

2001-03 Undergraduate Catalog

Academic Policies

University learning outcomes

BGSU's programs of study and the university environment in which they are offered are designed to build six capabilities. By the time of graduation, BGSU students are expected to investigate, connect, write, present, participate and lead proficiently. Each unit of the University develops learning outcomes specific to that major or program.

BGSU graduates are critical and constructive thinkers, as shown by proficiency in investigating and in making connections.

- To Investigate (Latin, *investigatus*, from *in-* + *vestigium*, footprint, track): to observe or study by close examination and systematic inquiry. 'Investigate' calls attention to systematic processes of exploring issues, collecting and analyzing evidence, and making informed judgments.
- To Connect (Middle English, from Latin *conectere*, from *com-* + *nectere*, to bind): to place or establish in relationship. 'Connecting' is the essence of creative problem solving, shown in synthesizing knowledge within and across courses, integrating theory and practice, linking academic and life experiences, and relating one's self and culture to diverse cultures within the U.S. and globally.

BGSU graduates communicate effectively, as shown by proficiency in writing and in making presentations.

- To Write (Middle English, from Old English *writan*, to scratch, draw, inscribe): to be the author, to compose. 'Writing' requires fluency not only in English or another language, but often also in other symbol systems, such as logical, mathematical, visual, spatial, musical or electronic.
- To Present (Middle English, from Latin *praesentare*, to be before): to make a presentation. 'Present' is the oral counterpart of 'write,' requiring the same fluencies, and in addition fluency with bodily-kinesthetic symbols.

Through personal character and values, BGSU graduates demonstrate effective social interaction, as shown by proficiency in participating and leading.

- To Participate (Latin, *participare*, to take): to have a part or share in something.

'Participating' is a matter of active engagement, rather than passive observation, and is shown through working effectively in diverse groups and teams, as well as through cooperation and respect for others.

- To Lead (Middle English, *leden*, from Old English, *laeden*, to go): to guide or influence a group to achieve goals. 'Leading' does not require formal authority or power, but rather is a matter of influence, integrity, spirit and respect.

The University learning outcomes are a component of both the general education curriculum and the various majors, and thus describe the basis for continuity and coherence in the curriculum as a whole.

The University embraces five core values:

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

These values are evident in the University Learning Outcomes. Students show the development of their own values through increasing proficiency in each of the University Learning Outcomes. For example, making connections often involves creative imaginings; cooperation and respect are critical for effective social interaction, and intellectual and spiritual growth become evident through the development of one's thinking and communication skills, just as they are shown in one's personal character. Proficient performance as a learner is a basis for pride in a job well done.

University general education curriculum

The general education curriculum supports Bowling Green State University's mission in liberal education for all baccalaureate students. The curriculum is designed to give students an understanding of the multiple realities of a complex and culturally diverse world. It provides an introduction to the modes of inquiry in four *knowledge domains*: natural sciences, social and behavioral sciences, humanities and arts, and cultural diversity in the United States. Each course also emphasizes the development and enhancement of the following cognitive skills:

Information literacy

- Identify information needs, access sources of that information, evaluate the information retrieved and communicate it through appropriate channels.

Communication

- Write clearly and cogently in a wide variety of rhetorical modes: expository, analytic, persuasive and expressive.
- Speak clearly and effectively in both large and small classes, presenting reports, participating on panels, debating or articulating judgments and opinions.
- Read purposefully with speed and comprehension and with skill in interpretation and critical inquiry.

Analysis

- Analyze and explain the relevance, validity, significance and limits of quantitative data.
- Formulate and explain the purpose or goal of analysis, the frames of reference (disciplinary or interdisciplinary) and the implications of these.
- Identify and analyze issues and problems in the knowledge area and frame critical questions for problem solving and other types of analysis.
- Exercise inductive and/or deductive processes of reasoning in the analysis of information.
- Analyze competing evidence-based interpretations with clarity, precision, consistency and fairness.

Integration

- Understand and articulate international/multicultural perspectives on issues where pertinent.
- Construct and present an argument, identify evidence that supports the argument, and reach a conclusion through an appropriate reasoning process.
- Identify critical issues and problems under examination in the discipline and formulate and frame these in ways that contribute to their solution.
- Understand and articulate judgments concerning the values of cultural, humanistic or artistic texts and demonstrate how personal, cultural or aesthetic factors shape responses to the work.
- Articulate an understanding of the similarities and differences between one's own and alternate value systems or cultures.

- Demonstrate familiarity with the kinds and varieties of evidence in disciplines, how evidence is used and the assumptions on which it rests.

All candidates for a baccalaureate degree at Bowling Green State University must take at least eight courses from the University general education curriculum distributed as follows:

- Two from the natural sciences;
- Two from the social and behavioral sciences;
- Two from the humanities and arts;
- One from cultural diversity in the U.S.;
- One remaining course from any of the four knowledge domains.

At least one of the courses from either the social and behavioral sciences or the humanities and arts must contain an international perspective. Courses satisfying this international perspective requirement are marked with an asterisk (*) in the general education course list below.

Courses at the 300 and 400 level integrate two or more disciplinary perspectives on the topics, issues or problems under consideration in the course, and require extensive writing, reading and research. It is suggested, although not required, that students complete at least one University general education course at the 300 or 400 level.

Students should consult with academic advisors to select courses from the list below that satisfy their personal interests. Some of these courses may also be used to fulfill other requirements or may be prerequisites for other required courses. As noted above most colleges require additional coursework in foundational areas beyond what is described here.

The natural sciences

General education courses in the natural sciences make clear the important role of experimentation and observation in the sciences and the way in which these observations of the physical and biological world lead scientists to formulate principles that provide universal explanations of diverse phenomena. These courses help students develop the ability to:

- Use and apply core concepts that serve as a foundation for building more advanced knowledge in the disciplines, for making decisions on important scientific and technological issues, and for enhancing understanding of the orderly nature of the universe and its predictability.
- Understand the nature of scientific evidence, how it is obtained and how it is used in the scientific process.

