

## 2001-03 Undergraduate Catalog

# Admissions

**Office of Admissions**  
**110 McFall Center, 372-BGSU**  
**www.bgsu.edu**

**Office of Enrollment Services**  
**BGSU Firelands**  
**100 West Building, One University Drive**  
**Huron, OH 44839**  
**433-5560 or (800) 322-4787**  
**www.firelands.bgsu.edu**

### Freshmen

For admission to Bowling Green State University a freshman applicant must:

1. Be a graduate of a senior high school approved or accredited by the department of education of the state in which it is located; or
2. Have earned high school equivalency through the General Educational Development (GED) testing program (issued by the state department of education); or
3. Present GED test results and ACT or SAT test results, if the student completed secondary education through an alternative program such as home schooling; or
4. Present an International Baccalaureate diploma or certificate.

Applications for admission are accepted and processed each semester of the academic year and the summer term until the capacity of the freshman class is reached on the Bowling Green campus and at BGSU Firelands in Huron, Ohio. Admission is competitive and is based on the high school curriculum, cumulative grade point average, standardized test scores and class rank.

High school students are encouraged to apply for admission beginning Aug. 1 between their junior and senior years. Because housing accommodations and classroom facilities are limited, students should submit their applications as soon after receiving them as possible. All credentials should be on file by Feb. 1 of the senior year to assure consideration for admission.

Although the largest number of new students enters in August, it is possible to enter in the spring semester or the summer term. The application and credential deadline (freshmen and transfer, main campus) for the

spring semester is Dec. 1, and for the summer term, May 15. Transfer students applying to the fall have until July 15 to submit all credentials. For BGSU Firelands, the regional campus of Bowling Green in Huron, Ohio, applications for admission are accepted up to two weeks before the beginning of classes.

An admissions application packet is available from the director of admissions, Bowling Green State University, Bowling Green, OH 43403. Applicants should complete the Application for Undergraduate Admission and the College Preparatory Curriculum Completion Form. They should take these, with a check or money order made payable to BGSU (no cash, please) for the nonrefundable application fee, to the high school counselor or principal to be forwarded with transcripts. All transcripts, test results and other academic credentials must be mailed from the school or agency to the Office of Admissions to be accepted as official. Academic credentials mailed by a student will be inadequate for evaluation for an admissions decision. All admission credentials submitted to the Office of Admissions become the property of Bowling Green State University and cannot be returned. Any misrepresentation of credentials will be cause for refusal or cancellation of admission or expulsion from the University if discovered subsequently. Students may also apply on the World Wide Web at [www.bgsu.edu](http://www.bgsu.edu) and follow the instructions provided.

Applicants who have already graduated from high school may send their completed applications and application fee directly to the BGSU Office of Admissions. An official final high school transcript should be sent from the high school to the Office of Admissions. The College Preparatory Curriculum Completion Form should also be given to the high school counselor or principal for completion.

Applicants who have earned high school equivalency through the General Education Development (GED) testing program should send their completed applications and application fee directly to the BGSU Office of Admissions. Both an official copy of the GED results and an official high school transcript of all work completed must be sent to the Office of Admissions.

A student who has not taken coursework anywhere (high school or college) during the past five years prior to enrollment is eligible for admission to the University. Under this five-year admission policy, a student receives admission and is required to take courses under the close supervision of his or her college academic adviser.

Applicants may fulfill the requirements for admission by presenting an International Baccalaureate Diploma or Certificate. Grades of four through seven in higher-level subjects may be considered for individual course credit. Students with questions about the IB should contact the Office of Admissions.

The American College Test (ACT) or the Scholastic Aptitude Test (SAT) is required of all freshmen except those who have been out of high school for three or more years. Either test will fulfill this requirement. International applicants are not required to submit ACT or SAT results.

All non-native speakers of English are required to take the TOEFL test, or if unavailable, the Michigan Test. This is required of international students issued immigrant visas, those transferring from another American college or university, those (with English as a foreign language) coming from U.S. territories (such as Puerto Rico) and those granted U.S. citizenship within recent years.

