Student Handbook
The Program
The Expectations
From the President (Spring 2004)

Despite the growing need for highly trained people in technology, engineering and related fields, relatively few Americans, and even smaller numbers of women and students of color, obtain terminal degrees in disciplines centered around mathematics and science.

For example, the following national statistics relate the number of African-Americans, Hispanics and women receiving doctoral degrees in the respective disciplines in 2000:

- African-Americans received only 2.8% of all earned doctorates in the physical sciences.
- Hispanics received only 3.4% of all earned doctorates in the physical sciences—while blacks and Hispanics comprise about 13% each of the general population.
- Women received only 15% of earned doctorates in engineering (math-based)—while comprising over 50% of the general population.

In response to this national need, in spring 2001 I charged dedicated BGSU faculty and staff to begin the Academic Investment in Math and Science (AIMS) program. The purpose of the initiative is to ensure the development of a continuing stream of well-prepared graduates in science, technology, engineering and math, many of whom will attend graduate school. (These math/science-based disciplines are often broadly and collectively referred to as STEM disciplines.) Specifically, the mission of AIMS is to increase the number and quality of STEM-based bachelor degree recipients, while focusing on two grossly under-represented populations—women and students of color.

Now in its third year, the BGSU AIMS program is on track, with AIMS scholars achieving somewhat better academically than the at-large student body (higher GPAs by 0.3 GPA units) and showing better retention after one year, while positioning themselves for future graduate studies. Program components such as an enhanced summer program, faculty mentoring, peer teaching and learning, undergraduate research, career-focused first-year seminar courses and “STEM Exposures” (described under “Four-year Programs” in this handbook) are now firmly in place to secure the ongoing success of the AIMS program and its scholars.

AIMS started with institutional seed funding from existing grants for historically under-represented groups, room-and-board grants for multicultural students, “Success Challenge” funds from the state, and monies from my office. Those funds have continued. In addition, we have recently received external funding from private donors and the Ohio Science and Engineering Alliance (based on a 2003 National Science Foundation grant) to support the program. But equally if not more important has been the unswerving support for AIMS by more than 30 dedicated faculty and staff members and several external volunteers.

I look forward to continued growth and achievement in this program and relish greeting the first AIMS graduates in 2005.

-Sidney Ribeau
# TABLE OF CONTENTS

From the President ........................................................................................................... i

Table of Contents ............................................................................................................. ii

AIMS Mission ................................................................................................................... iii

Introduction to AIMS ....................................................................................................... 1
  Summer Bridge Program

AIMS Associated Scholarships ......................................................................................... 2

Mentoring ......................................................................................................................... 3

The Four/Five Year Plan .................................................................................................... 4
  AIMS 4/5 Year Program Components Chart ................................................................. 5

Required Courses/ Curriculum ......................................................................................... 6
  AIMS Scholarship Usage
  Off-Campus Living

AIMS Student Status ....................................................................................................... 7

Scholarship Renewal ........................................................................................................ 8

Participation and Attendance .......................................................................................... 8

Appeal Process ................................................................................................................ 9

AIMS Philosophy on Media Interaction .......................................................................... 10

Extended Scholarship Option Guidelines ....................................................................... 10

Guidelines for Accepting Non-Freshmen ...................................................................... 11

Family/Medical Leave Policy ........................................................................................ 12

AIMS Travel Award ....................................................................................................... 13

AIMS Students’ Frequently Asked Questions ............................................................... 14-15

AIMS Summer Bridge Program Frequently Asked Questions .................................... 16

New Students’ Frequently Asked Questions .................................................................. 17-22

Important Phone Numbers ............................................................................................ 23

Appendix ......................................................................................................................... 24-32
  Extended Scholarship Option (ESO) Summer Session Application ............................ 25-26
  Extended Scholarship Option (ESO) 9th and/or 10th Semester Application .............. 27-28
  Family/Medical Leave Policy Application ................................................................ 29
  AIMS Student Travel Request Form Application ....................................................... 30
  Summer Resident Mentor Position Application ......................................................... 31
  Summer Bridge Program Suggested Packing List ....................................................... 32
AIMS Mission

The Purpose of the Academic Investment in Math and Science (AIMS) Program is to increase the number of underrepresented minorities and women earning baccalaureate degrees in STEM disciplines at the highest levels of achievement and entering advanced degree programs and careers as STEM professionals.”

As expressed by the AIMS mission statement, “Bowling Green State University’s AIMS Program channels its work to establish a world-class training center (AIMS) for graduating--women and underrepresented minorities – math and science majors who proceed to get terminal degrees in their fields then ultimately perform cutting-edge research and/or teaching.”

The following goals are woven within that overall mission:

1. Develop a pipeline of high school students who matriculate at BGSU and pursue careers in math, computer and natural science

2. Increase the number of well-prepared underrepresented minority and women graduates who major in mathematics, computer science, or the natural sciences

3. Increase the number of underrepresented minority and women graduates who attend graduate school and obtain terminal degrees in their areas of interest

Jodi Devine, Ph.D. 
Director of AIMS 
Bowling Green State University

Christopher Mitchell, M.Ed.
Coordinator of AIMS
Bowling Green State University
Introduction to AIMS

BGSU AIMS: Invest More in Women and Students of Color in Math & Science

In response to a national need for more highly skilled and educated mathematicians and scientists, Bowling Green State University’s Former President Sidney Ribeau charged the BGSU faculty and staff with a new campus initiative that began early 2001.

That initiative has manifested into what is known as the Academic Investment in Math and Science Program (AIMS).

The purpose of AIMS is to increase the number of women and students of color who graduate from BGSU with majors in science, technology, engineering and math (STEM). Students participating in AIMS are referred to as AIMS Scholars. AIMS Scholars have unique opportunities—beginning the summer before matriculation\(^1\) and extending through the entire undergraduate program—to strengthen their academic skills and to develop professional and leadership traits required for advancement in mathematics and the sciences as future practitioners, researchers and educators.

Focused BGSU training and guidance will assist AIMS Scholars toward successful degree completion in areas of mathematics, computer science or natural science (STEM) with the aim of encouraging continuation on to graduate school for attainment of terminal degrees.

The AIMS Program is designed to assist the students enhance their intellectual skills and to better prepare the student for life after college. Each of the following sections gives a descriptive overview of a specific aspect of the AIMS Program.

AIMS Summer Bridge Program

Students begin membership in AIMS during the summer following the senior year of high school with a mandatory four-week Summer Bridge Program. This unique residential program introduces the student to the Bowling Green State University (BGSU) campus and to fellow AIMS Scholars, and assist students with the adjustment from high school life to college life.

Students live in a University residence hall, usually with a roommate, use a University meal plan, and enroll in college level classes (not for academic credit except for BOSEF recipients who earn 1 credit hour). Additionally, students participate in all AIMS functions and co-curricular activities, becoming familiar with the support systems available on campus and adjusting to life away from home.

Summer curricular and co-curricular activities stress math, critical thinking and scientific inquiry and an introduction to related careers. The early acclimation improves student retention by helping to increase the comfort level of the AIMS scholar which better prepares them for the balancing act that will follow in the regular freshman year.

See Appendix F for a Suggested Packing List

---

1 A limited number of non-freshmen will be accepted into AIMS. See page 11 for Guidelines for accepting non-freshmen.
AIMS Associated Scholarships

To be eligible for an AIMS Scholarship you must meet the following criteria: 3.0+ GPA and 20+ ACT with a major in the Science, Technology, Engineering, Math, Computer Science (STEM), as well as meet the criteria for any of the two scholarships listed below.

The AIMS Program currently has two (2) undergraduate STEM-Based scholarships associated with it. See Scholarship Table below. Each scholarship has its own set of requirements, participation standards and award amounts. While prospective BGSU students, if eligible, may apply for one or both, they can only be awarded one of the scholarship packages.

