**<http://www.bgsu.edu/bg-perspective/student-appeals.html>**



**STUDENT APPEAL FORM**

**SIGNATURES PAGE**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submission Date of Appeal** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of your Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KNOWLEDGE DOMAIN** (check one):

[ ]  **English Composition and Oral Communication**

[ ]  **Quantitative Literacy**

[ ]  **Humanities and the Arts**

[ ]  **Social/Behavioral Sciences**

[ ]  **Natural Sciences**

Is the course intended to fulfill a **Cultural Diversity in the U.S.** requirement? Yes [ ]  No [ ]

Is the course intended to fulfill an **International Perspective** requirement? Yes [ ]  No [ ]

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**The following portion of this page is to be completed by BGP Administrators:**

 **BGP Signatures Date**

**Chair of University BG Perspective**

**Committee**

**Director, BG Perspective**

**APPROVED:\_\_\_\_\_\_\_\_\_ APPEAL DENIED:\_\_\_\_\_\_\_\_\_\_**

**DIRECTIONS FOR APPEALING A COURSE**

**APPEAL SITUATIONS:**

Under normal circumstances, only the completion of currently-approved BG Perspective courses will fulfill BGP requirements.  Only in extremely rare circumstances would a non-approved BGP course which was taught at BGSU be allowed to fulfill a general education requirement at BGSU.  However, student appeals may be appropriate for coursework taken at a previous institution which subsequently transferred to BGSU as 1XXX, meaning that there is no equivalent course here at BGSU.

**INSTRUCTIONS:**

To initiate an appeal which makes the case that a course you have previously taken satisfies a BG Perspective requirement, you should schedule an appointment with Dr. Donna Nelson-Beene, Director of BG Perspective (419-372-4864/dnelson@bgsu.edu). In your meeting with Dr. Nelson-Beene, you will provide her with an explanation of your situation, and she will review the appeal process with you.

After that meeting has taken place, you will be ready to complete the following steps in the course appeal process:

1. Write a cover letter, addressed to the BG Perspective Committee, which briefly overviews your situation and your request.
2. On the top portion of the “Signatures Page” of the appeal form, provide your name, ID number, the date upon which you are submitting the appeal, the name of your advisor, and check the box for the knowledge domain (and/or University requirement) which is appropriate to your appeal.
3. Complete the table or tables that are appropriate for the requirement(s) you are appealing—and delete the pages for the remaining requirements which are not relevant to your appeal.

 English Composition and Oral Communication: Complete the table on Page 3

 Quantitative Literacy: Complete the table on Page 4

 Humanities and the Arts: Complete the table on Page 5

 Social and Behavioral Sciences: Complete the table on Page 6

 Natural Sciences Complete the table on Page 7

 Cultural Diversity in the U.S.: Complete the table on Page 8

 International Perspective: Complete the table on Page 9

1. Attach the syllabus of the course you are appealing.
2. Attach the artifact(s) which support your case.
3. Submit the completed form, with your cover letter on top, to Dr. Donna Nelson-Beene, Director, BG Perspective, 104 University Hall, BGSU, Bowling Green, OH 43403 (or dnelson@bgsu.edu).

After the BG Perspective Committee has made a determination regarding your appeal and their decision has been reviewed by the Vice Provost for Undergraduate Education, you will receive an email message from the BGP Director which informs you of the committee’s decision.

**IMPORTANT:**

Please note that successful appeals demonstrate that the learning outcomes for a particular domain have been achieved. Therefore, as you complete the appropriate tables provided in this document, do *not* describe the content of the course (the BGP Committee will look at the syllabus to evaluate the content of the course). Instead, focus upon how the artifact(s) you are submitting demonstrate that you have met the learning outcomes which have been established for the domain.

