until successfully taking a new, second preliminary examination. Upon passing this second preliminary examination, the student has four years to complete all degree requirements. Barring a verifiable personal emergency justifying an extension as determined by the dean designate of the Graduate College, a doctoral student shall not be permitted to take more than four additional years to complete the degree.

If a doctoral student has not taken and passed a preliminary examination within eight years after completing the first course required for the degree, she or he shall be dismissed from the program.

**Course Revalidation Policy/Procedures*****For Master's students (and doctoral students entering before Summer 2008)***

If the extension is approved by the Graduate Coordinator and the Graduate College, revalidation of outdated courses will be necessary. All courses that will be more than six years old for master's students, or eight years old for doctoral students, at the time of graduation will require revalidation. All revalidations should be completed at the departmental level, endorsed by the Graduate Coordinator, and submitted to the Graduate College by 5:00 p.m. of the Friday of exam week. In the case of summer, all revalidations must be completed by 5:00 p.m. of the last day of classes.

The procedures for course revalidation for master's students (and doctoral students entering before Summer 2008) are:

1. The Graduate Coordinator will establish an ad hoc revalidation committee composed of a minimum of three Faculty, including the Graduate Coordinator.
2. The committee will determine on a course-by-course basis the appropriate form of revalidation and communicate the nature and the results of the revalidation process to the Graduate College on this form.
3. The maximum time allowed for the master's degree with revalidation is seven years from the end of the earliest course used to fulfill degree requirement on the TDP. If outdated courses are needed to meet requirements, they must be retaken.
4. For students entering prior to Summer 2008: The maximum time allowed for the doctoral degree with revalidation is nine years from the end of the earliest course used to fulfill degree requirement on the TDP. If outdated courses are needed to meet requirements, they must be retaken.
5. Students may not revalidate courses with a grade of C or lower, an internship or practicum, or courses taken at other institutions.
6. All three committee members must sign the revalidation form. Revalidation will be approved if two-thirds of the ad hoc committee members support approval.
7. A \$25, non-refundable fee must be paid to the Bursar for each course approved for revalidation. The Bursar will forward the revalidation form to the Graduate College for final approval.

**Extension of Deadline for Completion of a Master's (and Doctorate for students entering before Summer 2008) Degree**

A master's student may apply for an extension of up to one year if the request for an extension is made before the time limit has elapsed. An extension does not "stop the clock" on the time to degree limit so the student will be expected to revalidate all out-of-date course work.

A doctoral student, who entered before Summer 2008, may apply for an extension of one year if the request for an extension is made before the time limit has elapsed. Doctoral students may be granted two extensions, not to exceed a total of two calendar years. The student will be expected to revalidate all out-of-date course work with extension on time limit.

Approval of the request for an extension to complete the graduate degree rests with the Graduate College.

**Leave of Absence Policy**

Students who wish to request a leave of absence from the University must do so in writing. The letter must clearly explain the reason(s) for their request, when they need to begin their leave, and when they intend to return. Leaves of absence are not awarded without compelling reasons and, in the case of medical emergencies, supporting documentation from the student's medical doctor should accompany their request. The letter of request must be endorsed by their graduate coordinator and the Chair of the department or Director of the program before it is forwarded to the Graduate College for approval.

A leave of absence must be for a designated period of time. Typically, a leave is from 6 to 12 months. If a student is on an approved leave of absence, the time of the leave does not count against the six- or eight-year time limit for degree completion; the student cannot use University services during a leave of absence. Students may not take a leave of absence for the purpose of taking undergraduate courses.

**Academic Probation and Dismissal**

It is the responsibility of the graduate coordinator and graduate advisor to help monitor the continuing academic progress of all students in their graduate program. The graduate coordinator and other members of the graduate faculty should help the student develop strategies for making satisfactory progress.

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It is possible for a student to lose funding at the end of a semester and be placed on academic probation (without funding) for the subsequent semester.