SCHOLARSHIP TABLE

<table>
<thead>
<tr>
<th>Scholarship Amounts</th>
<th>AIMS STANDARD 1</th>
<th>BOSEF 2,3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Award per Year</td>
<td>Award per Year</td>
</tr>
<tr>
<td>Summer Scholarship</td>
<td>$2,250</td>
<td>$2,250</td>
</tr>
<tr>
<td>Summer Stipend</td>
<td>$1,000</td>
<td>$0</td>
</tr>
<tr>
<td>Academic Year One</td>
<td>$1,500</td>
<td>$3,059</td>
</tr>
<tr>
<td><strong>Year One Total:</strong></td>
<td><strong>$4,750</strong></td>
<td><strong>$5,309</strong></td>
</tr>
<tr>
<td>Academic Year Two</td>
<td>$2,000</td>
<td>$4,750</td>
</tr>
<tr>
<td>Academic Three</td>
<td>$2,500</td>
<td>$4,750</td>
</tr>
<tr>
<td>Academic Four</td>
<td>$3,000</td>
<td>$4,750</td>
</tr>
<tr>
<td>Year Five - *ESO</td>
<td>$1,500 - $3,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>4-5 Year Total:</strong></td>
<td><strong>Up to $15,250</strong></td>
<td><strong>$19,559</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
<th>AIMS Requirements</th>
<th>BOSEF Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residency</td>
<td>US Citizen or Permanent Resident</td>
<td>Ohio Resident</td>
</tr>
<tr>
<td>GPA</td>
<td>Minimum GPA: 3.0; ACT 20+</td>
<td>Minimum GPA: 3.0; ACT 20+</td>
</tr>
<tr>
<td>Major</td>
<td>Full time enrollment in a STEM or **STEM related major.</td>
<td>Major in Chemistry/Physics Interest in Renewable Energy</td>
</tr>
<tr>
<td>Math</td>
<td>Enroll in a math course during year 1</td>
<td>Enroll in a math course in yr 1</td>
</tr>
<tr>
<td>Race/Gender</td>
<td>AIMS traditionally has focused on women and students of color</td>
<td>No gender or race focus</td>
</tr>
<tr>
<td>Renewable</td>
<td>Renewable upon academic performance and AIMS Program participation</td>
<td>Renewable upon academic performance and AIMS participation</td>
</tr>
</tbody>
</table>

1AIMS – Academic Investment in Math and Science
2BOSEF – Building Ohio’s Sustainable Energy Future Engineering and Math
3Depending upon Availability of State and Federal Funds
**Mentoring Process:**

The AIMS Program relies heavily on mentoring for the purposes of teaching, guiding, supporting and facilitating the professional growth and development of our students. We have found that students benefit immensely when mentors teach through stories and anecdotes and offer insights that can only come with experience.

**Role of Mentor:**

1. Expect/encourage brief monthly meetings with mentee
2. Be a role model and a positive academic influence
3. Guide mentee through academic hurdles
4. Be a support system for your mentee(s)
5. Help mentee develop critical thinking and analytical skills
6. Discuss career opportunities with your mentee
7. Help foster scholarly and research interests
8. Invite your mentee out with you:
   - Eat – Lunch/Dinner/Coffee
   - Recreational events – Sports/Entertainment
   - Educational Event – Conference/Seminar/Workshop

**Role of Mentees:**

1. Trust in the virtues of a good mentor/mentee relationship
2. Set up and attend brief monthly meetings with your mentor
3. Notify and/or remind your mentor of upcoming meetings
4. Ask questions and ask for help when you need it
5. Be open to ideas and feedback expressed by your mentor
6. Take notes where applicable
7. Be prepared to suggest activities that you and your mentor might do
The Four/Five Year Plan

In addition to studies within the major and co-curricular activities, AIMS Scholars participate in a four-year plan designed to enhance their scholastic skills and complement their personal growth.

The program requirements differ slightly each year with the goal of becoming more individualized as the student delves deeper into a program. Crucial to the four-year plan is consistent interaction with one’s mentor.

Components of the Plan:

1. 4-week Summer Bridge Program
2. AIMS Seminar I and II with the primary purpose being to provide students with a better sense of belonging to BGSU and AIMS, the means to be a more successful student and the incentive to continue as a math/science major through an exposure to a variety of fields and professions
3. On-going mentorship programs with the same and/or multiple mentors
4. Regular one-on-one meetings with the AIMS Director or Coordinator
5. Students Teaching and Reaching Students (STARS) intended to give students the forum to:
   a. Teach and learn from each other
   b. Receive expertise on math/science topics
   c. Receive frequent and continued positive reinforcement for course material beyond class requirements
6. Research opportunities after the freshmen year, including Center for Undergraduate Research and Scholarships (CURS) Program
7. Summer internships
8. Participation in campus seminars poster sessions and/or research presentations
9. Off-site visits to conferences where posters and oral presentations are given
10. Volunteerism and promotion of AIMS Program
11. Mentoring of incoming AIMS Scholars
12. Academic counseling
13. Tutoring
14. GRE/MCAT exam preparation starting the sophomore year
15. Exposure to ‘real world’, accomplished mathematicians and scientists
16. Assistance in securing admission to graduate programs
# Program Components

<table>
<thead>
<tr>
<th>ACTIVITY/PROGRAM</th>
<th>Year-1</th>
<th>Year-2</th>
<th>Year-3</th>
<th>Year-4</th>
<th>(year-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. 4-week Summer Accelerated</td>
<td>4 weeks</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>II. AIMS Seminar I and II</td>
<td>2 terms</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>III. STARS</td>
<td>2 hrs/wk</td>
<td>1 hr/wk</td>
<td>½ hr/wk</td>
<td>0 hr/wk</td>
<td>NA</td>
</tr>
<tr>
<td>IV. AIMS weekly meetings</td>
<td>½ hr/wk</td>
<td>½ hr/wk</td>
<td>½ hr/wk</td>
<td>2/term*</td>
<td>NA</td>
</tr>
<tr>
<td>V. One-on-Ones</td>
<td>6/term, ½ hr</td>
<td>3/term, ½ hr</td>
<td>2/term, ½ hr</td>
<td>2/term, ½ hr</td>
<td>2/term½ hr</td>
</tr>
<tr>
<td>VII. “Faculty” Mentor Program</td>
<td>1/term</td>
<td>1/term</td>
<td>1/term</td>
<td>1/term</td>
<td>1/term</td>
</tr>
<tr>
<td>VIII. “Peer” mentoring</td>
<td>2 hrs/term</td>
<td>2 hrs/term</td>
<td>2 hrs/term</td>
<td>2 hrs/term</td>
<td>NA</td>
</tr>
<tr>
<td>IX. Under-graduate research</td>
<td>1 hrs/term</td>
<td>2 hrs/term</td>
<td>4 or 15 hrs/term*</td>
<td>4 or 15 hrs/term*</td>
<td>4 hrs/term</td>
</tr>
<tr>
<td>X. Service, Internship, etc.</td>
<td>1 hrs/term</td>
<td>2 hrs/term</td>
<td>4 or 15 hrs/term*</td>
<td>4 or 15 hrs/term*</td>
<td>4 hrs/term</td>
</tr>
<tr>
<td>A. Math tutoring (e.g., TAL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Assisting elderly with computers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. AIMS recruiting/etc., (e.g. Preview Days)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Internship in major</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XI. GRE &amp; MCAT prep &amp; exam</td>
<td>Introductory</td>
<td>Maybe take</td>
<td>Take (/retake)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>XII. Grad/Med school searches</td>
<td>NA</td>
<td>Introductory</td>
<td>Intense</td>
<td>Intense</td>
<td>NA</td>
</tr>
<tr>
<td>XIII. Job Searches</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Footnotes:**

- **STARS:** Students Teaching and Reaching Students, (study time in STARS Room or Learning Commons)
- **GRE:** Graduate Record Exam
- **NA:** Not applicable
- **STEM:** Science/Technology/Engineering/Math

* Year-3/4 scholars will complete both 15 hours of undergraduate research per term and 15 hours of service per term during these years. It is strongly suggested that the student do their research and service in separate years. When not completing their formal research or service projects, the student should be completing a minimum of 4 hours of research or service. Students must also present reflections on their experiences at AIMS weekly meetings once per year. Generally, seniors will present in the fall and junior will present in the spring.
**Required Courses/Curriculum**

AIMS Scholars are to be enrolled in a program requiring at least 45 hours of math, statistics or science, including at least one laboratory sequence. Examples:

1. Mathematics
2. Computer Science
3. Natural Sciences
   a. Biology
   b. Biochemistry
   c. Chemistry
   d. Physics
   e. Geology
   f. Astronomy
   g. sub-disciplines/interdisciplinary majors
4. Technology

**AIMS Scholarship Usage**

The AIMS academic year scholarship is designed to cover the tuition and fees of the participating students. If the student has these costs covered by other funds/scholarships (*e.g.*, The Historically Underrepresented Minority scholarship), the AIMS funds can then be directed to room and board, provided the student lives in the residence halls. Generally, these are the only two areas to which AIMS funds can be directed. Monies are paid in two equal amounts in fall and spring terms only (half of full scholarship for each term). Under circumstances where all fees and room/board are paid by other awards, a $500 AIMS book scholarship can be awarded per semester.