As a condition of admission to the University and reflecting the educational philosophy of the institution, all freshman- and sophomore-level students are required to live in University residence halls. This policy does not apply to students over the age of 23 or to students commuting daily from the home of a parent, legal guardian or spouse (commuters must live within 50 miles of Bowling Green), or to students who have attained 60 academic semester hours or four semesters of campus residency on or before their first day of classes. See Housing on p. 32 for more details.

For residency requirements for Ohio residents and nonresidents, refer to residency regulations under Fees and Charges, p. 23.

### Recommended high school subjects and articulation policy

Bowling Green State University endorses the college preparatory curriculum as set forth by the Ohio Advisory Commission on Articulation between secondary schools and Ohio colleges. A strong high school curriculum is essential to a student's success at the University.

All students graduating from high school after April 15, 1986, who desire to pursue a four-year baccalaureate degree at BGSU are to fulfill a specified college preparatory program. See High School Articulation Policy, p. 8.

### Transfer students

Candidates for admission who have attempted 12 or more college-level hours since high school graduation are considered transfer applicants. Candidates enrolled in their first collegiate term immediately prior to the term for which they are seeking admission will be considered based on their high school record and collegiate performance. Students not admissible on their high school record must complete 24 semester hours or 36 quarter hours of collegiate-level work and have an accumulative grade point average equivalent to a 2.5 to be considered for admission. Any questions regarding these transfer policies should be directed to the Office of Admissions before submitting an application.

A transfer student who wishes to enroll at Bowling Green as an undergraduate must submit an application for admission and a nonrefundable application fee. If an applicant has completed fewer than 30 semester credit hours of college-level work at the time of application, the University requires an official final high school transcript sent from the school by the high school counselor or principal. A transfer student who has earned a baccalaureate degree from an accredited college or university does not need to submit high school records. Note, however, that although a high school transcript may not be required for admission, a student may need to provide a transcript for other reasons (for example, to document a request for waiver of certain degree requirements). Transfer students are not required to submit American College Test (ACT) or Scholastic Aptitude Test (SAT) results.

An official transcript of credit is required from each college or university the student has attended. This transcript must be mailed to the Office of Admissions by the institution and is not accepted from the student. Failure to indicate previous college attendance may result in refusal of admission, no transfer of credit and/or expulsion from the University if discovered subsequently. The transfer application and credential deadline (main campus) for the fall semester is July 15, and for the spring semester, Dec. 1. Transfer

students applying to the summer term have until May 15 to submit all credentials. Applications for admission to BGSU Firelands, the regional campus of Bowling Green, are accepted up to two weeks before the beginning of classes.

Students not only transfer into the University but also, eventually, into a college within the University. Prospective transfer students should consult college sections of this catalog for advice about curricular planning and about college policies that may affect their academic career.

A student who has attended another accredited college or university and is in good standing is considered for admission:

1. If the student has most recently earned an associate degree or at least 60 semester hours (or 90 quarter hours) with a cumulative grade point average equivalent to a 2.0 in a 4.0 system; or
2. If the student has earned fewer than 60 semester hours (or fewer than 90 quarter hours) with a cumulative grade point average equivalent to a 2.5 in a 4.0 system.

A student who has completed fewer than 60 semester hours (90 quarter hours) and whose cumulative grade point average is between 2.0 and 2.5 may appeal for admission. After evaluating the student's completed admissions credentials, an appeal form will be sent to the student. Upon return of the completed appeal form, an admission recommendation is made by the dean of the college to which the student is applying, in consultation with the director of admissions. Appeals will not be sent after the application deadline has passed. An applicant who is too late to appeal will be denied admission for that term.

A student who does not meet the above requirements and who has not attended another college or university for one or more years may be considered for probationary admission by appealing to the dean of the college to which the student is applying. An appeal form will be sent to the student after an evaluation of the student's completed admissions credentials is completed. Appeals for probationary admission will not be sent after the application deadline has passed. A person receiving probationary admission is restricted to no more than four courses during the first semester at Bowling Green.