**ENGLISH COMPOSITION AND ORAL COMMUNICATION TABLE**

To appeal the English Composition and Oral Communication requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Formulate effective, ethical written and/or oral arguments which are based upon appropriate, credible research |  |  |
| Construct materials which respond effectively to the needs of a variety of audiences, with an emphasis upon academic audiences |  |  |
| Analyze how the principles of rhetoric work together to promote effective communication |  |  |
| Communicate effectively when participating in small groups and/or making formal presentations |  |  |
| Utilize rhetorical strategies that are well-suited to the rhetorical situation, including appropriate voice, tone, and levels of formality |  |  |
| Demonstrate critical thinking, reading, and writing strategies when crafting arguments that synthesize multiple points of view |  |  |

**QUANTITATIVE LITERACY TABLE**

To appeal the Quantitative Literacy requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Interpret mathematical and statistical models such as formulas, graphs, tables, and schematics, and draw inferences from them. |  |  |
| Represent mathematical and statistical information symbolically, visually, numerically, and verbally. |  |  |
| Use arithmetical, algebraic, geometric and statistical methods to solve problems. |  |  |
| Estimate and check answers to mathematical problems in order to determine reasonableness, identify alternatives, and select optimal results. |  |  |
| Recognize that mathematical and statistical methods are based on assumptions and have limits. |  |  |

**HUMANITIES AND THE ARTS TABLE**

To appeal the Humanities and the Arts requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Apply humanistic modes of inquiry and interpretation in the illustration of the discipline’s connection to human values |  |  |
| Demonstrate a fundamental critical understanding of the role of the arts, language, and/or media in culture and society |  |  |
| Examine how the social and cultural contexts of creative endeavors arise over a variety of historical periods |  |  |
| Illustrate the development of verbal and non-verbal communication in the humanities and/or the arts |  |  |

**SOCIAL AND BEHAVIORAL SCIENCES TABLE**

To appeal the Social and Behavioral Sciences requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Describe significant social/behavioral issues/questions using appropriate theories and evidence |  |  |
| Articulate how the values of the social/behavioral sciences impact decision-making in contemporary society |  |  |
| Deconstruct social/behavioral arguments critically, refuting logical and reasoning flaws inherent in them |  |  |
| Compose written or oral arguments related to issues or questions in the social/behavioral sciences |  |  |
| Evaluate evidence supporting arguments and conclusions on each side of major social or behavioral issues |  |  |

**NATURAL SCIENCES TABLE**

To appeal the Natural Sciences requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Describe how natural sciences can be used to explain and/or predict natural phenomena  |  |  |
| Identify misconceptions associated with the specific scientific discipline |  |  |
| Explain simple quantitative data and its limits relative to the study of science  |  |  |
| Demonstrate the application of simple quantitative and qualitative data in the scientific process |  |  |
| Solve problems using one or more of the logical approaches of science |  |  |
| Reflect on the relevance of science to one’s everyday life |  |  |

**CULTURAL DIVERSITY IN THE UNITED STATES TABLE**

To appeal the Cultural Diversity in the U.S. requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Recognize the ways in which diverse cultures or subcultures have shaped and continue to shape American life |  |  |
| Explain ways in which diverse cultures or subcultures have shaped and continue to shape American life |  |  |
| Examine issues and challenges in cultural diversity from the perspectives of diverse cultures |  |  |
| Compare values of their own subculture(s) with those of others |  |  |

**INTERNATIONAL PERSPECTIVE TABLE**

To appeal the International Perspective requirement, please complete the table below. You may leave one row (but not more than one) blank if an outcome does not apply to the course you are appealing.

If this table is not relevant to your appeal, please delete the page.

|  |  |  |
| --- | --- | --- |
| Learning Outcome | Artifact submitted (e.g., assignment, test, etc.) | Describe how artifact demonstrates achievement of the learning outcome. |
| Explain how national cultures affect world views or ways of thinking |  |  |
| Explain how world issues and international connections impact people’s lives/ways of life |  |  |
| Analyze problems and possibilities inherent in global economic, geographic, ecological, political, social, and/or technological systems |  |  |
| Demonstrate competency in speaking, reading, and/or writing a foreign language |  |  |