Biology—BIOL 101, 104, 204, 205

Chemistry—CHEM 100, 109 & 110, 117 & 118, 125, 127 & 128, 135, 137 & 138

Geography—GEOG 125

Geology—GEOL 100, 104, 105, 205, 215, 322

Honors—HNRS 250

Materials Science—MATS 100

Physics and Astronomy—PHYS 101, 201, 202, 211, 212; ASTR 201, 212

Residential Community—RESC 220

The social sciences

The principal objective of general education courses in the social sciences is to explain through empirical investigation and theoretical interpretation the behavior of individuals and various groups in societies, economies, governments and subcultures. These courses help students develop the ability to:

- Understand and apply the dynamics of political, economic, historic, psychological, geographical or social processes and the modes of inquiry used to investigate these processes sufficiently for participation in a democratic society.
- Identify issues and problems in the social sciences and formulate and frame these in ways that contribute to their solution.
- Apply theory appropriately to events to produce knowledge.
- Understand the nature of decision-making in society from the perspective of the social sciences.
- Recognize and explore the significance of diverse cultures and their modes of thought. (International Perspectives)

Arts & Sciences—A&S 250 (until 8/02)

Asian Studies—ASIA 180*

Canadian Studies—CAST 201*

Economics—ECON 100, 200, 202, 203

Environmental Health—ENVH 210*

Environmental Studies—ENVS 101, 201, 301

Geography—GEOG 121*, 122*, 225*, 230*, 325*, 331*, 343*, 346*, 349*, 426, 435*

Gerontology—GERO 405*

History—HIST 151*, 152*, 180*, 205, 206, 310*, 311*, 370*, 377*, 382*, 411*, 429, 470*

Honors—HNRS 201, 240

Political Science—POLS 110, 171*, 172*, 301*, 335, 351*, 361*, 372*, 402, 403

Psychology—PSYC 201

Public Health—PUBH 301*

Residential Community—RESC 201, 205

Sociology—SOC 101, 202, 231*, 361

Technology—TECH 302

The humanities and arts

University general education courses in the humanities further an understanding of humanistic approaches to knowledge. They develop skills in analysis and interpretation

of philosophy, literature, popular culture, music and visual arts, as well as an understanding of the social context in which philosophical and cultural works arise. These courses help students develop the ability to:

- Utilize modes of inquiry appropriate to the disciplines in question and explore their connection to human values.
- Communicate fluently through reading, writing and listening.
- Explore the significance of diverse cultures and their modes of thought. (International Perspectives)
- Develop understanding of the social and cultural context of art works arising over a variety of historical periods.
- Understand the role of language and media: their rhetorical, artistic and symbolic expression and the ways in which these expressions both reflect and influence culture and society.

American Culture Studies—ACS 200, 230, 300

Art—ART 101

Art History—ARTH 145, 146

Arts and Sciences—A&S 250

Chinese—CHIN 216*

Classical Civilization—CLCV 241, 242, 380

English—ENG 150, 200, 261*, 262*, 264 (until 8/02), 267, 269*, 290

Ethnic Studies—ETHN 220*, 425*, 460*

Foreign Language—

Intermediate French, Greek, Italian, Latin, Spanish (FREN, GRK, ITAL, LAT, SPAN 201*, 202*)

French and Spanish Cultural Series (FREN, SPAN 212*)

Intermediate German, Russian, Japanese, Chinese (GERM, RUSN, JAPN, CHIN 201*, 202*)

Intermediate Conversational German (GERM 217*, 218*)

German—GERM 260*

Honors—HNRS 260

Humanities—HUM 101

Musicology/Composition/History—MUCT 101, 125*, 221, 233*, 234*, 235*

Philosophy—PHIL 101, 102, 103, 204, 211, 212, 230, 325

Popular Culture—POPC 160, 165, 220

Residential Community—RESC 210

Russian—RUSN 215, 216*

Theatre—THEA 141, 161, 202, 347, 348

Cultural diversity in the United States

General education courses in cultural diversity in the United States develop awareness of the multicultural nature of American society. These courses help students develop the ability to:

- Investigate the ways in which ethnic cultures have shaped American political, social, economic and cultural life, and to identify issues and problems from the perspective of diverse cultures.
- Conduct critical inquiry into the problems engendered, the challenges presented and the positive possibilities inherent in a multicultural democracy.
- Develop a critical understanding of the concepts of race and ethnicity.

American Culture Studies—ACS 250

Educational Foundations and Inquiry—EDFI 408

English—ENG 200, 424

Ethnic Studies—ETHN 101, 120, 130, 211, 260, 301, 302, 312, 361, 410

Geography—GEOG 337

Gerontology—GERO 301

History—HIST 319, 432

Human Development and Family Studies—HDFS 107, 408

Musicology/ Composition/Theory—MUCT 237, 431

Popular Culture—POPC 170

Sociology—SOC 316

Theatre—THEA 215

Women's Studies—WS 200

Requirement of writing proficiency

Recognizing that the ability to communicate in writing is a valuable skill and a hallmark of an educated person, the University requires that each student enrolled in a baccalaureate or associate degree program complete satisfactorily ENG 112 or give evidence of proficiency in written expression equivalent to that attained by the student who completes this course. No student can be excused from meeting this requirement, nor can the requirement be postponed.

The courses and services designed to aid students in meeting the writing requirement are coordinated through the General Studies Writing program. The English Placement Test, administered through this program, assesses the writing skills of entering students. On the basis of this test, students are placed in ENG 110/110S (Developmental Writing), ENG 111 (Introductory Writing) or ENG 112 (Varieties of Writing). A student may be required to take two or three of these courses, but no more than six hours of credit earned in these courses may be applied toward graduation. The writing proficiency of students is evaluated at the end of each course until students have reached the University proficiency requirement expected upon completion of ENG 112. Students who

receive transfer credit for English composition and communication courses taken elsewhere may be tested for writing proficiency if it is not clear that they have completed a course equivalent to ENG 112. Students who wish to be exempted altogether from English composition are also tested for writing proficiency.