Transfer students must demonstrate competence in English/writing, mathematics and reading before advancing to sophomore and junior standings.

A transfer student who has not taken coursework anywhere (high school or college) during the past five years prior to enrollment is eligible for admission to the University. Under this five-year admission policy, a student receives admission and is required to take courses under the close supervision of his or her college academic adviser.

**Please note: Admission to Bowling Green State University does not ensure acceptance into all undergraduate programs/majors. Candidates should thoroughly read the information contained in the Transfer Student Application Packet regarding Special Transfer Admission Requirements. If additional clarification is needed, students should contact the appropriate college office or the Office of Admissions.**

### Transfer of credit

Bowling Green State University awards transfer credit for formal coursework of baccalaureate level completed with a grade of "C" or better (or a mark of pass/credit on a pass/fail graded course) that is judged to be equivalent to the University's own courses or that can be assigned to a BGSU department, school or program. Credit may also be awarded for experiential learning that meets the guidelines and is validated by procedures as described below.

#### Acceptable collegiate sources

1. Universities and colleges with accreditations or that are candidates for accreditation by one of the regional accrediting associations, (such as North Central Association of Colleges and Schools) and colleges and universities in foreign countries that hold official recognition in the specific country in which located:
  - Credit awarded may be exact BGSU course equivalent credit when a course is substantially the same as an existing BGSU course. (Example: History of U.S. to Civil War = History 205);
  - When a course for which transfer credit is requested has no equivalent in the same department at BGSU, credit may be awarded in that department but with no course number assigned. (Example: History of India = history elective);
  - When the course is in a department not existing at BGSU, credit may be awarded in a different department. (Example: anthropology assigned to sociology, some architectural courses assigned to art or technology);
  - Credit may be deferred when equivalency cannot be determined by the Office of Registration and Records. Procedures exist for the further evaluation of deferred credit by faculty members in an appropriate department.
2. Community and technical colleges with accreditation or which are candidates for accreditation by one of the regional accrediting associations:
  - Credit for basic education courses is accepted generally (with some specific exceptions);

- Credit granted may be course equivalent and non-equivalent credit, or credit may be deferred;
  - Coursework in technical or specialized disciplines may be subject to approval by faculty members in appropriate departments.
3. Technical colleges, business colleges and other schools lacking regional accreditation but having accreditation by another agency recognized by the Council for Higher Education Accreditation (CHEA):
    - Credit may be accepted only upon the recommendation of the specific department and/or college/school in which the coursework is offered;
    - Before credit is awarded, previous coursework may be subject to validation by examination if recommended by department/college/school.

### Acceptable noncollegiate sources

1. Program on Noncollegiate Sponsored Instruction (PONSI). The American Council on Education (ACE) acts as a recommending agency for coursework offered by diverse noncollegiate organizations (such as the National Security Agency, General Motors, American Institute of Banking, etc.). Course descriptions, together with credit recommendations, are available in ACE's *National Guide to Credit Recommendations for Noncollegiate Courses*.
  - Credit is accepted generally as recommended by ACE for lower-division (100-200 level) courses at BGSU;
  - Course credit recommendations for work which is on the upper-division (300-400 level) at BGSU may be subject to validation by appropriate departments before credit can be granted.
2. Educational experiences in the armed services. The American Council on Education (ACE) also accredits work offered by the U.S. armed services. Course descriptions and credit recommendations are available in its publication *Guide to the Evaluation of Educational Experiences in the Armed Services*.
  - Credit is accepted generally as recommended by ACE;
  - Normally, all credit accepted is non-equivalent course credit;
  - Equivalent course credit where appropriate may be subject to evaluation and recommendation of appropriate departments.
3. Experiential Learning.
  - Credit for experiential learning may be granted for educational experience outside the classroom that corresponds to material taught at the University;

- Credit for experiential learning may be granted through Credit by Examination;
- A \$50 fee is assessed for each course granted for successful completion of the Credit by Examination for validation of experiential learning;
- Experiential learning is also measured by portfolio assessment. For information about the program, contact the director of Adult Learner Services/ Continuing Education International and Summer Programs;
- Portfolios are written in a three-semester credit hour English course; in addition, a \$70 fee is assessed for each course for which portfolio credit is requested.

