

# ABCs OF HIGHER EDUCATION

**Academic Advisor:** A professional staff member who assists students with understanding degree requirements and academic policies using tools such as the Degree Audit and the Undergraduate Catalog.

**Academic Appeal Form:** College form used by students to state in writing a request for exemption from an academic policy. Submitted in the college office for the Associate Dean to review.

**Academic Calendar:** <http://www.bgsu.edu/registration-records/academic-calendars.html> Calendars that govern BGSU academic life available on the Office of Registration & Records website.

**Academic Honesty Policy:** Students caught cheating, plagiarizing, etc. will be subject to academic penalties per the Student Codes of Conduct. <http://www.bgsu.edu/student-handbook/code-of-conduct.html>

**Adding a Course:** Adding a single course from the student's academic schedule of classes. Can be achieved electronically without professor's permission during the first week of fall and spring semesters, and during the first three calendar days of all other sessions. See the full policy in the Undergraduate Handbook. <http://www.bgsu.edu/catalog.html>

**Advising Syllabus:** Outlines and defines responsibilities of the student, academic advisor, and faculty mentor/advisor in an academic advising relationship.

**Associate Dean of Student Services in Arts & Sciences:** Highest ranking officer who oversees Student Services in the College of Arts & Sciences.

**Audit Grading Option:** To take a class (and pay for it) to gain knowledge about a subject without earning credit for the course.

**BGP or BG Perspective:** A set of general education requirements for all undergraduate degree programs at BGSU. <http://www.bgsu.edu/catalog.html>

**Canvas:** A software product used by BGSU to aid in the teaching of classes by providing online support for conversations, grades, course documents, etc.

**Changing a Grading Option:** Students can elect to take 16 hours during their undergraduate academic career in the "S/U" grading option (commonly referred to pass/fail) that will not be included in their term or cumulative grade point average. No major or minor courses in the College of Arts & Sciences can be taken in the "S/U" format and "C" or better is required to receive the grade of "S". If the student stops attending the course without formally withdrawing their grade will be calculated as an "F". Changing the grading option for a course can be achieved electronically without professor's permission during the first two weeks of fall and spring semesters. For summer and all other sessions, grade option changes are allowed for students before completing 13% of the contact hours. Thereafter, students can still change the grading option of a course via a Schedule Change Form in the college office until the end of the twelfth week of the fall and spring semesters, and before 80% of course completion for all other sessions. <http://www.bgsu.edu/catalog.html>

**Checksheet:** Degree, major, minor, specialization, etc. requirements that are captured in document form.

**Class Standing:** Classification of undergraduate students determined by the number of hours they have successfully completed. At BGSU students who have completed 0-29 hours are first-year students, students with 30-59 hours are sophomores, those with 60-89 hours completed are considered juniors, students having completed 90 hours and beyond are classified as seniors.

**Cooperative Education:** Offers "earn-while-you-learn" opportunities that take students beyond the classroom to a wide range of companies and organizations across the country. Co-ops typically do not result in academic credit.

**Corequisite:** A course that cannot be taken alone, but must be taken with another course during the same semester.

**Credit Hours:** Units that a school uses to indicate that a student has completed and passed courses that are required for a degree. BGSU requires a minimum of 122 college level semester credit hours to earn a degree.

**Curriculum:** A program of study consisting of a set of courses offered by an educational institution.

**Dean:** Highest ranking administrative officer for a college.

**DARS (Degree Audit Reporting System):** An electronic tracking system used by BGSU to document students' progress toward degree completion. For students who have declared a major, the DARS includes all completed and in-progress courses, and identifies courses remaining to meet degree requirements.

**Dean of Students:** Highest ranking officer who oversees all things related to student life at a university. <http://www.bgsu.edu/dean-of-students.html>

**Department:** An academic unit, consisting of faculty and support staff, which provides instruction in a particular academic field of study.

**Department Chair:** Highest ranking officer of an academic unit on campus.

**Double Major:** A program of study that allows a student to complete the course requirements for two majors at the same time. For example, a student earning a Bachelor of Arts degree could complete majors in history and political science.

**Dropping a Course:** Fourteen calendar days are allowed for a student to electronically drop a course without college approval, via their Student Center, with no record on the transcript. For summer and all other sessions electronic drop is allowed before completing at least 13% of the contact hours (see the academic calendar for specific dates).

If a student drops a course after the 14 day deadline but before the end of the 12th week of a semester, college approval is required and a grade of “W” will appear on their official transcript.

For summer and all other sessions, college approval is required and a “W” is assigned if a student drops a course after completing at least 13% but not more than 80% of the contact hours (see the academic calendar for specific dates) of the session.

**Electives:** Courses that students can choose to take for credit of the 122 hours required, but are not specific degree requirements.

**Faculty Mentor:** A member of the faculty who provides advice and guidance to students on academic matters, such as internships, career planning, and degree requirements.

**FAFSA (Free Application for Federal Student Aid):** Application used by U.S. citizens and permanent residents to apply for financial aid from U.S. federal and state governments.

**FERPA (Family Education Rights and Privacy Act):** Federal regulation that requires university personnel to protect the privacy of all students entering a university in regard to their educational information. <http://www.bgsu.edu/student-affairs/ferpa.html>

**Final Exam:** A test given to students at the end of the semester in a particular course of study. To view your final exam schedule in your Student Center, click on “Other Academic” drop down and choose “Exam Schedule”.