Special courses and services designed to aid international students in improving their English proficiency are coordinated through the program in English as a Second Language. Upon reporting to the University and before registering for classes, all entering international students admitted through the Office of International Programs and the Office of Admissions, except those whose native language is English, are required to take on-campus proficiency tests; international students transferring from other colleges and universities in the United States as well as students from Puerto Rico are also required to take these tests. On the basis of these tests, the University reserves the right to place students in ENG 100 (English as a Foreign Language I), ENG 101 (English as a Foreign Language II) or courses designed to develop the students' oral skills in English. A student may be required to take one or both of these courses, but no more than four semester hours of credit may be applied toward graduation. The English proficiency of students is evaluated at the end of each course until the students have reached the level of English language proficiency expected for admission into ENG 110. The University also reserves the right to require enrollment in the special section for international students of ENG 110 if the student has no transfer credit for the course.

To encourage all students to pass ENG 112 prior to the beginning of the junior year, three credit hours are added to the graduation requirements of students who pass ENG 112 after accumulating 60 credit hours; four hours to the graduation requirements of those with 90 or more credit hours.

The following are exempt from this penalty:

1. Students transferring to BGSU with 31 or more credit hours, provided that ENG 112 is passed within the first 30 credit hours earned at BGSU after the transfer, and
2. International students who transfer to BGSU with 21 or more credit hours and for whom English is a second language. Exemption from the penalty must be recommended by the director of international programs and ENG 112 must be passed within the first 40 credit hours earned at BGSU.

Degree programs

Baccalaureate degree programs

Special Requirements (e.g., Honors, Professional licensure, high school articulation)	At least 122 credits, incl. 40 numbered 300 or above 2.0 cumulative GPA
Major/Specialization Requirements in the department/programs	
in related areas	
Minor Requirements	
College/Program Electives	
General College Requirements	
Free Electives	
First-Year English Composition	
University General Education	

A baccalaureate degree program enables students to achieve the intellectual, ethical and cultural maturity that will allow them to become responsible participants in our society. Each student's path toward this goal is unique, reflecting both the student's interests and talents, and the range of opportunities for study. Students make choices among selected sets of courses while satisfying the requirements of a particular degree program, and they are encouraged to take other courses (*free electives*) to explore individual academic interests.

Students progress toward a baccalaureate degree by completing courses that satisfy a combination of requirements at the University, college and departmental or program levels. Some courses may satisfy more than one requirement, so students should work closely with their advisers to determine which allowable combination will meet their own needs. Other courses may meet a student's particular educational needs, yet may not be used to meet degree requirements. These include all developmental courses (below the 100 level), some courses retaken for credit (p. 11) and any courses identified specifically as non-applicable to a degree. Each student is ultimately responsible for knowing which requirements apply.

University requirements

Students in all baccalaureate degree programs must:

1. Satisfy all requirements of the High School Articulation Policy (p. 8).
2. Earn a minimum of 122 semester hours of credit, at least 30 of which must be completed at Bowling Green immediately before graduation. A student who takes fewer than 122 credits of coursework but satisfies all other requirements may

choose approved courses from any area of study to meet this requirement. Some degrees or special programs require more than 122 hours of credit (see College requirements below).

3. Earn an accumulative grade point average of at least 2.0 ("C" average) for all coursework attempted.
4. Complete the University's general education requirements above.
5. Complete the first-year English composition sequence, preferably in the first year. A penalty applies if the sequence is delayed past the second year; see Requirement of writing proficiency (p. 7).
6. Complete at least 40 hours of credit in courses numbered 300 and above. If a senior takes a course numbered 100-199 (except foreign language or computer science), an additional hour must be taken as a graduation requirement.
7. Satisfy all requirements for a degree listed in one of the college sections of this catalog (see College requirements below).
8. File an application for graduation. Forms, available in college offices, should be completed and submitted to the student's college dean.
 - a. For graduation in December, an application must be filed by the end of the second week of the fall semester.
 - b. For graduation in May, the deadline for filing an application is the end of the second week of the spring semester.
 - c. For graduation in August, the filing deadline is the end of the first week of the summer session.

A student who does not fulfill all requirements toward a degree within four weeks after commencement must reapply for graduation at the next commencement.

College requirements

The requirements for specific baccalaureate degrees are described in the appropriate college sections of this catalog. These may include any of the following:

1. Additional study in the knowledge domains of University general education or study in areas not included in University general education (for example, courses in mathematics, communications or language study).
2. Completion of a major or specialization and, in some cases, a minor (see Department/program requirements, below).
3. Proficiency in specialized skill areas (for example, aural skills and keyboard proficiency for the bachelor of music degree).
4. Completion of an internship or cooperative education experience.
5. Completion of coursework beyond the 122 credit minimum required by the University.
6. Attainment of a specified minimum grade in one or more core courses (for example, candidates for the B.S. in education must earn a "C" or better in IPC 102).

In addition colleges may specify requirements that degree candidates must meet in order to remain in degree programs. For example, colleges may require a proficiency test, audition, interview, portfolio review, completion of a specific course or attainment of a specified grade point average before admission to upper-level courses.

Department/program requirements

All students must complete requirements for an academic major or specialization. The major provides the student with in-depth practical and theoretical knowledge in one particular area of study. Many majors or specializations offer students alternative paths of study, and students are encouraged to pursue personal interests by taking elective courses related to the major. Study in a major or specialization focuses on courses taught in a single department or program, but also includes related courses in other parts of the University. Some degree programs also require the student to complete a *minor*, a prescribed set of courses similar to a major but more limited in scope. Students may also voluntarily complete a minor offered by another academic unit.