**Off-Campus Living**

AIMS Scholars are encouraged to live in the residence halls for the duration of their undergraduate studies at Bowling Green State University. Residence halls offer many conveniences and additional leadership opportunities for AIMS Scholars to explore (hall council, resident advisorship, etc.). However, it is allowed for the student to choose to live off campus but, AIMS funding for room and board, those funds will be lost to that student. The AIMS scholarship cannot be diverted directly to students for off-campus housing expenses and will not cover any expenditure related to off-campus living (*e.g.*, rent, utilities, purchasing groceries, etc.). Students residing off-campus can use the AIMS scholarship to purchase a University Meal Plan.
AIMS Student Status

Each academic year, all AIMS Scholars will receive at least one interim and one end-of-year status report. The end-of-year status report will indicate the student’s funding status for the academic year as well as their status in the program.

AIMS status levels are defined below:

**Good Standing (GS)**
Attend all mandatory events on the AIMS calendar, take courses consistent with the AIMS curriculum and maintain the appropriate grade point average (2.75 after year-1, 2.85 year-2 and 3.0 year-3).

**Satisfactory Standing (SS)**
Same as above for Good Standing, but GPA 2.5 or above.

**Caution (C)**
Absence from two mandatory events (without prior notice), poor participation in AIMS Seminar, AIMS meetings and/or STARS.

**Poor Standing (PS)**
Deficiency in grade point average and failure to enroll in classes consistent with curriculum guidelines. Poor Standing will also occur if/when students receive 2 or more consecutive Cautions.

**Non-Renewal (NR)**
Consistent deficiency in grade point average (See p. 8 for GPA stipulations after year-1 and year-2). Non-renewal will also be assigned to students receiving 2 or more consecutive PS’s.

A student may transition intermittently between Good Standing (GS), Satisfactory Standing (SS), Caution (C) and Poor Standing (PS) provided that progress back toward GS is evident. If there are extenuating circumstances (class conflict, family emergency, etc.) requiring the student to be absent from an event, advance notice must be given to the Director or the Coordinator.

Additional responsibilities or requirements will be assigned to a student who is going to miss a meeting or who cannot fulfill their responsibilities.

A student who is in Poor Standing based on grades should inform the Director of any changes in her/his grades in order to affect a change in official AIMS status. A student who is in Poor Standing for reasons other than academic performance should submit a letter to the Director and Chair of the Critique Sub-Committee detailing what corrective actions are being taken to return to Good Standing. This letter should include any information or documentation that indicates a positive change in pattern/attendance. This letter must be submitted by the end of the term in which the student received the Poor Standing status report. A student who is repeatedly and/or consistently in Poor Standing and shows no sign of improvement will be assigned Non-Renewal status. The student will no longer receive a scholarship from AIMS and is, in essence, removed from the program with no chance of returning, unless s/he appeals that status and reinstatement occurs before the week prior to the beginning of the fall semester.
**Scholarship Renewal**

To remain in *Good Standing* within AIMS, students must:

1. Successfully complete the four-week summer program
2. Pass AIMS Seminar courses (a grade of C or greater)
3. Be enrolled as a full-time student at BGSU
4. Attend all one-on-one sessions with the Director or, Coordinator
5. Remain in majors/follow curriculum consistent with being a STEM major (see required Courses/Curriculum section on page 7)
6. Maintain a cumulative GPA of: • 2.75 after year-1 • 2.85 after year-2 • 3.00 after year-3
7. Participate in other activities deemed valuable/beneficial/necessary by the Director and Advisory Board (see AIMS Program Components for more details).

Students who remain in *Good Standing* will receive the full scholarship amount designated for him/her, including the annual $500 incremental increase in funding to a maximum of $3,000 in the fourth year. See Table 1 below. *Satisfactory Standing* is defined for a student who performs requirements #’s 1-5 and 7 as listed for Good Standing, but has a GPA of > or = to 2.5 but < 2.75 after year-1, < 2.85 after year-2 or < 3.0 after year-3. Students in the *Satisfactory Standing* category are NOT eligible for the $500 incremental scholarship increases nor the Extended Scholarship Option (ESO). If the student stays in *Poor Standing* within AIMS for consecutive years (deficiency in either of the areas listed above), that student will receive only the amount attributed for the previous year. A student may transition from one of these categories to another from semester to semester; status at the end of spring semester will determine funding. A student having *Non-renewal status* (See p. 6) within AIMS (dismissal notice from the AIMS Program) will receive no funding from the program for the remainder of his/her career at BGSU. This student also permanently forfeits rights to membership within AIMS unless that Non-renewal status is appealed and a status change is obtained before the week prior to the beginning of the fall semester. All students with < 2.0 after 1 year will be non-renewed. All students with < 2.5 after 2 years will be non-renewed.

Funding status for the fall may change if the student’s GPA changes favorably by the week prior to the beginning of the fall semester (for

** The first-year standard scholarship is $1500. The scholarship will increase incrementally as follows:

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>$1500</td>
<td>$2000</td>
<td>$2500</td>
<td>$3000</td>
</tr>
<tr>
<td>Satisfactory Standing</td>
<td>$1500</td>
<td>$1500</td>
<td>$1500</td>
<td>$1500</td>
</tr>
<tr>
<td>Poor Standing</td>
<td>$1500</td>
<td>$1500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non renewal</td>
<td>$1500</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

2 Funding status for the fall may change if the student’s GPA changes favorably by the week prior to the beginning of the fall semester (for example, completion of an incomplete, or the effect of summer term grades).
Participation and Attendance

Students who have poor attendance during the summer program or Fall/Spring semesters will be disqualified (non-renewal of AIMS awards and membership). Attendance guidelines/policies for the Fall/Spring weekly AIMS meetings will be:

1. One absence (of 13 meetings per term) is permitted but still not expected
2. Two absences will result in the student being put on Caution Status (C) (See page 8)
3. Three absences will lead to Poor Standing (PS).
4. Four absences will result in Non-Renewal (NR) and the student being disqualified from AIMS membership and not renewed for next term

Appeal Process

Any student who has been notified of Poor Standing with the Academic Investment in Math and Science (AIMS) Program and who is assigned a Non-renewal status has the right to appeal that decision. The appeal must be made within four (4) weeks of receiving notice. The procedure for making an appeal is detailed below.

- In order to appeal a Non-renewal status the student must have been enrolled full time (at least 12 credit hours during previous semester) and have a G.P.A of at least 2.0. Appeals from students who do not meet these requirements will not be considered.

- The student must write a letter explaining why an appeal is being made and include all necessary supporting documentation (e.g. doctor’s note or evidence of use of academic services).

- The letter should include a specific action plan detailing how the student will improve his/her performance if renewed status is granted (simply stating “I will work harder” is not sufficient). This letter should be addressed to the AIMS Director and mailed to the AIMS office South Hall 216 or at aims@bgsu.edu.

- A decision will be made based on the submitted documentation. In special cases, the Director may also request a meeting with the student.

- If re-admitted, the student must show he/she is implementing her/his action plan during the scheduled one-on-one sessions. In preparation for these sessions, the student is to analyze the results of her/his first two exams of the first semester for classes in which he/she previously received a grade of “C” or lower (e.g. Math, English, Chemistry).

- The student must also demonstrate the use of at least one of the support services, such as the writing, study skills or math labs.

- The student is required to meet with professor(s) to discuss exams and determine level of performance in the class (see personnel in Study Skills Lab personnel for details).
• If not reinstated by the week prior to the beginning of the fall semester, the student may submit an ‘Intent to reapply’ letter by November 1st for admittance during spring semester.

• Admittance for spring semester will be contingent on grades and perceived effort during the fall semester. Fall semester grades should be forwarded, along with any additional documentation, to the AIMS office no later than the first week of the spring semester.