Graduate students are required to demonstrate "satisfactory progress toward the degree" in order to maintain a teaching, administrative, or research assistantship. Failure to make "satisfactory progress toward the degree" normally results in academic probation and can lead to dismissal from the graduate program. As defined in the Graduate Catalog, "satisfactory progress" means that master's students must maintain an overall GPA of 3.0 and doctoral students must maintain a 3.2 GPA. *This 3.0 GPA requirement applies to all graduate students at BGSU, including those who are currently enrolled as non-degree seeking students.*

Students who are placed on or continued on probation will be notified in writing by the Graduate College. Students are rarely dismissed after only one semester of low grades unless they were conditionally admitted. However, students should not normally remain on probation for more than two semesters unless they are very close to a 3.0 or 3.2 and can demonstrate the ability to earn As. If it is determined that a student already on probation is not likely to earn As, dismissal should be considered in a timely fashion.

The Graduate College monitors all graduate student files at the end of each semester once grade reports have been issued. A report is generated to identify students whose GPA falls below 3.0 (for master's students) or 3.2 (for Ph.D. students).

The following are criteria for determining unsatisfactory progress: The accumulation of two or more Cs, a D or an F should cause the student and the graduate coordinator serious concern. These grades are indicators to the student in question that he or she is not making acceptable progress toward the degree. Students should be notified in person about their lack of satisfactory progress and the graduate coordinator or other members of the graduate faculty should articulate clearly what the student must do to be successful. If the Graduate College determines that a student is not in good academic standing at the end of a semester the Assistant Dean will review the student's academic record and make one of the following recommendations:

1. place the student on academic probation for the following semester allowing the student the semester to remedy

2. continue the student on academic probation for an additional semester if academic progress is evident but the GPA is still below required levels; or
3. dismiss the student from the Graduate College if it is clearly evident that academic progress is not being made. NOTE: This decision is made only after the Graduate College has consulted with the student's graduate coordinator and both agree that this is the appropriate course of action.

If the decision is made to dismiss the student from his or her program of study, the Graduate College will notify the student in writing and a letter will be sent to the Registrar indicating that the student's name should be removed from the appropriate computer files. The student may:

- continue graduate study as a degree-seeking student only if admitted into another degree program;
- continue to take graduate classes as a non-degree graduate student through the Office of Continuing & Extended Education; or
- appeal the decision by submitting a written petition to the graduate coordinator in their program area.

It should be noted that when a student withdraws from a course in which his or her work is considered unsatisfactory at the point of withdrawal, a grade of WF will be assigned; this grade computes on the student's transcript as a failing grade (0.0) in the cumulative grade point average.

If a student withdraws from the University with less than a 3.0 or 3.2 respectively, she or he must be readmitted to the Graduate College and the degree program before she or he can enroll in additional courses.

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To become a candidate for a graduate degree—master's, specialist, or doctoral—the student must file an application for graduation by the published deadlines below.

Fall semester: September 18

Spring semester: January 26

Summer semester: June 5

Students applying for graduation must do so on-line through MyBGSU – Registration Services. Students should consult with their advisor and review the Graduation Checklist (<http://www.bgsu.edu/gradcoll/page67197.html>) to ensure completion of degree requirements before submitting the application.

Degree candidate deadlines are posted on the Graduate College website at: <http://www.bgsu.edu/gradcoll/page27074.html>. These are firm deadlines and cannot be extended.

**Enrollment Requirement for Graduating Students**

Graduate College policy requires that all graduate students be registered for at least one semester hour during the term in which they graduate.

*NOTE: the student does not need to be registered at BGSU if they are completing revalidation or if they are attending another institution where they are taking a course listed on their TDP that will be transferred back to BGSU.*

As an exception, immediately following a semester of enrollment, students who have completed all degree requirements prior to 5:00 p.m. on the first day of classes in the term they officially graduate, do not have to register for one hour of credit if they can satisfy all of the following conditions:

- Have enrolled in all required course work; and
- Have submitted, via OhioLINK, an error-free copy of their dissertation or thesis\* to the Graduate College for doctoral or Plan I (thesis) master's students (MFA-Creative Writing students submit only an abstract to OhioLINK), or have completed comprehensive exam,

presentation, final project, recital, portfolio, etc. if Plan II (non-thesis) master's students; and

- Have on file, in the Graduate College, the signed ETD Approval/Submission form dated with month, day, and year (mm/dd/yy) along with a paper copy of the title page and abstract; and
- Will have removed all incompletes prior to the first day of classes in the term they graduate.