Dual degree programs

A candidate for a baccalaureate degree who desires to take a second degree from a different college within the University may:

1. Take work in the second college after graduating from the University or
2. Qualify for the dual degree program by meeting the requirements listed below.

A student desiring a dual degree must:

1. Secure permission of the deans of both colleges before the end of the junior year,
2. Complete the requirements of both colleges for the degrees sought and
3. Complete at least 20 hours of credit beyond the hours required for a single degree.

A student may not enroll simultaneously as a candidate for a baccalaureate degree and for an associate degree.

Associate degree programs

BGSU Firelands offers courses leading to associate degrees in 13 areas. The associate of arts and associate of science programs are designed to fulfill the first two years of study for baccalaureate degrees. Completion of either degree, along with completion of BGSU's transfer module (p. 29), will facilitate articulation with baccalaureate programs at any public university in the state of Ohio. The A.A. and A.S. programs may also serve as terminal programs for students who do not plan to complete a four-year degree. The associate of applied business, associate of applied sciences and associate of technical study degrees are intended to prepare students for employment upon graduation. Although termed career education, they are also articulated with similarly oriented four-year

programs, thus permitting students to continue toward baccalaureate degrees in related disciplines.

General requirements for associate degrees

A candidate for an associate degree must complete the requirements listed below and any additional requirements set by the college offering this degree.

1. Satisfy all University entrance requirements.
2. Earn a minimum of 62 semester hours (some degrees require more than 62 hours of credit). At least 15 hours must be completed at BGSU immediately before graduation.
3. Earn a cumulative grade point average of at least 2.0 ("C" average) for all coursework attempted.
4. Complete the first-year English composition sequence, preferably in the first year.
5. Complete all course requirements for a degree program as described in the BGSU Firelands section (p. 101)
6. File an application for graduation. Graduation applications can be obtained from and returned to the Student Services Office located in the West Building at BGSU Firelands.
 - a. For graduation in December, an application must be filed by the end of the second week of the fall semester.
 - b. For May graduation, the deadline for filing an application is the end of the second week of the spring semester.
 - c. For graduation in August, the filing date deadline is the end of the first week of the summer session.

A student who does not fulfill all requirements toward a degree within four weeks after commencement must reapply for graduation at the next commencement.

Other academic policies

Appeals

Appeals for waivers or substitutions of requirements are processed through the student's college office, and may require consultations, recommendations or approvals from other offices. Substitutions in the major, for example, require a recommendation from the department that teaches that major. Substitutions in the minor require approval from the department or college that teaches that minor even if it is not in the college of the student's major.

High school articulation policy

High school students who plan to pursue a four-year baccalaureate degree at BGSU are expected to fulfill the requirements established in accordance with standards recommended by the State of Ohio:

- Four units of English
- Three units of mathematics (algebra I, algebra II, geometry)
- Three units of science (with at least two lab sciences)

- Three units of social science
- Two units of the same foreign language
- One unit of visual or performing arts (art, dance, film, music, theatre)

One unit equals one year of a high school course.

Admission to the University is limited to those students with three or fewer units of articulation deficiency, although applicants with more than three deficiencies may appeal the admission decision. Students who are admitted without meeting all of these expectations will fulfill the articulation requirements by taking courses in the areas needed. These courses may be used to satisfy University General Education requirements in many cases. Students are expected to complete articulation deficiencies within the first 60 hours of credit at BGSU. A student may not graduate until articulation in all areas is completed. Students pursuing two-year associate degree programs are exempt from this policy. If they decide to pursue a baccalaureate degree at a later time, however, the policy will apply.

Articulation completion

The Office of Undergraduate Admissions will give newly admitted students written notification of any units not completed. Students who question the specified needed units may request a review of their deficiencies by completing a High School Articulation Review Form.

Students who are denied admission because of accruing more than three units of articulation deficiencies may appeal that decision through the Office of Undergraduate Admissions. The appeal will be reviewed and acted upon by a University-wide appeals committee organized by the Office of Undergraduate Admissions.

As noted above, some courses used to complete articulation may also satisfy University General Education requirements. These courses commonly satisfy other graduation requirements, depending on a student's major/degree. Each student should become familiar with the graduation requirements of the degree/major being pursued. The following courses may be taken to complete high school articulation:

- English—Satisfactory completion of English 112 (All students must take a placement test in English; enrollment in ENG 110 or ENG 111 may be required prior to enrollment in ENG 112).
- Mathematics—Satisfactory completion of MATH 095X/098X or satisfactory completion of a college mathematics course at the 100 level or above (except MATH 111, 213 or 215). Students without previous college level mathematics are required to take a test to determine appropriate initial placement in mathematics.

- Social Science—Satisfactory completion of one of the approved University General Education courses for social and behavioral sciences for each unit of social science needed.
- Science—Satisfactory completion of one of the approved University General Education courses for natural sciences for each unit of science needed.
- Foreign Language—Satisfactory completion of the 101-102 course sequence in ARAB, CHIN, FREN, GERM, GRK, ITAL, LAT, JAPN, RUSN or SPAN. (Each of these sequences is eight credit hours.)

A student who has previously studied a foreign language may be able to meet articulation by satisfactory completion of the 102 course in that language, or GERM 117 and 118, if appropriate. A student's skills will be evaluated before the student is permitted to continue in a language previously studied. If the evaluation indicates that the student is not prepared for the second course in a language sequence, the student will be required to take both 101 and 102.

- Visual or Performing Arts – Satisfactory completion of one of these courses: ART 101,102; ARTH 145,146; MUCT 101, 110, 116, 125, 221; MUSP 401; THEA 141, 202; THEA 161.

Reading skills

SAT or ACT scores are used to place students with poor reading skills into EDCI 100. Students may be required to take a reading test prior to initial registration.

Classification of students

Classification of a student as a *freshman*, *sophomore*, *junior* or *senior* is determined on the basis of credit hours earned. In an undergraduate degree program a student is classified according to hours earned as follows: freshman, 0-29 hours; sophomore, 30-59 hours; junior, 60-89 hours; senior, 90 or more hours.

