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# Master of Science in Forensic Science (MSFS)



Graduate Student Handbook  
(Rev. July 2024)

Bowling Green State University  
Bowling Green, Ohio 43403

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This *Forensic Science Graduate Handbook* is a supplement to the [BGSU Student Handbook](#), [University Policies](#), [Graduate College Policies](#) and rules which should be consulted for details concerning University policies pertaining to the graduate programs.

Be certain to study the *Forensic Science Graduate Handbook* and learn the various requirements early. **YOU**, the student, **are responsible** for fulfilling all graduation requirements.

If you have any questions about policies and programs in this handbook, please consult with your advisor in the Center for the Future of Forensic Science Program Office.

***The program faculty and staff wish you all the best in your graduate experience at BGSU!***

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# 1 PURPOSE AND OVERVIEW

The field of forensic science continues to advance at a rapid pace. Professionals who desire to continue or pursue a career in the field are expected to be informed about the latest trends in order to advance in their current positions or explore new career opportunities.

The master's degree in Forensic Science (MSFS) program refreshes, solidifies, and upgrades the undergraduate and current practitioner knowledge base, allowing students to prepare for new challenges they will encounter in their professional careers. As a result, graduates of the program will be equipped with up-to-date knowledge and skills in forensic science, creating opportunities to become sought-after leaders in their profession.

Graduates of the MSFS program will be prepared to assume positions in both the public sector in government agencies and in private organizations as forensic scientists. Active forensic science practitioners will develop new skills in order to increase the professional knowledge and leadership capabilities necessary to keep up with the ever-changing methods and technologies of this dynamic, multidisciplinary profession. A Forensic Science curriculum that encompasses *both* the Forensic Biology and Forensic Chemistry disciplines is offered for students with strong science backgrounds who desire to work in the laboratory.

## 1.1 The Center

The Bowling Green State University (BGSU) Forensic Science Degree Programs are the product of the rare placement of a world-class crime laboratory on the campus of an internationally recognized academic institution. The location of an Ohio Attorney General Bureau of Criminal Investigation (BCI) crime laboratory and investigation facility at BGSU created a natural symbiotic relationship between the two institutions. That relationship evolved into a formal partnership agreement under the name *Ohio Attorney General's Center for the Future of Forensic Science at BGSU* (The Center). The Center serves to facilitate forensic science academic programming, research, and real-world practitioner training.

<https://www.bgsu.edu/forensic-science/about.html>

## 1.2 The State of Forensic Science

Forensic science is critical to an effective justice system, which in turn is a pillar of a civil society. It is an interdisciplinary field that includes chemistry as a foundational and integral component. Physical evidence presented in courts is frequently analyzed using forensic science techniques that are often grounded in chemical principles and methods. The credibility of the legal system critically depends on forensic tests that are consistent, accurate, and scientifically valid.

However, modern forensic science faces enormous challenges. The 2009 National Academies report, *Strengthening Forensic Science in the United States: A Path Forward*, enumerated the problems of the forensic science community in detail. The report noted that due to its history, its interdisciplinary and applied nature, and its close ties to law enforcement and the legal system, forensic science has not developed a culture that reflects important aspects of how

science is conducted. Therefore, the necessary work to establish validity and reliability in analytical methods that are hallmarks of other scientific fields is often weak or absent in forensic science. Strengthening the scientific foundations of forensic science with the analysis and interpretation of verifiable data, efforts to identify and avoid bias, and clear connection to and building on peer reviewed research will benefit the profession as a whole.

The Center for the Future of Forensic Science at BGSU offers unparalleled experiential learning to forensic science students and a gateway to advanced training and cutting edge forensic science research for practicing forensic scientists, forensic science technicians, crime scene investigators, and other law enforcement professionals.

### **1.3 Uniqueness**

- Unique partnership with Ohio BCI on-campus crime lab and investigation facility
- Unique partnership with Ohio Attorney General’s Center for the Future of Forensic Science that conducts cutting edge forensic science research
- A “Crime House” provides the ability to demonstrate real world crime scenes on campus
- Opportunities to learn from faculty that are all accomplished forensic and CSI professionals
- Students learn the current knowledge and skills coveted by employers across the country and around the world in state-of-the-art facilities with instrumentation used in real crime laboratories
- A partnership with the BGSU’s Graduate College to offer an accelerated Master’s degree option
- Student engagement and recognition through organizations such as Delta Delta Epsilon Forensic Science Honor Society

### **1.4 Program Goals and Objectives**

The goal of the forensic science academic programs at BGSU is to maximize the Ohio BCI relationship to provide students the precise education and training crime laboratories seek. Producing highly qualified forensic scientist position candidates equipped with the correct academic foundation and current technological skills.