\*For MFA-Creative Writing students a hard copy of the manuscript must be on file in the Graduate College.

**Verification Prior to Graduation**

The Graduate College will verify the following items before approval for graduation:

1. *Full Admission to a Degree Program* - Students must have been fully admitted to a graduate degree program in order to graduate.
2. *TDP or DARS* - An accurate, final TDP or DARS must be on file with the Graduate College. Any changes to the TDP or DARS should have been submitted in writing to the Graduate College.
3. *GRE or GMAT Scores* - Valid GRE scores are required of all students, with the exception of those in business administration who must submit GMAT scores; those in organization development may submit either GRE or GMAT scores; those in Master of Fine Arts in Art are exempt.
4. *Plan II (non-thesis) Results* - Plan II master's students must have passed the capstone experience(s) and the results must have been reported to the Graduate College.
5. *Thesis or Dissertation Topic Approval Form* - Plan I (thesis) master's and doctoral students must have submitted a topic approval form to the Graduate College.
6. *Thesis or Dissertation Manuscript Approval* - Plan I (thesis) master's and doctoral students must have submitted a thesis or dissertation manuscript to the Graduate College before the official deadline for the semester during which they plan to graduate. In addition, Plan I master's and Ph.D. students must have submitted a manuscript approval and dissertation defense form, signed by their committee members and graduate coordinator, with the manuscript.
7. *Continuous Registration* - Once a student has registered for research credit (699 or 799), all Plan I master's and doctoral students are required to maintain continuous registration for dissertation or thesis research credit for each semester, excluding summer sessions, until the

manuscript is submitted to and approved by the Graduate College. Students who wish to graduate during the summer term must be enrolled in research credit during that term.

8. *Transfer Credit* - For a student to fulfill degree requirements with transfer credit from another university, the Graduate College must receive an official copy of the student's transcript directly from that university. Courses beyond the stated time-to-degree limits or receiving a grade of C or lower will not be transferred. NOTE: Courses taken as "professional development" cannot be transferred.
9. *Incompletes* - All incompletes in course work listed on the TDP (with the exception of thesis and dissertation hours) must have been finished by the published graduation deadline and the grade have been received by the Office of Records & Registration. It is the student's responsibility to complete the coursework in time to allow the instructor to meet the established deadline.
10. *Time to Degree* – Six years for master's and eight years for doctoral students.
11. *Survey of Earned Doctorates (SED)*.

### **Graduation Ceremony Walk-through**

Under Graduate College policy, a master's student may participate in the graduation ceremony only if she or he has completed all work for the degree and a thesis by the last day of classes (not finals week). The student must submit, in writing, a compelling reason to walk-through (e-mail is acceptable) to the [Graduate College](#) once s/he has completed all requirements for the degree. Verification from the graduate coordinators is also required. Permission must be granted to "walk-through" from the Graduate Dean designate, who will notify other relevant offices. Depending on when the requirements have been completed and the request has been approved, there is no guarantee that the student's name will be listed in the program booklet. **Doctoral students may not "walk-through" the graduation ceremony.**

### **Graduate Student Research**

Thesis and dissertation research projects involving laboratory animals must be reviewed by the Institutional Animal Care and Use Committee (IACUC) prior to the initiation of the study. Such projects must receive approval from the committee before the thesis or dissertation topic can be approved by the Graduate College. An application for approval can be obtained from the Director of Animal Facilities or by contacting the Office of Compliance ([www.bgsu.edu/offices/orc/](http://www.bgsu.edu/offices/orc/)).