A student who is enrolled for undergraduate coursework but who does not have a degree goal is a *guest undergraduate*. A student who has earned a degree and who registers for undergraduate courses without pursuing another degree enrolls as a *guest degree-holder*.

Enrollment status

A student's enrollment status is determined by the number of class hours the student is enrolled during a semester or during an entire summer term. A full-time undergraduate student is enrolled for 12 or more semester hours. A part-time undergraduate student is enrolled for fewer than 12 semester hours. Based on institutional policy students registered for COOP 050 or TECH 289, 389 or 489 are considered to be enrolled in a full-time academic experience at BGSU.

Academic load

The academic load of a full-time undergraduate student will not be fewer than 12 hours at any time. A full-time student normally should be registered for 15-16 hours per semester. Enrollment for more than 18 hours requires the approval of the student's college office.

Students who maintain an academic load of 15-16 hours per semester will make progress toward a timely degree completion and will advance in class standing each year allowing them such benefits as priority for class registration and student housing.

A full-time student who drops enough hours to become a part-time student is eligible to remain in University-owned housing and to retain membership in University organizations; however, the student is subject to the following restrictions:

1. Ineligibility for intercollegiate athletics;
2. Possible reduction of financial aid awards. (See Financial Aid, p. 35)

Change of college or major

A student whose goals have changed may wish to change to another college or major. Before changing, a student should explore the requirements of the desired college. To change to another college, a student must have at least a 2.0 accumulative grade point average and obtain the approval of the college to which the student is transferring. The transfer also must be officially recorded by the dean's office of the college from which the student is transferring.

A student who wishes to change a major within a college should notify the college office. At that time an appropriate adviser is assigned.

Academic advisers are available in the college offices to help students select the degree program that best meets individual needs and interests.

Withdrawal from the University

A student who wishes to withdraw from the University in good standing must obtain the permission of the dean of the college in which the student is enrolled. A partial refund of fees may be possible; see p. 24. If a student leaves the University without proper notice and permission, a mark of "WF" is recorded in all courses for which the student is currently enrolled. Such a student is not entitled to any refund of fees.

The following additional rules apply to withdrawals:

- A student is not permitted to withdraw during the final exam period of the fall or spring semesters, or during the last two days of any summer session.
- A student who withdraws with permission from the University will have all courses from the semester dropped and no grades recorded except for courses previously dropped with a "WF".
- A student who withdraws *during the last five weeks of the fall semester* cannot

return until the following summer semester, except by special permission of the dean of the college in which he or she is enrolled.

- A student who withdraws *during the last five weeks of the spring semester* cannot return until the following spring semester, except by special permission of the dean of the college in which he or she is enrolled.
- A student who withdraws *during the last two weeks of the first six-week summer session* cannot return for the second six-week session, except by special permission of the dean of the college in which he or she is enrolled.
- A student who withdraws *during the last two weeks of the second six-week summer session* cannot return until the following spring semester, except by special permission of the dean of the college in which he or she is enrolled.
- A student who withdraws *during the last two weeks and three days of the eight-week summer session* cannot return until the following spring semester, except by special permission of the dean of the college in which he or she is enrolled.
- When, in the judgment of the medical staff of the Student Health Service, the physical or mental condition of a student might be disadvantageous to the health or welfare of that student or others on the campus, the University may require the withdrawal of the student from the University.

Grading policies

Grading system

Courses are graded as follows:

"A"—excellent; "B"—good; "C"—acceptable; "D"—poor but passing; "F"—failure; "WF"—withdrawn failing; "INC"—incomplete, "I"—incomplete calculated as "F", and "IP"—in progress. A notification of "NGR"—no grade reported—is used until a final grade is available.

Certain courses (including student teaching, some internships and remedial courses) are graded "S/U" only and are so indicated in the course descriptions. "S" means satisfactory and indicates course credit was earned. "U" means unsatisfactory and indicates no credit. A student may also elect the "S/U" grading option in no more than 16 credit hours in a baccalaureate degree program (beyond those hours graded "S/U" only). Any "S/U" hours beyond this limit will not count toward graduation. The grading option must be declared no later than seven calendar days after the beginning of classes for a semester. Many departments do not accept courses taken under the "S/U" option for credit in major or minor requirements; students should consult departmental officials. More than 12 semester hours of "S/U" grades may increase the grade point average needed for graduation with honors. Courses taken under advanced placement,

credit by exam, CLEP, etc., are considered "S/U" and do not count as letter-graded hours. See Graduation with honors, p. 11.

The grade of "S" is interpreted as falling within the range of "A" to "C" and carries full credit. A grade of "U" is interpreted as "D" to "F" and carries no credit. "S" and "U" grades do not affect the accumulative grade point average.

A student who wishes to attend a class without receiving credit for it may register to audit that course (see Registration and Records, p. 38).

A student who withdraws from a course may receive a grade of "WP" (withdrawn passing) or "WF" (withdrawn failing). "WP" is assigned when a student withdraws in good standing during the second through the ninth week of a course in the fall and spring semesters, the fourth class day through the twenty-first class day of the eight-week summer session and the fourth class day through the eighteenth class day of a six-week summer session. "WF" is assigned if the student is failing at the time of withdrawal from the course prior to the "WP" deadline, withdraws after the deadline for "WP" has passed or stops attending but does not process an official withdrawal through the college office. This provision applies to all grading options, including "S/U". The grade of "WF" is used in computing the grade point average.

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

See Incomplete marks, below.

See Withdrawal from the University, p. 9.

Grade point average

For calculating the student's grade point average, the following quality points are assigned to each letter grade:

For each hour of "A"	4 points
For each hour of "B"	3 points
For each hour of "C"	2 points
For each hour of "D"	1 point
For each hour of "F" or "WF"	0 points
For each hour of "I"	0 points

A student's grade point average is obtained by dividing the total number of quality points earned by the total number of hours taken, excluding courses in which the marks "S", "U", "IP", "INC", "W" or "WP" are recorded.