In the event that the student does not regain admittance in the AIMS Program via this appeal process, she/he is welcome to remain at BGSU and has the right to appeal to the AIMS Advisory Board. Appeals should include the same information as listed above and be mailed to AIMS office, South 216 or aims@bgsu.edu.

The AIMS Philosophy on Media Interaction

Because AIMS is an innovative pro-active program on the BGSU campus, AIMS Scholars are occasionally the focus of media attention. Rather than have a prepared statement that all AIMS students memorize, we ask that AIMS Scholars represent the program, themselves and their families to the best of their ability.

AIMS scholars should always “Tell the truth as they understand it,” making certain that any qualifying statements are completely clear to the interviewer. AIMS Scholars should have some general knowledge of the program; however, if a question is asked to which the member does not have a definitive answer, the member should refer the media to the AIMS Office.
Extended Scholarship Option (ESO) Guidelines

Background Information
According to a 2002 (NSF Grant #REC9903426, grant funded) national survey results reported by the University of Oklahoma-Norman, the number of graduates in the STEM (science, technology, engineering and mathematics) fields increased tremendously when graduation rates were measured after 5 years versus 4 years. Only 14.6% of all STEM majors graduated from college in 4 years. After 5 years, or one additional year of college, the percentage of college graduates essentially doubled to 28.6%. Among under-represented minorities, these researchers found that only 6.4% graduated in 4 years versus 15.3% in 5 years. As a result of these study findings and the overall goals of the AIMS (Academic Investment in Math and Science) Program, the AIMS Advisory Board recommends the following award options for AIMS Scholars:

ESO, Summer Session(s)
Full-time AIMS Scholars in “Good Standing” at Bowling Green State University (as outlined in the AIMS Student Handbook) may apply for one (or two) summer session award(s). For AIMS Scholars desiring to enroll in summer classes, a monetary award, not to exceed $1500 for the entire summer (maximum of two summer terms), may be awarded. These funds are to pay or help pay tuition, then campus room and/or board, in that order. See appendix A for the application.

ESO, 9th and/or 10th Semester(s)
Full-time AIMS Scholars in “Good Standing” at BGSU (as outlined in the AIMS Student Handbook) who will be completing 4 years of undergraduate study (8 academic-year terms) may apply for 9th and/or 10th semester(s) ESO award. For this option, a maximum award of $1500 per semester may be awarded to select AIMS Scholars. These funds are to pay or help pay tuition then campus room and/or board, in that order. See appendix B for the application.

AIMS ESO Awards: Application Submission Requirements
- Submission of completed application form with required signatures;
- Adherence to application deadline;
- Total ESO awards for summer terms and 9th/10th semesters must not exceed $3000.

AIMS ESO Award: Selection Criteria
- Applicant’s adherence to application deadlines and funding requirements;
- Full-Time student at Bowling Green State University in “Good Standing” with AIMS (based on AIMS Student Handbook Criteria);
- Applicant’s rationale for taking summer classes or for delaying graduation beyond 8 academic year semesters;
- Quality of applicant’s responses;
- Participation in AIMS events (i.e. community service commitments, meetings, STEM exposures, etc.). Note: AIMS ESO Awards are contingent upon available funds.
Guidelines for Accepting Non-freshmen & Transfer Students

To increase accessibility of the AIMS Program benefits, a limited number of non-freshmen and/or transfer women and minority students may be considered for admission each year. Listed below are the criteria for these students. In addition to these requirements, students need to complete additional requirements if applying for the BOSEF or GRAMS scholarship. See page 3 of the AIMS Student Handbook for the additional requirements needed for the BOSEF and GRAMS scholarship.

Major – Must be a declared STEM major
G.P.A – Minimum 2.85 BGSU non-freshmen
Minimum 3.00 Transfer students

Funding – non-freshmen and transfer students will enter the program at year 1 funding ($1,500)

Status and Scholarship renewal – same criteria used as described for AIMS Scholars who are admitted as freshmen.

Application requirements:

- List of courses in which they are currently enrolled
- Submit official college transcript
- BGSU freshmen and transfer students should apply for the upcoming fall semester by March 1st (same deadline as high school students)
- Highly motivated students who miss the March 1st deadline may still apply, but will be admitted on a case-by-case basis and should contact the Director.
- Students who apply after the deadline will be notified by the week prior to the beginning of the fall semester in August and the week prior to the beginning of the spring semester in January.

Selection – Scholarships are competitive. Interest in pursuing a bachelor’s degree and continuing for a terminal degree (i.e. MS or PhD) in math and/or computer/natural science should be evident. BGSU students are required to enroll in/attend AIMS Seminar I and/or II the first year in the program.

Applications are available from the AIMS office (419-372-5401) or the website: http://choose.bgsu.edu/apply/aims
Family/Medical Leave Policy

It is important that AIMS Scholars understand that while the program is designed to support them in their academic endeavors, unforeseen contingencies sometimes complicate the best plans. The Advisory Board is sensitive to the reality of unexpected life events and is committed to assisting AIMS scholars in any possible way. It is critical, however, that AIMS Scholar communicate directly with the AIMS Office should such a situation arise.

A student in the AIMS Program may request an approved leave of absence from the AIMS Program for a maximum of two (2) calendar years and still remain in “Good Standing” with regard to continuation in AIMS.

This request must be submitted in the form of an application along with a letter to the AIMS Director. If absolutely necessary, graduation can be delayed up to two (2) years from the expected four (4) year timetable due to family leave status or any other pre-approved circumstances. In the event that a student enrolls less than full-time (12 credit hours) it may be possible to receive full funding or of a fraction of his/her current AIMS Scholarship. In any event these exceptional situations will be handled on a case-by-case basis with AIMS Office. During any leave period the student should meet with or communicate with the AIMS Director (or surrogate) at least once per semester to discuss his/her leave and academic plans.

Whenever possible, students must request being placed on leave status in advance of the semester the leave will begin, but under certain circumstances this policy can be implemented during the midst of a semester. An application and brief description of the reason for the Family/Medical leave is required. To aid academic planning, it is best to evaluate the length of the leave and the academic consequences to the student’s degree plan. For this reason, students must consult with AIMS Office to plan the leave timing and reentry into the AIMS Program.

Leaves taken without notification being submitted to the AIMS Program will automatically terminate the student’s participation in AIMS.

See appendix C for application.
AIMS Travel Award: Supporting Student Research & Development

The AIMS Program is pleased to announce the creation of student travel awards. The purpose of these awards is to support the research experience and professional development of our students by providing funds to help offset the costs associated with giving a research presentation at a national or international conference, attending a workshop or participating in any other relevant academic experience.

ELIGIBILITY

All applicants must be students in good standing in the AIMS Program. In most cases the recipient will be an author of a presentation; however, this may vary with the activity. The applicant’s supervisor is not required to be a part of BGSU faculty. Students are ineligible to apply if they have received an AIMS travel award within the last year. Students must be able to supply receipts or other documentation of expense paid or to be paid.

FUNDS

The funds available to support student travel are limited; it may not be possible to award all requests. In an effort to support as many students as possible in a given year, the maximum award amount will typically be $250. In some cases, less than $250 may be awarded and in exceptional circumstances more than $250 may be awarded.

REQUIREMENTS

Three conditions of acceptance of the award are (1) the recipient agrees to provide the AIMS Office with a copy of the presentation abstract (including presentation title and authors), (2) the recipient will provide a written explanation of the relevance of their activity and (3) the recipient will acknowledge the BGSU AIMS Program in the presentation for which the travel award was granted.

APPLICATION PROCEDURE

Applicants should complete the AIMS Student Travel Request Form and arrange for their faculty research advisor to prepare a short letter of endorsement.

Both the completed Travel Request Form and the Faculty Letter of Endorsement should be sent electronically to the AIMS e-mail address at aims@bgsu.edu. Once your travel request is received by the AIMS awards committee, a written notification will be send to you via email. Applications will be accepted at any time during the year and will be reviewed by the AIMS Awards Committee as they are received.³

See Appendix D for application.

³ Travel award requests should be submitted and approved prior to travel in order to receive the award in a timely fashion
AIMS Students’ Frequently Asked Questions

Where are the AIMS Offices?

AIMS has two offices all located in South Hall. Both the Director and Coordinator of AIMS, Dr. Jodi Devine and Chris Mitchell’s office is located in room 218 South Hall. The Graduate Assistant and Office Assistant’s office is located in room 216 South Hall. Office hours for the Director, the Graduate Assistants and the Office Assistant will be posted in the STARS room for each semester.