### Institutional transfer

The Ohio Board of Regents, following the directive of the Ohio General Assembly, has developed a statewide policy to facilitate movement of students and transfer credits from one Ohio public college or university to another. The purpose of the state policy is to avoid duplication of course requirements and to enhance student mobility throughout Ohio's higher education system. Since independent colleges and universities in Ohio may or may not be participating in the transfer policy, students interested in transferring to an independent institution are encouraged to check with the college or university of their choice regarding transfer agreements.

### Transfer module

The Ohio Board of Regents' Transfer and Articulation Policy established the Transfer Module, which is a specific subset of the entire set of a college or university's general education requirements. The Transfer Module contains 54-60 quarter hours or 36-40 semester hours of specified course credits in English composition, mathematics, fine arts, humanities, social science, behavioral science, natural science, physical science and interdisciplinary coursework.

A student at BGSU who intends to transfer to another Ohio school may wish to complete the BGSU Transfer Module, which will thereby satisfy appropriate portions of the other school's general education requirements. Similarly, a student who has completed the Transfer Module at another Ohio school will automatically meet the requirements of the Transfer Module at BGSU, once the student is accepted. The student will have thus completed the University general education requirement at BGSU, except for the requirement of a course in cultural diversity in the United States. Depending on which courses are used to meet the arts/humanities and social science components, the student may also need to take an additional course in international perspectives. See University general education, p. 5.

### Requirements

#### ENG 111

3 or more hours from: MATH 115, 116, 120, 126, 128, 129, 130, 131, 134, 135; STAT 211, 212

6 or more hours from: ACS 200, 230; ART 101, ARTH 145, 146; A&S 250; CHIN 216; CLCV 241,242; HNRS 260; ENG 150, 200, 261, 262, 264, 265, 267, 269; ETHN 220; GERM 260; MUCT 101, 125, 221, 233, 235; PHIL 101, 102, 103, 204, 211, 212, 230; POPC 160, 165, 220; THEA 141, 261

6 or more hours from: ECON 100, 200, 202, 203; ENVH 210; ETHN 211; GEOG 121, 122, 225, 230; HIST 151, 152, 180, 205, 206; HNRS 201, 240; POLS 110, 171, 172; PSYC 201; SOC 101, 202, 231

6 or more hours (including at least one of the starred lab courses) from: ASTR 201, 212; BIOL 101\*, 104\*, 204\*, 205\*; CHEM 100, 109\*&110\*, 117\*&118\*, 125\*, 127\*&128\*, 135\*, 137\*&138\*; GEOG 125; GEOL 100, 104\*, 105\*, 205, 215; HNRS 250\*; PHYS 101\*, 201\*, 202\*, 211\*, 212\*  
An additional 12 hours selected from any of the above.

### Benefits

Students meeting the requirements of the Transfer Module receive the following benefits in addition to satisfying elements of University general education:

1. The policy encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module and either the associate of arts or the associate of science degrees. These students will be able to transfer all courses in which they received a passing grade of "D" or better. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module.
2. The policy also encourages receiving institutions to give preferential consideration for admission to students who complete the Transfer Module with a grade of "C" or better in each course and 90 quarter hours or 60 semester hours. Students must have an overall grade point average of 2.0 to be given credit for the Transfer Module and only courses in which a "C" or better has been earned will transfer.
3. The policy encourages receiving institutions to admit on a non-preferential consideration basis students who complete the Transfer Module with a grade of "C" or better in each course and less than 90 quarter hours or 60 semester hours. These students will be able to transfer all courses in which they received a grade of "C" or better.

Admission to a given institution, however, does not guarantee that a transfer student will be automatically admitted to all majors, minors or fields of concentration at that institution. Once admitted, transfer students

shall be subject to the same regulations governing applicability of catalog requirements as all other students. Furthermore, transfer students shall be accorded the same class standing and other privileges as all other students on the basis of the number of credits earned. All residency requirements must be successfully completed at the receiving institution prior to the granting of the degree.