The hours for which a mark of "INC" is recorded are excluded from grade point average computation until the deadline for removal.

As an example, suppose a student receives the following grades for a semester:

Biology	(a 4-hour course)	B
English	(a 3-hour course)	B
French	(a 4-hour course)	C
Health	(a 3-hour course)	A

First, determine the number of quality points earned for each course. For example, each hour of B is worth 3 points and a 4-hour B is worth 12 points (3x4).

Therefore, the above grades translate into quality points as follows:

4 times 3 (B)	=	12
3 times 3 (B)	=	9
4 times 2 (C)	=	8
+3 times 4 (A)	=	12

14 hours	41 quality points
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Now, divide the number of quality points by the number of hours taken for a letter grade. The grade point average for this sample schedule is (41/14=2.92.) Grade point averages are not rounded up to the nearest hundredth of a point.

Incomplete marks

The mark of "INC" (incomplete) is given when, for some acceptable reason, a student fails to meet a definite requirement in a course as established by the instructor. The mark of "INC" may be removed and a grade (if taken for a grade) or the letter "S" (if taken "S/U") may be substituted for it by a student making up the deficiencies to the satisfaction of the instructor.

Unless an extension of time is granted by the academic dean, a mark of "INC" must be removed by March 1, Aug. 1 and Nov. 1 for the fall and spring semesters and summer session, respectively. 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 "I" and be calculated as "F" in the cumulative grade point averages of all undergraduate students with or without an extension of time. The student who has been granted an extension, however, will have the opportunity to have his or her grade point average recalculated and the "I" changed to the grade assigned.

Grade appeals

Students have a right to appeal decisions on grades. The student should first contact the department from which the grade was received. A member of each department, who is not a major departmental administrator, is designated to hear complaints, gather information, talk with both students and faculty, mediate disputes or identify appropriate channels for solving problems. If the dispute cannot be resolved at this level then the student should state the full particulars of the appeal in writing and submit them to the department chair or policy committee. If the matter is not resolved at the department level, the student may request a hearing before the academic arbitration board of the appropriate school or college. However, the sole responsibility and authority for determining grades rests with the faculty member who assigned the grade. This appeals procedure also may be used if a student believes an opportunity should be provided to make up work missed during absence from classes.

The grade appeals procedure must be started 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 semester or during the summer session. All actions for grade changes must be completed during the semester in which the grade is appealed. Grade and absence grievances may not be appealed beyond the college level.

Retaking a course

Students must report each retake registration to the Office of Registration and Records.

A student may retake a course in which a grade of "D", "F", "I", "U" or "WF" was received. If a student retakes such a course at the University, it must be retaken under the same grading option as selected initially. If the course is retaken for the purposes of auditing, no grade will be given.

If a student retakes a course at the University in which a grade of "D", "F", "I", "U" or "WF" was received, then the credit hours and quality points for the original registration and all subsequent retake registrations will be used in computing the student's cumulative grade point average, with the following exceptions:

- For the first two such courses retaken at the University (they must be two different courses), the credit hours and quality points for the original registration will not be used in computing the student's accumulative grade point average. For these two courses, the credit hours and quality points for each retake registration will be used in computing the student's cumulative grade point average.
- If a student retakes a course at the University in which a grade of "U" was received, it will have no effect on the cumulative grade point average.
- Except for the purpose of auditing, a student may not retake a course in which a grade of "C" or better (including "S") was received.
- No grade is removed or erased from a transcript by retaking a course.
- If the student retakes a course in which a grade of "D" was received, no additional credit hours are thereby earned.
- If a student receives a grade of "F", "I", "U" or "WF" in a course and then receives credit for that course by successful completion of a similar course at another institution, the credit hours and quality points for the first registration will continue to be used in computing the student's grade point average.

Advanced standing

Advanced standing may be achieved in six ways:

1. Demonstrating appropriate achievement on Bowling Green placement tests, which leads to exemption from courses but not credit.
2. Passing an examination administered by an academic department of the University (see Credit by examination, below).

3. Completing a college-level course in high school and earning a prescribed grade in an Advanced Placement examination administered in the high school through the College Entrance Examination Board (CEEB). This leads to college course credit and/or exemption. (For more information contact the Office of Registration and Records on the main campus, or the Office of Student Services at BGSU Firelands.)
4. Attaining appropriate scores on specific CLEP subject examinations. This leads to credit as approved by appropriate academic departments. (Not all academic departments accept credit for completion of CLEP Examinations.) For more information on CLEP subject examinations, contact Continuing Education, International and Summer Programs. For information on scheduling a CLEP subject examination, contact the Counseling Center.
5. Passing a higher-level course in sequence with a grade of "C" or above and thereby earning credit for lower-level sequence courses in prescribed departments.
6. Admitted students with considerable work/life experience matching specific course content may be eligible for credit through writing a portfolio about what they have learned. Students will be required to complete an interview with the director of Adult Learner Services and a preparatory English course to participate in Portfolio Assessment.

Credit by examination

An undergraduate student currently registered for at least two semester hours may gain credit by examination with the approval of the student's dean and the department involved. The minimum registration level must be maintained for the entire term. The student wishing credit in a course must not have enrolled in the course previously and must present sufficient evidence of prior study or experience. The course cannot be a prerequisite for any course the student has completed. Once approved, the examination must be completed within four weeks of the approval. This option may not be repeated. A \$50 fee is assessed for a credit-by-exam course. Credits by Examination are graded on a "S/U" basis. Further information on procedures is available at the student's college office.

Credit may be earned by attainment of appropriate score levels on selected subject examinations of the College Level Examination Program (CLEP). See Continuing Education, International and Summer Programs, p. 19.

A student may also receive credit for coursework taken at another institution, in which the final grades were equivalent to "C" or better but which did not transfer because of BGSU policies, by taking a validation examination.