What is the best way to communicate with AIMS staff?

The most efficient way to get a hold of anyone in the AIMS staff is through e-mail. The AIMS e-mail address is aims@bgsu.edu. If you need to call the AIMS staff our phone numbers are (419) 372-8504 and (419)372-8068. If you need to get a hold of a specific AIMS staff member, their contact information is located on Blackboard in the AIMS community under Staff Information.

What is the STEM Exposure policy?

After attending STEM events, scholars must complete and submit the STEM Exposure form available on the blackboard community. All first-year AIMS Scholars are required to complete two STEM Exposures, and all older cohorts must complete three. STEM Exposures for the Fall Semester are due October 1, November 1, and December 1, respectively. STEM Exposures for the Spring Semester are due February 1, March 1, and April 1. Any STEMs turned in late will be accepted, but come with the penalty of one additional required STEM. For example, if a first-year scholar turns in her first STEM Exposure late, they will then be required to complete a total of three STEM Exposures (not two) by the final due date for December 1/April 1 respectively.

What events are appropriate for STEM Exposures?

The AIMS Program gives Scholars the freedom to seek a wide range of STEM events that reflect their interests and career goals. We encourage creativity in these events. However, STEM events typically fall into six broad categories: research group meetings, technical conferences, campus seminars, club/organization meetings, seeking and preparing opportunities, or other. Under the “other” category we have accepted events such as planetarium shows, museum trips, research conferences, and internship experiences. Please note that the following events are NOT acceptable for STEM Exposures: any type of TV show, documentary, movie or other video; reading educational websites; reading magazine or journal articles; AIMS Seminar class; other classes in which you are enrolled.
What happens if I change my major?

The AIMS staff understands that as you grow as a person through your college experiences, your interests and goals can and do change. It is not uncommon for scholars to switch majors over the course of their academic careers.

While the AIMS staff does not want you to pursue a degree in a field that you are no longer interested in, changing majors could have an impact upon your scholarship. If you decide to change your major you need to speak with the Director of AIMS as soon as possible.

How can AIMS help me with preparation for MCAT/GRE, etc?

Located in the STARS room there are many text resources that are available to all scholars to use as necessary when they are preparing for test, located on Blackboard there are also a list of internet sites to help with preparation. Coordinating with the Kaplan schedule AIMS also offers practice test as STEM exposures which allows for a completed STEM exposure and real timed experience. Last but not least, senior and junior scholars do presentations in weekly meetings on their experiences here in college called Experience Critiques, which the subject of standardized test usually come up.

When is the best time to apply to be a resident mentor for the Summer Bridge Program?

The best time to apply to be a Resident Mentor (RM) for the Summer Bridge Program is the week returning from spring break. Scholars who are chosen are usually very active in AIMS, willingly participating in volunteer opportunities like Preview Day, Annual Banquet, Panels, etc. A more in depth description of the position is located within the application.

See Appendix E for application.
AIMS Summer Bridge Program Frequently Asked Questions

What is covered by the AIMS Program?
The AIMS Program will cover the cost of the residence halls and on-campus meals during the course of the summer program. It will also cover the cost of general admission to all events, excursions and field trips that are part of the 4-week summer program’s schedule.

Should I bring spending money?
Even though the program pays for a majority of the summer program, there might be a few occasions that students will need money, (ex. Food/souvenirs on weekend field trips, off campus excursions to the movies, putt-putt, bowling or if students choose to eat off campus, etc.) Most students in the past have found $100- $150 ($20-$30/week) for the entire 4 weeks to be adequate for spending money. Any valuables including money should be brought at the student’s discretion, as the University is not responsible for lost or stolen items.

Where will I be living during the summer program?
The AIMS Scholars will be living at one of the University owned dorm rooms. The rooms are double rooms and will be furnished with each of the following: 2 extra-long (80’’) loft-able beds, 2 closets, 2 desks with chairs, 2 dressers, and 2 wastebaskets. It also has cable TV access, and in-room computer and phone connections. You must use a calling card to place long distance calls from your room. The room also comes with blinds, carpet and may or may not be air conditioned. You are responsible for the cleanliness of your room. Since rooms are not cleaned by the custodial staff, you should bring cleaning supplies sufficient to meet your standards of cleanliness. Vacuums can be checked out from the front desk. Central bathroom facilities are located on each floor for all the residences. These facilities are cleaned daily by the custodial staff and include sinks, showers and bathroom stalls.

Who is my roommate?
We will be supplying the incoming cohort with roommate assignments prior to their arrival to the Summer Bridge Program. We highly recommend that you contact each other prior to moving in to help ease your transition into dorm life. Things to consider discussing include: items that you plan to bring (TVs, microwaves, refrigerators, etc.), living standards (how often you should vacuum, listening to music, sharing food, etc.) and general information to get acquainted. Discussing these things before you arrive will help reduce any anxiety you might have over your first dorm experience.

Do I need a computer on campus?
The AIMS Program will be providing laptops to be used for the Summer Bridge Program. There will also be access to various computer labs on campus.

Where are the laundry facilities?
Laundry facilities are provided in each of the residential halls on campus.

---

4 See Appendix F for a Suggested Packing List
New Students’ Frequently Asked Questions

What happens if students break University rules?

The authority to enforce regulations of the University rests with the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and his designees. The Office of the Provost and Vice President for Academic Affairs has responsibility for academic misconduct, which includes cheating, fabrication or plagiarism on examinations or other assignments, using a person or agency to prepare papers, possession and/or use of stolen examinations and misrepresentation of academic materials.

The Office of the Vice President for Student Affairs is the principal agency for administering nonacademic student discipline for incidents that may range from tampering with fire extinguishers and smoke detectors to hazing or harassment of an individual.

The Associate Dean of Students is responsible for enforcing the Code of Student Conduct, which describes University expectations for students and the processes available when a student fails to adhere to these expectations. In general, in cases in which a student or organization does not dispute the facts leading to a charge and the sanction for a charge is something less than expulsion, the Associate Dean of Students will resolve the case informally.

If the student or organization disputes the investigative findings surrounding a violation, the case is resolved through formal procedures that include a hearing by the University Discipline Committee. This committee includes three full-time faculty, six full-time students and three full-time administrative staff members. The Associate Dean of Students is responsible for coordinating hearings.

Complete procedures for handling violations of University rules and the possible sanctions are outlined in the Code of Student Conduct, which every student receives.

A copy of the student handbook can be found at the following site; http://www.virtualonlinepubs.com/publication/?i=43133

Are there support services specifically for first year students?

There are tremendous opportunities on BGSU’s campus for first year students. First Year Programs is affiliated with the Dean of Students.

The first year starts off on solid ground with BGSU’s comprehensive New Student Orientation Program and continues with programs designed to assist all new students. First Year Programs are all about you -- from answering your questions to helping you make a smooth transition to University life. BGSU keeps you connected to what's new throughout the entire first year with special programs and activities designed to enhance your college experience in and out of the classroom.

Further information about these programs can be found at the following site; http://www.bgsu.edu/offices/sa/firstyear/index.html
Where do students go for tutoring or other academic help?

The Study Skills Center located in 213 Mosley Hall, coordinates delivery of academic support services to students University-wide. There are three learning laboratories: the Mathematics Laboratory, the Study Skills Center and the Writers Laboratory. Each offers individualized and small-group instruction to students who need assistance and is staffed by professionals trained to assist students in developing their skills. Students can access the Writers Laboratory by computer.

Further information about these programs can be found at the following site; http://www.bgsu.edu/offices/studyskillsctr/

What is BG1 Card?

Your BG1 Card is more than just an ID card. It is also a way to access meal plans and services throughout campus. If you choose to add funds to the BG Bucks account, your card has even greater purchasing power both on and off campus and eliminates the need to carry cash or credit/debit cards.

Further information about these programs can be found at the following site; http://www.bgsu.edu/bg1card/

Why should a student see an academic advisor?

Academic advisors have information that can help every student achieve academic, career and personal goals. Students should see an academic advisor with questions like these: What are my degree requirements? How do I get into graduate school? Which classes should I take next semester? What jobs are available in my major? How do I change my major?