### Responsibilities of students

In order to facilitate transfer with maximum applicability of transfer credit, prospective transfer students should plan a course of study that will meet the requirements of a degree program at the receiving institution. Specifically, students should identify early in their collegiate studies an institution and major to which they desire to transfer. Furthermore, students should determine if there are language requirements or any special course requirements that can be met during the freshman or sophomore year. This will enable students to plan and pursue a course of study that will articulate with the receiving institution's major. Students are encouraged to seek further information regarding transfer from both their adviser and the college or university to which they plan to transfer.

### Appeals process

A multi-level, broad-based appeals process is required to be in place at each institution. A student disagreeing with the application of transfer credit by the receiving institution shall be informed of the right to appeal the decision and the process for filing the appeal. Each institution shall make available to students the appeal process for that specific college or university. See Appeal of transfer credit below.

If a transfer student's appeal is denied by the institution after all appeal levels within the institution have been exhausted, the institution shall advise the student in writing of the availability and process of appeal to the state level Articulation and Transfer Appeals Review Committee.

The Appeals Review Committee shall review and recommend to institutions the resolution of individual cases of appeal from transfer students who have exhausted all local appeal mechanisms concerning applicability of transfer credits at receiving institutions.

### Appeal of credit transfer

Students or institutions wishing to challenge a Bowling Green State University transfer of credit decision may submit a written appeal to the Office of Registration and Records, which will determine whether a policy is at issue. If a policy is at issue, the Office of Registration and Records will perform the appropriate research and send the appeal to the Undergraduate Council. The Undergraduate Council will review all available

information and make a recommendation to the Office of Academic Affairs. The Office of Academic Affairs will give final approval or disapproval of the Undergraduate Council's recommendation.

## Other admission categories

### International students

Students from more than 80 countries are enrolled at the University. Well-qualified international students are welcomed. Their participation is eagerly sought to enrich educational opportunities for all students. International students applying for admission should write the Center for International Programs, Bowling Green State University, Bowling Green, OH 43403 or call 372-2247.

For admission purposes, applicants whose native language is not English are required to take an English proficiency test—either the official Test of English as a Foreign Language (TOEFL) or the official Michigan Test. Arrangements to take the TOEFL must be made by the applicant in direct communication with the Educational Testing Service, Box 899, Princeton, NJ 08541, U.S.A. Although the TOEFL is preferred, the University also accepts results of the Michigan Test. Arrangements to take it must be made by the applicant in direct communication with the Testing and Certification Division, English Language Institute, University of Michigan, Ann Arbor, MI 48109, U.S.A.

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 additional English tests; international students transferring from other colleges or 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 require enrollment either in ENG 100 (English as a Foreign Language) or in the special section for international students of ENG 110 (Developmental Writing) and to limit the courses taken for credit.

### Evening and part-time students

Prospective students who plan to take evening classes only (4:30 p.m. or later) can apply for admission to the Evening Program or, if space allows, enroll as undergraduate guest students before seeking admission to the University.

### Concurrent enrollment

Concurrent enrollment at Bowling Green State University and the University of Toledo allows a student with at least a 2.0 GPA to take courses at both universities and receive credit toward a degree. To be enrolled concurrently during a single term, a student

must be registered for at least one course at both institutions. If a Bowling Green student takes all courses at Toledo during a single term, then that student must register at the University of Toledo as a transient or guest student. See BGSU students enrolled as guests at another institution below. University of Toledo students are admitted to BGSU as guest students to participate in this program.

Under this policy, the university that has most recently granted formal admission to the student is designated as the home university. The other university is the host institution.

A student registering for eight hours or more of coursework at the home university shall pay all fees to the home university. If a student registers for fewer than eight hours, instructional, general and nonresident fees are to be paid at the separate universities. (Special course fees are payable to the teaching institution.)