A student in the School of Nursing may validate previous nursing knowledge through transfer credit, testing, certification or portfolio.

Graduate courses for undergraduates

Under specified circumstances undergraduate students with excellent scholastic records may register for graduate coursework prior to having received the baccalaureate degree. For further information see the Graduate Catalog, Graduate courses for undergraduates.

Academic honors

Dean's list

Full-time undergraduate students who demonstrate a high level of excellence in academic work have their names placed on the academic dean's list. The requirement for achieving the academic dean's list is a grade point average of 3.5 or above in the preceding semester with no fewer than 12 credit hours per semester included in the grade point average computation.

Graduation with honors

The record of each undergraduate candidate for graduation with a very high grade point average is carefully reviewed by the University Committee on Honors and Awards so that appropriate recognition and honor may be accorded each student who has achieved outstanding academic success throughout his or her undergraduate years. The tentative honor, announced at commencement and released to the newspapers, is figured without the grades from the student's last academic term. The final honor that is put on the permanent record and diploma is based on the student's entire academic record. Note that graduation with honors does not imply that the recipient has participated in the University Honors program. For further details about graduation with University honors, see p. 21.

In determining academic honors, total letter-graded credits (TLC) are credits for those courses that determine the student's grade point average. The GPA requirement will be higher than the minimum of 3.50, 3.75 or 3.90 for those students who have completed fewer than 110 TLC (or 55 TLC for associate degree candidates). See formula below.

More than 12 semester hours of "S/U" grades may increase the grade point average needed for graduation with honors. Courses taken under advanced placement, credit by exam, CLEP, etc., are considered "S/U" and do not count as letter-graded hours.

With distinction

With distinction signifies a high level of academic achievement in an associate degree program and graduation with praise. The honor requires a minimum of 28 TLC and a cumulative GPA at least as high as the larger of 3.5 and $[4.5 - (TLC/55)]$.

With highest distinction

With highest distinction signifies the highest level of academic achievement in an associate degree program and graduation with great praise. This honor requires a minimum of 50 TLC and a cumulative GPA at least as high as the larger of 3.9 and [4.9 - (TLC/55)].

Cum laude

Cum laude signifies a high level of academic achievement in a baccalaureate degree program and graduation with praise. This honor requires a minimum of 55 TLC and a cumulative GPA at least as high as the larger of 3.5 and [4.5 - (TLC/110)].

Magna cum laude

Magna cum laude signifies a very high level of academic achievement in a baccalaureate degree program and graduation with great praise. This honor requires a minimum of 83 TLC and a cumulative GPA at least as high as the larger of 3.75 and [4.75 - (TLC/110)].

Summa cum laude

Summa cum laude signifies the highest level of academic achievement in a baccalaureate degree program and graduation with great praise. This honor requires a minimum of 99 TLC and a cumulative GPA at least as high as the larger of 3.9 and [4.9 - (TLC/110)].

Transfer credit

In the case of transfer credit, each record from the transfer institution(s) is studied and evaluated individually. In general, the following principles serve as guides:

1. A student entering the University with transferred credit must meet the cumulative grade point average standard for honors in all hours completed, transferred and otherwise. In addition, the grade point average of all work taken at Bowling Green State University must be of honors quality;
2. A student must have completed at least 56 hours at BGSU (28 hours for an associate degree candidate). At least 30 of these hours (21 hours for an associate degree candidate) must be in letter-graded courses;
3. A candidate should be in residence at least one academic year (one academic term for an associate degree candidate) or 30 hours in consecutive summers (attending either the full summer session or both of the terms each summer) immediately preceding graduation. A student with written permission to participate in an approved combination curriculum in cooperation with a professional school or college of another institution is exempt from this requirement.

Academic honesty

Students are expected to maintain the highest level of integrity in their academic work. From time to time, however, issues such as cheating, fabrication or plagiarism in an academic exercise arise. The original

jurisdiction and penalty both vary depending on the offense and when it is discovered. Also, there are specific requirements for record-keeping and for notification of the student and academic dean. The complete policy is available in both the Student Handbook (Codes of Conduct) and the Faculty Handbook (Academic Charter).

Unsatisfactory academic progress

A student whose cumulative BGSU grade point average is at least 2.0 is considered to be in good academic standing at the University.

The following table describes the conditions under which the student has unsatisfactory academic progress:

Class Standing	All credit hours earned, including transfer credit	Cumulative GPA	Cumulative GPA Probation/Suspension/Dismissal
Freshman	0-29	1.50-1.99	0.00-1.49
Sophomore	30-59	1.70-1.99	0.00-1.69
Junior	60-89	1.80-1.99	0.00-1.79
Senior	90+	1.90-1.99	0.00-1.89

A student whose cumulative BGSU GPA falls below 2.0 at the end of the semester will be placed on academic **warning**, unless the student's GPA falls in the probation/suspension/dismissal range. If the student's GPA is in the probation/suspension/dismissal range, the student will be

1. Placed on **probation** if the student has attempted* fewer than 12 letter-graded credit hours at BGSU, or if the student's cumulative GPA is in the probation/suspension/dismissal range for the first time;
2. Placed on **suspension** if the student has attempted* 12 or more letter-graded credit hours at BGSU, and if the student has been placed on probation in any previous semester.
3. **Dismissed** if the student has attempted* 12 or more letter-graded credit hours at BGSU, and if the student has been placed on suspension in any previous semester.

**Attempted hours include all courses that contribute to the GPA, including those for which the student received credit by earning grades of A, B, C, or D or for which the student did not receive credit due to grades of F, WF or I.*

Students who are not in good academic standing at the University may not transfer credits from another institution until they have returned to good standing at BGSU. Because grades are not transferred to BGSU, courses taken at another institution may not be used to improve a student's GPA at BGSU.