Student research projects that involve collecting information from or about living persons must be reviewed by the Human Subjects

Review Board (HSRB). For projects involving collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records, graduate students should consult with a member of the Human Subjects Review Board. This consultation should take place during the design stage of the research project; thesis or dissertation projects must receive approval from HSRB before a topic can be approved by the Graduate College. The identity of a department's representative may be obtained from the departmental graduate coordinator or by contacting the Office of Compliance ([www.bgsu.edu/offices/orc/](http://www.bgsu.edu/offices/orc/)).

Graduate students collecting data or carrying on correspondence in connection with a thesis or dissertation may not use the name of the University without special written permission of the dean designate of the Graduate College. Any questionnaires or other materials distributed outside the University must receive the prior approval of the instructor or advisor in charge of the study before a student seeks approval by the dean designate.

If you are advising a student who is conducting research on human subjects, both you and your advisee will need to have completed Human Subjects training. The Office of Compliance will be offering training sessions for faculty, staff and students conducting research with human subjects on a regular basis throughout the year. Please visit the Office of Compliance web site for more information.

In addition to these scheduled sessions, the Office of Compliance can conduct training sessions for individual departments (research groups, faculty meetings, individual classes). All workshops require a two-hour block of time and a location which can accommodate a PowerPoint presentation. Please contact Rich Rowlands to coordinate the scheduling details at 372-7716 or [hsrb@bgnet.bgsu.edu](mailto:hsrb@bgnet.bgsu.edu)

Additional information concerning the policies applicable to student research projects can be obtained from the Office of Sponsored Programs and Research (SPAR).

### **Research Support**

#### *Professional Travel Support*

Travel funds available through the departments are used to encourage and support graduate student attendance, participation, and paper presentations at regional and national conferences and professional meetings. To be eligible for a travel award, graduate



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students must (1) be fully admitted (i.e., without conditions) to a BGSU graduate degree program, (2) be in good academic standing, and (3) be enrolled at the time of the conference (preference is given to graduate students registered for at least 12 hours).

*Thesis/Dissertation Support*

Support funds available through the departments are intended to assist graduate students in meeting expenses of their research or creative activities. Awards may be made to (1) doctoral candidates engaged in dissertation research, (2) master's students involved in thesis research under Plan I, and (3) M.B.A. students completing research projects for GBA 691. Only one award per degree may be granted. In order to be eligible, applicants must (1) be in good academic standing, (2) be enrolled at BGSU (preference is given to graduate students enrolled for at least 12 hours), and (3) have an approved topic. Applicants whose research involves collection of any kind of information from or about people by survey, interview, testing, observation, examination, specimen collection, or review of records must obtain prior approval from the Human Subjects Review Board. Applicants whose research involves laboratory animals must obtain prior approval from the Animal Care and Use Committee.

Applications for professional travel and/or thesis/dissertation support should be made directly to the graduate coordinator of each unit receiving funds. Applicants are encouraged to apply early to prevent delays in their research.

*Distinguished Thesis and Dissertation Awards*

The Graduate College grants a Distinguished Thesis and a Distinguished Dissertation Award annually to honor outstanding research at the master's and doctoral levels. These awards consist of a student honorarium, a certificate of citation, and an award of recognition for the thesis/dissertation advisor. In addition, award winners automatically become the Graduate College nominee for various other regional and national awards. For more information about the awards and nomination procedures, contact the Graduate College.

*Katzner Awards for Graduate Student Research and Professional Development*

The Katzner Awards for Graduate Student Research and Professional Development are designed to supplement costs for graduate student research (project, thesis, or dissertation) and professional development activities. Proposals will be evaluated based on their ability to promote high quality, independent

research. Up to 20 (10 in Spring and 10 in Fall) awards of no more than \$1000 may be awarded each year.

Any fully admitted graduate student who is currently enrolled and in good academic standing is eligible to apply. Graduate Departments/Programs may submit up to one application per semester. Students may not apply for this award during the semester in which they graduate.

One application from each program (one from a masters degree program and one from a doctoral degree program) will be accepted for consideration. The graduate coordinator for each program should select the applicant from each program that will enter the competition.

A faculty committee will evaluate the quality of research, contribution to professional development of the student, and appropriateness of budget request.