**FOCUS-Find Your Career:** Free software program available to all students through their MyBGSU web portal that explores possible student career interests through self-assessment, readiness, and research.

**Full-time Student:** An undergraduate student who is enrolled in a minimum of 12 credit hours in any given semester at BGSU.

**General Studies Writing (GSW):** General Studies Writing is the department at BGSU that administers the first year writing curriculum.

**Grade Point Average (GPA):** Academic performance, which is calculated as a numerical average of all completed courses that carry a letter grade. The GPA is determined after each term. Grades for transferred courses are not included in the overall BGSU GPA. BGSU operates on a 4.0 scale.

**Handbook, College of Arts and Sciences:** Quick reference of selected information regarding undergraduate academic information germane to the College of Arts and Sciences. <http://www.bgsu.edu/arts-and-sciences/student-resources.html>

**HIPAA (Health Insurance Portability and Accountability Act):** Federal regulations protecting the privacy of student medical information.

**Internship:** An experience that allows students to work in a professional environment to gain training and work skills. Internships may be paid or unpaid and can be of varying lengths during the academic year or over the summer. Some majors require an internship as part of the curriculum.

**Learning Commons:** A resource center where students can receive tutoring assistance in mathematics & statistics, writing, and other disciplines, as well as coaching in study skills. Located on the first floor of the Jerome Library. <http://www.bgsu.edu/learning-commons.html>

**Major:** The academic subject area that a student chooses to focus on during his or her undergraduate studies. Students may begin their studies without declaring a major, but delaying a major choice beyond the sophomore year may result in a delayed graduation timeline.

**Mid-Term Grade:** Individual faculty may post the grade being earned by the student mid-way through the semester. Mid-term grades can be viewed in the Student Center, click on “Other Academic” drop down and choose “Grades”, choose the appropriate semester, click on the “Mid-Term Grade” tab.

**Minor:** An academic subject area that a student chooses to have as a secondary focus during their undergraduate studies. Minors are required for most programs offered by the College of Arts and Sciences and are typically 21 hours.

**Multidisciplinary Component (MDC):** A College of Arts and Sciences four-course requirement grounded in the conviction that acquiring proficiency in multiple modes of thought and communication, referred to as habits of mind; is the foundation of a liberal arts education. These courses enhance students' ability to see things from multiple perspectives, creatively and analytically problem solving, and to communicate effectively with cultural competence. The student chooses four courses with four different prefixes, from an approved list. At least two of the courses must be at the 3000/4000 levels and cannot be used in any other degree requirement.

**My BGSU Web Portal:** Electronic web portal available at bgsu.edu. Students use their BGSU log-in and pass word for access.

**Portfolium Digital Portfolio:** An online career preparation tool provided by the College of Arts and Sciences for each of our students. Allows student to build a professional online presence for employers throughout their educational career at BGSU.

**Prerequisite:** A required course that must be completed before a student is eligible to register for a more advanced course.

**Provost:** The senior academic officer of a university who typically oversees all academic policies and curriculum-related matters. <http://www.bgsu.edu/provost.html>

**Registrar:** The college or university official in the Office of Registration & Records who is responsible for maintaining academic records. <http://www.bgsu.edu/registration-records.html>

**Registration Appointment:** Appointed days determined by class standing when the registration system is open to students.

**S/U grade option:** Students can elect to take 16 hours during the academic career in the "S/U" grading option (Satisfactory/Unsatisfactory) that will not be included in their grade point average. No major or minor courses in the College of Arts & Sciences can be taken in the "S/U" format and "C" or better is required to receive the grade of "S". If the student stops attending the course without formally withdrawing their grade will be calculated as an "F".

**Schedule Change Form:** A form used to drop or add a course or to change a grading option once the semester has begun. <http://www.bgsu.edu/content/dam/BGSU/registration/documents/quick-links/RR--Quick-Links--Schedule-Change-Form.pdf>

**Graduation Check:** A final review of degree requirements conducted with an academic advisor after the student has registered for their final semester of courses.

**Student Center:** Electronic student portal where students can view their class schedule, grades, advisor, etc. Students log into MyBGSU and click on "Student Center".

**Student Conduct Handbook:** Student handbook with policies regarding student behavior expectations while attending BGSU. <http://www.bgsu.edu/dean-of-students/student-conduct.html>

**Student Insurance Program:** BGSU requires all students to have health insurance. For more information please consult this web site. <https://www.bgsu.edu/student-insurance-program.html>

**Teaching Assistant (TA):** A graduate student who assists a professor with teaching an undergraduate course, usually within his or her field, as part of an assistantship.

**Transfer Credit:** Credit granted toward a degree on the basis of studies completed at another regionally accredited college or university. For instance, students who transfer from a community college to a four-year college may earn some transfer credit. Transfer credit does not count toward the BGSU GPA.

**Transition Review:** A degree requirement check for students during their 4th semester or for those enrolled in 59 hours or less. This review is to assist students in planning their final two years of undergraduate study and is conducted by an academic advisor.

**Undergraduate Catalog:** Compilation of program requirements and academic policies that govern degree attainment. <http://www.bgsu.edu/catalog.html>

**Withdraw from the Semester:** A student-initiated process via the MyBGSU Student Center, which formally ceases participation and enrollment in all coursework for a given semester.

**Withdraw from or Drop a Course:** Students may withdraw from an individual course(s). For additional information see "Dropping a Course" in this document. The full academic policy can be seen in the Undergraduate Handbook. <http://www.bgsu.edu/catalog.html>



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