Program objectives include continuous direct consultation with professional forensic scientists and crime laboratory managers to ensure curricula aligns with current laboratory practices. Evidence handling and analysis protocols; documentation strategies; instrumentation, equipment and supply provision; as well as professional ethics, quality assurance, applicable law and testimony instruction are all intended to accurately reflect professional practice. The ongoing professional relationship will inform timely academic adjustment, as necessary.

BGSU forensic science programs recognize the [Forensic Science Education Programs Accreditation Commission \(FEPAC\) Standards](#) as its academic foundation. The program

intends to achieve continual FEPAC accreditation recognition as a mechanism to ensure top quality forensic science programming is maintained, and students and employers recognize a FEPAC compliant education is achieved.

### **1.5 Mission Statement**

As the teacher/scholars of forensic science education, we are committed to:

- Nurturing leaders in the forensic sciences;
- Developing professionals who contribute to the greater good of society by protecting the public and ensuring justice;
- Advancing the profession and practice of the forensic sciences through education and cutting-edge research.

### **1.6 Vision Statement**

Through an innovative collaboration, we develop leaders who revolutionize the profession of forensic science.

### **1.7 BGSU Vision, Mission and Core Values**

The Forensic Science Program further comports with the overall Mission, Vision and Core Values as expressed by Bowling Green State University (BGSU):

“Bowling Green State University provides holistic and comprehensive educational experiences that enhance the lives of our students, stakeholders, and the many publics we serve. Our graduates are prepared for lifelong personal and career growth and for engaged citizenship and leadership in a global society. Through our excellence in teaching, research, and outreach, BGSU builds a collaborative, diverse, and inclusive community where creative ideas, new knowledge, and entrepreneurial achievements can benefit others in our region, the state of Ohio, the nation, and the world.”

<https://www.bgsu.edu/forward.html#vision>

### **1.8 Institutional Accreditation**

BGSU is accredited by the Higher Learning Commission (HLC). The HLC is an institutional accrediting agency recognized by the U.S. Department of Education. BGSU has been continuously HLC accredited since 01/01/1916. Additional detail and accreditation verification information may be viewed at [HLC Accreditation \(bgsu.edu\)](#).

### **1.9 Forensic Science Education Programs Accreditation Commission (FEPAC) Accreditation**

An assessment of forensic sciences published in 1999 by the National Institute of Justice (NIJ), entitled, "Forensic Science: Review of Status and Needs", described the educational and



training needs of the forensic science community as "immense". Among the recommendations contained in the report was the establishment of the following:

1. National standards for education in forensic sciences;
2. An independent, community-wide, consensus-building, standard-setting body such as a technical working group for education in forensic sciences;
3. An accreditation system for forensic science education programs.

In 2004, the Forensic Science Education Programs Accreditation Commission (FEPAC) became an official standing committee of the American Academy of Forensic Sciences (AAFS) and awarded its first accreditation February 2004.

The mission of the Forensic Science Education Programs Accreditation Commission (FEPAC) is to maintain and to enhance the quality of forensic science education through a formal evaluation and recognition of college-level academic programs. The primary function of the Commission is to develop and to maintain standards and to administer an accreditation program that recognizes and distinguishes high quality undergraduate and graduate forensic science programs.

The Master of Science in Forensic Science program at BGSU was specifically designed with FEPAC accreditation in mind. Since the program's inception in 2016, the curriculum has followed the FEPAC standards. After a multi-year application and review process, the Bowling Green State University Master of Science in Forensic Science (MSFS) and Accelerated MSFS programs both recently (March 2024) received accreditation from FEPAC. Our program is one of 20 comparable accredited graduate degree programs in the United States and Canada, and the only in Ohio.