Students who are completely undecided about their college receive advising through the Office of Academic Enhancement’s Pre-Major Advising program. However, if a student is undecided on a major but knows what field they want to study, i.e. science or health and human services, they need to contact that specific college for academic advising. Advisers assist students in planning each semester’s schedule and help establish a long-term plan that will lead toward fulfilling all requirements for graduation. All faculty advisors are required to maintain office hours, and the college advisors are available from 8 a.m. to 5 p.m. Many also work with advisees through email.

Further information about the Office of Academic Enhancement’s Pre-Major Advising program can be found at the following site; http://www.bgsu.edu/offices/avas/index.html or by phone (419)372-8943.

How does a student receive academic advising?

The primary source of academic advising for students who have chosen a major is the individual academic department, where a faculty member is designated as the undergraduate adviser. Each college also has professional advisers who are located in the college advisement office.
What can a student expect from his or her academic adviser?

Students should contact their faculty or college adviser on matters related to degree requirements, course selection and registration. Advisers also assist students with career preparation, including help with finding internships, and with preparation for admission to graduate school. Many advisers write letters of recommendation for employment, scholarships and graduate school. Advisers in Pre-Major Advising also assist with selecting an appropriate major and exploring career choices.

What is the student’s responsibility in securing academic advising?

Students must take responsibility for contacting their faculty adviser, college office or the Office of Pre-Major Advising for the names and locations of their advisers. Many advisers can be contacted by email. It is also each student’s responsibility to follow up with his or her adviser when registering for courses each semester.

Students can prepare for each advising session by reviewing the class schedule, degree requirements and the college catalog, if necessary.

Any concerns about the accuracy or quality of advising a student receives should be directed to the college or department office.

Some colleges require academic advising before you can schedule any classes for the upcoming semester.

How does the meal system work?

Students who purchase a meal plan use their Photo ID to purchase snacks and meals at any of the University dining centers. Each food item is individually priced. As each item is purchased, the amount is deducted from the student’s pre-paid account. In addition to the debit plan, all of the dining centers, snack bars, specialty restaurants and convenience stores accept cash.

Further information about these programs can be found at the following site; http://www.dineoncampus.com/BGSU/

How can students change their meal plan?

BGSU’s Dining Services offers three meal plans; bronze, silver and gold. The plan students’ select for fall semester is automatically billed each semester unless other arrangements are made with Dining Services. These arrangements may be made through the Dining Services Accounting Office by calling 372-2891 before the first day of classes if they are to apply to the following semester.

Further information about these programs can be found at the following site; http://www.dineoncampus.com/BGSU/
Where should a student go if he or she has learning or other disability/special need?

Disability Services, has primary responsibility for providing services to students with disabilities and other special needs. Services include tutoring, special advising, alternative testing and other referrals. Disability Services is located in South Hall room 413.

Further information about these programs can be found at the following site;  
http://www.bgsu.edu/offices/sa/disability/

Are there medical services available on campus?

Student Health Services, located at 116 Health Center Building offers full-time, professionally licensed physicians, nurse practitioners, registered nurses, technicians and pharmacists staff the Student Health Service, accredited by the Accreditation Association for Ambulatory Health Care. Students utilize the Student Health Service for primary medical care and outpatient services during regular University hours. Services include acute medical care, women’s health clinic, laboratory, radiology, and pharmacy.

Further information about these programs can be found at the following site;  
http://www.bgsu.edu/offices/sa/health/

After hours, emergency care is available through the Wood County Hospital in Bowling Green.

Where do students go for counseling about personal issues?

The Counseling Center, located at 114 College Park, provides individual and group counseling as well as crisis intervention. National testing programs such as the Graduate Record Exam and other exams for professional certification or admission into undergraduate, graduate and professional schools are also administered through this office. The staff includes licensed psychologists, a social worker, graduate student assistants from the clinical psychology training program and a testing coordinator. Students are seen by appointment, except in emergencies. Limited service is also provided to students through the Psychological Services Center, a division of the psychology department’s doctoral training program.

Further information about these programs can be found at the following site;  
http://www.bgsu.edu/offices/sa/counseling/

What organizations are available for students at BGSU?

BGSU is a residential campus, and that means the University provides programming with the idea that students are on campus 24 hours a day, seven days a week.

About 300 special events are offered each month for all students, and most of them are held on weekends. They range from first-run films and lectures to art exhibits, recitals and concerts. Many student organizations and residence hall staffs also plan co-curricular programming designed to add balance to a BGSU education.
The Office of Campus Activities located in room 401 Bowen-Thompson Student Union, is a great resource to find clubs and organizations that fit your interests. BGSU has more than 300 student organizations, most of which plan activities that enrich student life outside the classroom. By being involved with student organizations, students develop leadership skills, learn time management and self-discipline, self-awareness, self-confidence and make new friends.

Further information about these programs can be found at the following site; http://www.bgsu.edu/offices/sa/getinvolved/

**How is diversity addressed at BGSU?**

BGSU’s commitment to diversity is expressed in two of its core values: respect for one another and cooperation. The appreciation for diversity is reinforced in a University-wide general education requirement through which every student enrolls in at least one course that covers cultural diversity in the United States. Outside the classroom, the Office of Multicultural Affairs plans and promotes educational programming about multicultural issues. The Office of Campus Involvement also plans multicultural programs. There are a variety of multicultural Greek chapters and student organizations that address racial, cultural and religious and other diversity aspects. VISION, a student group for gay, lesbian, bisexual and transgender students and their allies, also provides programming and resources for students of all sexual orientations.

**What services are available specifically to help multicultural students?**

The Office of Multicultural Affairs, 318-B Math Sciences Building, 372-2642, advocates equal opportunities for students, provides academic support services and cultural enrichment programs, and promotes a multicultural community where all students, and particularly students of color, can achieve success, both academically and socially.

Further information about these programs can be found at the following site; http://www.bgsu.edu/offices/sa/oma/

**What should students do if there is a serious illness or death in the family?**

Students should contact the Office of the Dean of Students (419) 372-2843. The staff can contact the student’s professors to help ease any academic concerns that might arise.

**How does a student plan for education abroad?**

Early planning is very important so that it becomes an integral part of a student’s degree program. The education abroad program is a part of the Center for International Programs, Room 216 University Hall. Staff in that office advises students about their options. Students who plan to study abroad are encouraged to meet with the director starting in their first year. BGSU offers financial support for some students to pursue an international component of their education.

Further information about these programs can be found at the following site; http://educationabroad.bgsu.edu/
What facilities are available in residence halls?

All students have voice mail. Almost all rooms are also completely carpeted with draperies provided. These University furnishings cannot be removed from campus residences. No nails can be used in placing decorations in the rooms.

Due to aggressive renovations occurring campus-wide, the majority of our beds are loftable. Although students are encouraged to bring only the “essentials” at first, many bring a compact portable refrigerator (not exceeding 1.5 amps, less than 5 cubic feet and no higher than 36”), a microwave (not to exceed 900 watts), a TV (cable television access is provided in all student rooms), computer, stereo or additional furniture (futons must be less than 78” wide) which should be fire-retardant. All electrical appliances must be UL-approved and a surge suppresser is required with all equipment. Extension cords are not permitted in University residences, so we recommend using a power strip.

Further information about these programs can be found at the following site; http://www.bgsu.edu/offices/sa/reslife/page19899.html

Can students bring a computer from home to the residence hall?

Yes. It is estimated that over half of all resident students will bring their own computers for the academic year. All residence hall rooms have Ethernet connections that provide high-speed access to the campus-computing network, including free email.

A computer from home is not necessary, however, because each University residence has a computer lab and staff to help every student become familiar with available technologies. The labs are open approximately 100 hours per week. When residents agree to certain security contracts, the hours in many labs are extended to nearly 24 hours a day.

Further information about these programs can be found at the following site; http://rcc.bgsu.edu/groups/public/

Are there curfews in the residence halls?

No, there are not curfews in the residence halls. The University takes numerous precautions to make the University residences safe. In the evening hours, night clerks require residents and their guests to check in with the appropriate identification. Unescorted guests are not allowed in the buildings at any time. All residences require personal entry devices (PEDs) to gain access to the living area. However, students are responsible for helping to maintain a secure environment. That means locking the door when they leave their room or are asleep, ensuring that doors to the outside remain closed and reporting any suspicious behavior to the residence staff or the University police.

Are there quiet hours in the residence halls?