All coursework taken under concurrent registration will be registered at each university. It will be included in the calculation of a student's grade point average at the home university. Seniors within the last 30 hours before graduation must receive permission from their deans before enrolling in concurrent courses at the University of Toledo.

Coursework completed at the University of Toledo may not be used to delete an "F" or other low grades previously earned at Bowling Green State University in grade point average computation.

Concurrent enrollment forms are available through the Office of Registration and Records at either institution.

### Guest students

Any person who has graduated from high school (or earned the GED equivalent) or any person who has attended another university may apply as a guest student. Such a student is not required to submit a high school transcript or ACT (American College Test) results. Guest students are not eligible for financial aid. Any coursework taken as a guest student will be applicable to a degree program once the student is formally admitted. A guest student is limited to taking 16 hours of credit without formal admission to the University. The 16-hour credit limit shall include all credit hours attempted by the student. If a student fails a class, those hours will be included in the 16-hour limit. Once the 16-hour credit limit has been reached, the student must apply for formal admission through the Office of Admissions. Permission to exceed the 16-hour credit limit must be obtained from the Office of Admissions.

A guest student is required to apply each term at the Office of Registration and Records. Such a student will register on dates established by the Office of Registration and Records. A guest student may register for undergraduate courses only (400-level courses or below).

Guest student enrollment is not to be used by students who have been denied or refused formal admission to the University. Such a student must contact the Office of Admissions to receive permission to register as a guest student. A guest student's registration will be withdrawn if it is discovered subsequently that he or she has been denied or refused formal admission.

Non-U.S. citizens can apply as guest students only through the Office of International Programs. Students currently enrolled in high school who wish to take courses at BGSU should contact the Office of Admissions.

Students wishing to enroll as a guest at BGSU Firelands may submit the application and obtain registration information from BGSU Firelands, Office of Enrollment Services.

Applications to register as a guest student may be obtained from and must be submitted to the Office of Registration and Records. Other types of guest student enrollment are as follows.

#### **Post secondary enrollment options**

The post secondary enrollment options program provides qualified high school juniors and seniors who attend public and chartered non-public Ohio high schools, the opportunity to enrich their educational experience by enrolling in college-level coursework. The application and credential deadline for fall semester is April 15 and for the spring semester, Nov. 15. For additional information contact the Office of Admissions.

#### **Guest degree holder**

A student who has earned a four-year degree in higher education and who wishes to enroll in undergraduate courses without pursuing another degree may enroll as a guest degree holder. Such a student is not limited as to the number of courses which may be taken at the University. Guest degree holders may register for undergraduate courses only (400-level courses or below).

The only admission requirement for a guest degree holder is official confirmation from the appropriate institution of the highest degree received.

Guest degree holders who maintain continuous attendance at BGSU will automatically be sent registration materials for succeeding terms. Students not in continuous attendance must re-submit the guest degree holder application in order to obtain registration materials for the designated term.

Applications to register as a guest degree holder may be obtained from and must be submitted to the Office of Registration and Records, 110 Administration Building.

#### **BGSU students enrolled as guests (transient students) at another institution**

Students pursuing a degree at BGSU who wish to earn credit from another college or university may transfer such credits to BGSU if they have a BGSU accumulative grade

point average of at least 2.0 and all other criteria for the acceptance of transfer credit are met (see Transfer of credit). Students are encouraged to verify with the Office of Registration and Records the equivalency of courses from another institution to BGSU courses and to consult with their college advisers concerning the applicability of the courses to their degree program. Grades earned at the other institution do not become part of the student's record at BGSU, but are included in the determination of all honors.

#### **Readmission of former students**

A student who has not been in continuous attendance during the regular academic year and wishes to attend either spring or fall semester must complete the application for readmission form and submit it to the Office of Registration and Records. A copy of this form may be obtained by contacting the Office of Registration and Records. The readmission of a former student is based on past academic and personal records at the University and on the availability of facilities. A former student who has transferred to another college or university since the last enrollment at Bowling Green may be considered for readmission and must submit the application for readmission form and a complete transcript.