*Shanklin Award*

The Graduate Student Senate supports the annual Shanklin Award competition, which recognizes outstanding original research by graduate students in three areas: arts and humanities; social and behavioral sciences; and sciences and mathematics. Finalists give public presentations on their research and are eligible to receive cash awards for first and second places. Review committees for the competition, which takes place during the spring semester, are comprised of BGSU faculty members. Please visit the Graduate Student Senate website at [www.bgsu.edu/offices/sa/studentgovernment/gss/page22818.html](http://www.bgsu.edu/offices/sa/studentgovernment/gss/page22818.html) for more information about this award process.

*Graduate Student Senate Funding for Professional Development (FPD)*

The Graduate Student Senate offers supplemental financial support to BGSU graduate students who participate in professional development activities (i.e. conferences, workshops, recitals, etc.). The application process for the Funding for Professional Development (FPD) takes place in the fall, spring, and summer semesters. Please visit the Graduate Student Senate website for more information: [www.bgsu.edu/offices/sa/studentgovernment/gss/page22817.html](http://www.bgsu.edu/offices/sa/studentgovernment/gss/page22817.html).

**Student Legal Issues**

For situations related to student grievances and legal issues, please refer to the Student Handbook: [www.bgsu.edu/offices/sa/studentdiscipline/page13842.html](http://www.bgsu.edu/offices/sa/studentdiscipline/page13842.html)

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For information regarding University policies related to sexual, racial, and ethnic harassment, please refer to the student handbook:

Sexual Harassment -

[www.bgsu.edu/offices/sa/studentdiscipline/page13902.html](http://www.bgsu.edu/offices/sa/studentdiscipline/page13902.html)

Racial and Ethnic Harassment -

[www.bgsu.edu/offices/sa/studentdiscipline/page13901.html](http://www.bgsu.edu/offices/sa/studentdiscipline/page13901.html)

**Graduate College Forms**

Please visit [www.bgsu.edu/colleges/gradcol/documents/index.html](http://www.bgsu.edu/colleges/gradcol/documents/index.html) for a complete listing of all forms available on-line.

**Student Emergency/Crisis Plan**

Please visit the following web site for further information:

[www.bgsu.edu/offices/sa/counseling/](http://www.bgsu.edu/offices/sa/counseling/)

**Policy in the Event of the Death of a Student**

In the event of the death of a graduate student, the following procedures are to be followed:

1. The Dean of the Graduate College is to be notified immediately.
2. The Graduate College office handles the following institutional responsibilities--Departments should take appropriate action as well.
  - a. Notification of the following offices and individuals:
    - i. President's and Provost's offices
      1. President's Office is responsible for lowering the flag
    - ii. Dean of the College in which the department is housed
    - iii. Faculty members
      1. Current instructors
      2. Graduate Coordinator
      3. Chair/Director
    - iv. Graduate Student Senate
    - v. International Programs (if an international student)
    - vi. Registration and Records (if the deceased is a student)
    - vii. Bursar (if the deceased is a student)

- viii. Payroll (if the deceased is a graduate assistant)
  - b. Send appropriate flowers/memorial/etc. from the Graduate College.
  - c. Send a letter of sympathy to the family on behalf of the Graduate College.
  - d. Attend services
3. In cases where the student is *very close* to graduation at the time of death, interested faculty may petition for the awarding of a posthumous degree. Such petitions are approved quite sparingly. Thus, it is inappropriate to say anything to the deceased's family or friends about the possibility that a degree will be awarded posthumously until such time as the Provost may approve the petition. The petition includes a brief statement about the student's progress at BGSU and the rationale for recommending the awarding of a degree posthumously. The petition requires review and approval at the following levels:
  - i. Departmental approval--the petition must carry the approval of the graduate committee, the department, and the chair/director.
  - ii. Collegiate approval--the petition must carry the approval of the Dean of the College in which the department is housed.
  - iii. Graduate College approval--the petition must carry the approval of the Dean of the Graduate College.
  - iv. Institutional approval--the Provost makes the final determination concerning the appropriateness of the petition.