Yes. Quiet hours are enforced in each residence hall and “courtesy hours” are in effect 24 hours a day.
Does BGSU have a policy on alcohol?

BGSU permits the consumption, possession, serving and sale of alcoholic beverages only in accordance with the laws of the state of Ohio. At any University event where alcohol is present, nonalcoholic beverages and food must be available in an amount adequate to last through the entire event. Only persons of legal age may consume, possess, serve or sell alcohol.

These policies are strictly enforced in the University residences.

Is there a central place individuals can call for answers to questions?

Campus Fact Line, 372-2445, is an on-campus telephone service that provides accurate, complete, up-to-the-minute information on everything from grading policies at BGSU to when the Detroit Tigers last won the pennant. Fact Line operators have an extensive computer database at their fingertips and answer thousands of calls annually from both on and off campus. Regular hours are Monday- Friday 10:00 AM- 9:00 PM, Saturday and Sunday 11:00 AM- 6:00 PM throughout the entire semester.
## Important Phone Numbers

<table>
<thead>
<tr>
<th>Department</th>
<th>Telephone Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admissions</strong></td>
<td>372-2478</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-866-246-6732</td>
<td></td>
</tr>
<tr>
<td><strong>BG1 Card</strong></td>
<td>372-4127</td>
<td></td>
</tr>
<tr>
<td><strong>BGSU Dining</strong></td>
<td>372-2891</td>
<td>Meal Plans • Special diet considerations</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>372-2851</td>
<td></td>
</tr>
<tr>
<td><strong>BT Student Union</strong></td>
<td>372-2741</td>
<td></td>
</tr>
<tr>
<td><strong>Bursar</strong></td>
<td>372-2815</td>
<td>Fee payments &amp; billing questions</td>
</tr>
<tr>
<td><strong>Career Center</strong></td>
<td>372-2356</td>
<td>Placement • Career Planning</td>
</tr>
<tr>
<td><strong>College Offices</strong> (selected)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic advising</td>
<td>372-2015</td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>372-7372</td>
<td></td>
</tr>
<tr>
<td>Education and Human Development</td>
<td>372-8242</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>372-8242</td>
<td></td>
</tr>
<tr>
<td>University Program for Academic Success</td>
<td>372-8943</td>
<td></td>
</tr>
<tr>
<td>College of Technology</td>
<td>372-7581</td>
<td></td>
</tr>
<tr>
<td><strong>Computers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology Services (ITS)</td>
<td>372-2911</td>
<td></td>
</tr>
<tr>
<td>Technology Support Center</td>
<td>372-0999</td>
<td></td>
</tr>
<tr>
<td><strong>Student Technology Center</strong></td>
<td>372-9277</td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Center</strong></td>
<td>372-2081</td>
<td></td>
</tr>
<tr>
<td><strong>Dean of Students</strong></td>
<td>372-2843</td>
<td></td>
</tr>
<tr>
<td>Crisis intervention • Graduate Student Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spirit Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Department of Public Safety</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BGSU Police</td>
<td>372-2346</td>
<td></td>
</tr>
<tr>
<td>Emergencies</td>
<td>911</td>
<td></td>
</tr>
<tr>
<td>Escort Service</td>
<td>372-8360</td>
<td></td>
</tr>
<tr>
<td><strong>Disability Services for Students</strong></td>
<td>372-8495</td>
<td></td>
</tr>
<tr>
<td><strong>Division of Student Affairs</strong></td>
<td>372-2147</td>
<td></td>
</tr>
<tr>
<td><strong>Fact Line</strong></td>
<td>372-2445</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td>372-2651</td>
<td></td>
</tr>
<tr>
<td><strong>Honors Program</strong></td>
<td>372-8504</td>
<td></td>
</tr>
<tr>
<td><strong>Office of Multicultural Affairs</strong></td>
<td>372-2642</td>
<td></td>
</tr>
<tr>
<td><strong>Office of Campus Activities</strong></td>
<td>372-2343</td>
<td></td>
</tr>
<tr>
<td>Community Service • Leadership Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Orientation &amp; Registration • Parent and Family Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Student Organizations • Welcome Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Residents Life</strong></td>
<td>372-2011</td>
<td></td>
</tr>
<tr>
<td><strong>Office of Registration &amp; Records</strong></td>
<td>372-8441</td>
<td></td>
</tr>
<tr>
<td><strong>Parents Help Line</strong></td>
<td>800-815-1300</td>
<td></td>
</tr>
<tr>
<td>(8:00 a.m. - 11:00 p.m. Mon-Fri; 9:00 a.m. - 11:30 p.m. Sat, 10:00 a.m. - 11:00 p.m. Sun) Info on BGSU activities, referral agent to departments on campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Parking Services</strong></td>
<td>372-2776</td>
<td></td>
</tr>
<tr>
<td><strong>Shuttle Service</strong></td>
<td>372-0236</td>
<td></td>
</tr>
<tr>
<td><strong>Stamper’s Mail and Copy Center</strong></td>
<td>372-0344</td>
<td></td>
</tr>
<tr>
<td><strong>Student Employment</strong></td>
<td>372-2865</td>
<td></td>
</tr>
<tr>
<td>(Also see Career Center)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Study Skills Lab</strong></td>
<td>372-8840</td>
<td></td>
</tr>
<tr>
<td><strong>Student Health Service</strong></td>
<td>372-2271</td>
<td></td>
</tr>
<tr>
<td><strong>The Wellness Connection</strong></td>
<td>372-9355</td>
<td></td>
</tr>
</tbody>
</table>

## Departmental Sciences

- Biological Sciences: 372-2332
- Chemistry Department: 372-2031
- Computer Science: 372-2337
- Mathematics & Statistics: 372-2636
- Physics & Astronomy: 372-2421

---

Academic Investment in Math & Science  
Bowling Green State University  
Bowling Green, Ohio 43403  
Office: (419) 372-8032 or (419)372-8068  
Fax: (419) 372-0393  
Email: aims@bgsu.edu  
http://www.bgsu.edu/aims
# Appendices Table of Contents

Appendix ........................................................................................................................................... 24-32

Extended Scholarship Option (ESO) Summer Session Application .............. 25-26

Extended Scholarship Option (ESO) 9th and/or 10th Semester Application .. 27-28

Family/Medical Leave Policy Application ................................................................. 29

AIMS Student Travel Request Form Application ...................................................... 30

Summer Resident Mentor Position Application ....................................................... 31

Summer Bridge Program Suggested Packing List ...................................................... 32
Extended Scholarship Option (ESO), Summer Session(s) Award Application
Complete all sections for full consideration

I. Personal Information

Name________________________________________

Local Address____________________________________

Local Phone_______________________ Permanent Phone____________________

Student ID Number________________________ Email________________________

Current Major(s)______________________________________________________

Current Minor(s)________________________________________________________

Intended Graduation Date_________________ Current GPA____________________

II. List the anticipated summer session(s) and year for which funding is needed as well as the anticipated number of credit hours below:

Summer Session I: ______ (yr) Number of credit hours________
Summer Session I: ______ (yr) Number of credit hours________

III. Reason for Desiring to Enroll in Summer Session (check all that apply)

____ Academic Major requires above 8 semesters
____ Additional Major/Minor
____ Changed Major (please specify)
____ Co-op/Internship/Other Academic Experience (please specify)
____ Desire to enhance my grade point average in order to maintain “good standing” status
____ Other (please specify)________________________________________

IV. Signature of Advisor or Mentor verifying anticipated graduation date (see section 1).

__________________________________________(Signature of Academic Advisor or Mentor/Date)
V. Detailed Description of Reasons for “Anticipated” Delayed Graduation and AIMS Contributions

On a separate sheet of paper, please respond to the five areas listed below with detailed and descriptive responses. Responses should be typed.

1) Detail your reasons for enrolling in summer course(s).

2) Describe the course(s) that you wish to enroll using this tuition award.

3) List your AIMS contributions and time periods/dates performed (e.g.: peer mentor to underclass AIMS scholars, volunteer for campus activities (President’s Day, Preview Day, etc.), community service (tutoring program, etc.), summer program assistant, unpaid resident mentor, AIMS office duties, etc.)

4) List any ways that you contributed to the success of the AIMS program above and beyond the required functions (Cohort Meetings, AIMS Seminars, Peer Mentoring, etc.)?

5) Detail any other personal information that may assist the committee with their decision.