Academic warning

If a student's cumulative BGSU GPA is in the warning range, the student is placed on academic warning and is encouraged to limit enrollment to no more than 12 hours in a given semester until the student is in good academic standing. Students on academic warning are expected to seek appropriate advice and services from their college office or another academic support area. Students on academic warning are expected to increase attention to academic activities and decrease hours committed to non-academic activities.

Academic probation

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be placed on probation:

1. Who has attempted fewer than 12 hours of letter-graded credit at BGSU; or
2. Who has a cumulative GPA in the probation/suspension/dismissal range for the first time.

To improve their cumulative GPA to at least the warning range, students on academic probation are strongly advised to enroll for no more than 12 credit hours in any semester and are expected to work with their college office to develop a plan for improving their academic performance. Students on probation are expected to increase attention to academic activities and decrease hours committed to non-academic activities. It should be noted that teams, clubs and other student organizations have the right to use academic standards to limit participation in their organization. In addition, the students on academic probation must adhere to any conditions as determined by the dean of their college.

Students who do not improve their cumulative GPA to at least the warning range will be placed on academic suspension if they have attempted 12 or more hours of letter-graded credit at BGSU.

Academic suspension

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be placed on suspension:

1. Who has attempted 12 or more hours of letter-graded credit at BGSU; and
2. Who has a been placed on probation in any previous semester.

A student who has been suspended may not enroll at the University for a period of two consecutive semesters, including summer term. Students suspended following the fall semester may not return to the University in the subsequent spring semester or in any session of the subsequent summer term. Students suspended following the spring semester may not return in any session of the subsequent summer term or in the subsequent fall semester. Students suspended following the summer term may not return for the subsequent fall or spring semesters. The student may file a written appeal to the dean of the student's college

and, if successful, be allowed to attend classes during the next semester.

A student who is suspended may continue enrollment if the student meets one of the following conditions:

1. If during the previous semester, the student earned a semester GPA of at least 2.0; or
2. If permitted as the result of a successful written appeal to the dean of the student's college.

Until the student's cumulative GPA is raised to 2.0 or above, the student continuing enrollment or returning to the University following academic suspension is strongly advised to enroll for no more than 12 credit hours in any semester. Students are also expected to work with their college office to develop a plan for improving their academic performance. Students on suspension are expected to increase attention to academic activities and decrease hours committed to non-academic activities. In addition, students on suspension must adhere to any conditions as determined by the dean of their college.

Academic dismissal

If a student's cumulative BGSU GPA is in the probation/suspension/dismissal range, the student will be dismissed from the University:

1. Who has attempted 12 or more hours of letter-graded credit at BGSU; and
2. Who has a been placed on suspension in any previous semester.

A student who has been academically dismissed may not enroll at the University for a period of three calendar years. The student may file a written appeal to the dean of the student's college and, if successful, be allowed to attend classes during the next semester. The student may appeal once during the dismissal period.

A student who is dismissed may continue enrollment if the student meets one of the following conditions:

1. If during the previous semester, the student earned a semester GPA of at least 2.0; or
2. If permitted as the result of a successful written appeal to the dean of the student's college.

Until the student's cumulative GPA is raised to 2.0 or above, the student continuing enrollment or returning to the University following academic dismissal is strongly advised to enroll for no more than 12 credit hours in any semester. Students are also expected to work with their college office to develop a plan for improving their academic performance. Students on dismissal are expected to increase attention to academic activities and decrease hours committed to non-academic activities. In addition, students on dismissal must adhere to any conditions as determined by the dean of their college.

This policy became effective for all undergraduate students at the end of Fall 2000. The policy does not change the terms of suspensions or dismissals

occurring prior to Fall 2000. Any probation or suspension that occurred prior to Fall 2000 will be counted in determining whether a student has been previously placed on probation or suspension.

Academic forgiveness

A student who returns to the University after an extended absence and who demonstrates the ability to do well academically, as described below, may use Academic Forgiveness to remove the effect of earlier unsatisfactory grades. Such students are strongly encouraged to meet with an adviser in their college office to develop an academic plan and to discuss this policy.

1. To be eligible, a student must
 - a. Be readmitted to the University after an absence of at least three calendar years;
 - b. Have attempted* at least 24 letter-graded hours since re-admission;
 - c. Have earned at least a 2.5 GPA in all courses attempted* since readmission;
 - d. Request Academic Forgiveness in writing from the Office of Registration and Records. This request must be made before the end of the semester immediately following the one in which requirement b. was met.
2. After the student elects Academic Forgiveness and after eligibility is verified, the following adjustments are made to the student's academic record:
 - a. All grades earned at BGSU prior to re-entry are excluded from the calculation of the GPA (i.e., forgiven);
 - b. Credit hours earned for courses prior to re-entry with the grade of at least "S" or "C" are retained;
 - c. Credit hours earned for courses prior to re-entry with a grade of "D" are not retained;
 - d. Each grade that is subject to this policy will remain on the official transcript but will be noted as "forgiven".
3. All grades, including those that have been forgiven, are used in calculating eligibility for membership in honor societies and graduation with honors.
4. A student can have the Academic Forgiveness policy applied to his or her academic record only one time, and Academic Forgiveness must be prior to the award of the degree for which the hours and grades involved will be applicable. (For example, a student who is pursuing a baccalaureate degree and has earned an associate degree from BGSU cannot apply the policy to any credit earned prior to the completion of the associate degree.)
5. Students are not eligible for GPA improvements under the Course Retake Policy after Academic Forgiveness has been applied.

6. A student who has been granted Academic Forgiveness must earn a minimum of 30 credit hours from the point of readmission to be eligible to receive a baccalaureate degree.
7. Any academic probations, suspensions or dismissals from forgiven semesters will not be forgiven. They will count when the Unsatisfactory Academic Progress Policy is applied to the student's record after re-admission.

**Attempted hours include all courses that contribute to the GPA, including those for which the student received credit by earning grades of A, B, C, or D or for which the student did not receive credit due to grades of F, WF or I.*

This policy will become effective beginning Fall 2001. The conditions of this policy cannot be appealed.