IMPORTANT: APPLICATION DEADLINE:

➢ If requesting funding for the upcoming summer term, submit completed application by February 15th of this year for priority consideration.
➢ Applications received after February 15 will be considered only if scholarship money is available

Please submit a completed application along with a current DARS report via email to jdevine@bgsu.edu or deliver to:

Jodi Devine
Director, AIMS Program
218 South Hall or Harshman 209E
Bowling Green State University, Bowling Green, OH 43403

For Office Use Only:

Date Received:______________ Awarded:__________ Amount _____________
Appendix B

Extended Scholarship Option (ESO)
9th and/or 10th Semester(s) Award Application

Please Note: Complete sections Ia. – Va. (Section Va. is listed on the reverse side of application).

I. Personal Information

Name__________________________________________________________

Local Address_____________________________________________________________________________________

Local Phone_________________ Permanent Phone____________________

Permanent Address______________________________________________
(street, city, state, zip)

PIN Number________________ Email____________________________________

Current Major(s)____________________________________________________

Current Minor(s)_____________________________________________________________________________________

Intended Graduation Date_____________ Current GPA________________________

II. List the anticipated semester(s) and year for which funding is needed as well as the anticipated number of credit hours below:

Semester: Fall of ______(yr) Number of credit hours________
Semester: Spring of ______(yr) Number of credit hours________

III. Reason for Delayed Graduation (check all that apply)

_____ Academic Major requires above 8 semesters

_____ Additional Major/Minor

_____ Changed Major (please specify)

_____ Co-op/Internship/Other Academic Experience (please specify)

_____ Academic/Personal Hardship hampered consistent progress (please specify)

_____ Other (please specify)___________________________________________
IV. Signature of Academic Advisor to verify anticipated graduation date.

(Signature of Academic Advisor/Date)

See next page to finish application

V. Detailed Description of Reasons for “Anticipated” Delayed Graduation and AIMS Contributions

On a separate sheet of paper, please respond to the five areas listed below with detailed and descriptive responses. Attach a typed copy of your responses to this application form:

1. Detail the circumstances affecting your delayed graduation.

2. Describe the course(s) in which you wish to enroll using this tuition award.

3. List your AIMS contributions and time periods/dates performed (e.g.: peer mentor to underclass AIMS Scholars, volunteer for campus activities (President’s Day, Preview Day, etc.), community service (tutoring program, etc.), summer program assistant, unpaid resident mentor, AIMS office duties, etc.)

4. List any ways that you contributed to the success of the AIMS Program above and beyond the required functions (Cohort Meetings, AIMS Seminars, Peer Mentoring, etc.)?

5. Detail any other personal information that may assist the committee with their decision.

IMPORTANT: APPLICATION DEADLINES:

If requesting funding for the upcoming Fall semester, submit completed application by March 15th of this year.

If requesting funding for the upcoming Spring semester, submit completed application by November 15th of this year.

Please submit a completed application with attachment(s)by email to jdevine@bgsu.edu or deliver to:

Dr. Jodi L. Devine
Director, AIMS Program
218 South Hall or Harshman 209E
Bowling Green State University, Bowling Green, OH 43403.

For Office Use Only:

Date Received:________________ Awarded:________________ Amount:________________
BGSU ID ________________________

**Family/Medical Leave Policy Application**

I. Personal Information

Name______________________________________________________________

Local Address_____________________________________________________________________

Local Phone_____________________ Permanent Phone______________________

Permanent Address______________________________________________________________

(street, city, state, zip)

Email____________________ Mentor________________________________

Current Major(s)______________________________________________________________

Current Minor(s)______________________________________________________________

Intended Graduation Date______________ Current GPA____________

II. List the anticipated semester(s) and year for which leave is needed as well as the anticipated return date:

Semester(s): FA / SP__________ (yr)

Return: FA / SP ____________ (yr)

III. Reason for Leave (*check all that apply*)

_____ Family

_____ Medical

_____ Other (please specify)____________________________________________________

IV. Signature of Applicant

__________________________________________

(Signature of Applicant/Date)

---

**This Section for Office Use Only**

Application Status: _____ APPROVED _____ DENIED

First Follow-up Meeting Date: __________

Notes:
Appendix D  

AIMS Student Travel Request Form

Cohort Year: __________                            Email: __________________________

Advisor’s Name Department: ___________________________________________________

Conference/Meeting attending: _________________________________________________

Conference Location (City & State): ____________________________________________

I am an author in the Presentation (Check one): □ Yes    □ No

Presentation/Workshop Theme/Title: _____________________________________________

Estimated Departure from Bowling Green/Home: Date: _______ Time: _______ (am/pm)

Estimated Return to Bowling Green/Home: Date: _______ Time: _______ (am/pm)

Please List Other Sources of Funding: (Academic dept, advisor grant, etc.)

Transportation:

Airfare: $_______________

Personal Auto: ________ miles @ .585/mile $_______________

Other: $_______________

Conference Registration Fee: $_______________

Lodging: ________ nights @ _______ per night $_______________

Meals: ________ days @ $39/day $_______________

________ days @ $49/day (high cost cities) $_______________

Miscellaneous Expenses: (cab, shuttle, parking, tolls, etc.) (Specify:)

$_________________

_______________________________________________

_______________________________________________

Traveler’s Signature                                  Date

$_________________

Budget Administrator’s Signature        Date                                       Amt. Approved
Appendix E

AIMS Student Travel Request Form

Summer Resident Mentor Position Application

Part I:

Name___________________________________________________________

Local Address_________________________________________________
   (Street, city, state, zip)

Local Phone_________________________________ Permanent Phone__________

Permanent Address____________________________________________
   (Street, city, state, zip)

P00 Number________________________ Email___________________________

Current Major(s)________________________________________________

Current Minor(s)________________________________________________

Intended Graduation Date____________ Current GPA________________

Part II:

On a separate sheet of paper (in 500-1000 words) please type an essay outlining specific skill you believe
would be admirable in the position you wish to hold. Explain, as best you can, personality traits and qualities
you possess that you think would make you a good candidate.

Part III:

Please also attach a current resume and an unofficial transcript to this application. Your resume should
include relevant employment history and educational achievement (awards/honors).

Feel free to review the AIMS website (www.bgsu.edu/aims) or call the office (419-372-8032) with questions
regarding the AIMS Program.

Deadline to apply for R.M. position is March 18.
Appendix F

Suggestions for Packing for Summer Bridge Program

You SHOULD Bring

- Cleaning Supplies
- Bathroom Caddie
- Towels and Washcloths
- Clothes Hamper or Laundry Bag
- Toiletries
- Hair Products and Appliances
- Hair comb, comb hair ties
- Blankets and Sheets (extra long twin bed)
- Plates and Utensils (for eating in your room)
- School Supplies
- Shower Shoes (flip-flops)
- Laundry Detergent
- Clothes Hangers
- Pillows and Pillowcase
- Rain Jacket
- Backpack (for classes)
- Smaller Bag for Excursions
- Fans
- At Least One pair of Sturdy Shoes (sneakers, not just sandals and flip-flops)
- Small Pillow for the Bus
- Bathing Suit for the Rec Center
- Sunscreen (some excursions are outdoors)
- Medications
- Contact Solution, Extra Lenses, Glasses
- Cell Phone and Charger
- Money (for weekend meals, souvenirs, etc.)
- Alarm Clock
- Watch
- Other Necessities

You MIGHT Want to Bring

- A Small TV (do not forget the coaxial cable)
- Microwave (less than 900 watts) Highly Recommended
- Compact Refrigerator (less than 5 cubic feet, 36” high, and 1.5 amps) Highly Recommended
- Storage Crates
- Posters, Photos, Personal Decorations (use art gum to hang them up, because you will be charged for holes in the wall)
- Radio/Stereo
- Clothes Iron
- First Aid Kit
- Planner

You Are NOT Permitted to Bring

- Candles, incense, incense Spray, Potpourri
- Answering Machines (Voice Mail is Provided)
- Hot Plates, Toaster, Toaster Ovens, etc
- Vinyl Furniture (Bean Bags or Anything not Classified as Flame Retardant
- Anything That May Be Classified as a Weapon, including Swiss Army Knives
- Halogen Lamps
- Portable Heaters
- Extension Cords (Power Strips Permitted if not Overloaded or Linked)