<https://www.aafs.org/FEPAC>

### **1.10 Current Employment Market**

The rising level of demand for forensic science professionals has been correlated with the rising level of technological solution prominence across nearly all industries. Forensic information will be far more accessible and actionable with the assistance of cutting-edge technological developments, making those who specialize in collecting said information more valuable to their employing organizations by default. Experts have postulated that the source of the higher demand for forensic science professionals could be related to a higher overall level of public awareness about the importance of forensic science itself. Thanks in part to a higher degree of media coverage, there are now more expectations for forensic investigators to contribute their skills for clarity and closure in criminal investigations. While the forensic science field is slated to see many more employers expressing an interest in those who specialize in it, the steep requirement for expertise will demand a higher level of effort from prospective forensic science specialists to distinguish themselves from the competition. The higher level of interest in forensic science that employers will have means that potential applicants will likely be screened with more scrutiny going forward. Going forward, forensic science experts may have

a greater need to demonstrate independent proficiency in technological solutions to supplement their contributions to their respective fields.

The Bureau of Labor Statistics (BLS) estimates that the median pay for Forensic Science Technicians was \$64,940/year (\$31.22/hour) in 2023. The projected percent change in employment from 2022 to 2032 is 13%, which is much faster than average – the average growth rate for all occupations is 3%. This means that over the same time period, the projected number of forensic technician jobs increase by 2,300, though this rising demand will accompany rising competition as well. (May 14, 2024: <https://www.bls.gov/ooh/life-physical-and-social-science/forensic-science-technicians.htm>)

As suggested in job openings found on the American Academy of Forensic Sciences (AAFS) website ([Career Opportunities | American Academy of Forensic Sciences \(aafs.org\)](https://www.aafs.org)), the skills required for these positions include:

“Solid understanding of data; excellent analytical and problem solving skills; knowledge of basic statistical methods and procedures; quantitative and analytical skills; ability to think critically/analytically; expertise to acquire, manage, manipulate, and analyze data and report results; identifies, analyzes, and interprets trends or patterns in complex data sets; performs basic statistical analyses for projects and reports, develops graphs, reports and presentations for specific results; monitor, verify, and audit compliance of data with standards; strong presentation skills; strong analytical and logical reasoning skills; strong level of detail, problem solving and organizational skills; knowledge of laboratory techniques used for scientific examination of physical evidence; requires ability to maintain and establish satisfactory working relationships with coworkers, various law enforcement personnel, and legal system personnel; requires ability to communicate ideas effectively in oral and written form; requires ability to construct court exhibits and demonstration charts; requires ability to analyze and correlate data contained in reports of crime; requires ability to develop evidence and to present it convincingly in written reports or orally; requires ability to compare, analyze, and/or identify physical materials and other matters; **requires ability to pass an agency background investigation.**”

The curriculum of the MSFS program at BGSU is designed to graduate forensic scientists with the types of skills required to be successful as a professional in this field.

### **1.11 Background Checks**

The BGSU Forensic Science Program recognizes the importance of emphasizing the elevated personal integrity requirements particular to employment in the field of forensic science both early and often. Specifically, all students are advised that background checks similar to those required by law enforcement are likely to be a condition of employment.

Anyone considering a career in the forensic sciences must be aware that employment applications typically go well beyond normal job requirements for transcripts, employment history, references, interview and basic criminal-record checks.

Though varying by agency or employer, expect applicant background checks to extend to inquiries about: use of alcohol and illegal drugs, ***including marijuana, which is still illegal federally, and prescription drugs taken or sold illegally for academic enhancement purposes***; willingly taking, sending, receiving, or exchanging explicit photographs; family and social companions; financial history; police records; and civil court actions. In addition, personal information posted on the internet, including social media websites, may be subject to review. Candidates should expect to take drug, personality, visual acuity (depending on discipline), and polygraph tests prior to employment. As an employee, you may be subject to continued drug testing and asked to provide fingerprints and a DNA reference standard.

The above is true for permanent employment as well as internships. Students must consider all factors that could influence future employment.

## 2 PREREQUISITES TO GRADUATE WORK

BGSU Forensic Science is committed to recruiting students who demonstrate both a passion for the study and future practice of forensic science, as well as the intellectual capability to navigate an exceptionally rigorous academic curriculum. Less than half of all program applicants are accepted. **Graduate Student Measures** provide essential metrics demonstrating program retention, graduation rates, and job placement that inform ongoing recruiting strategies.

Note that the MSFS program at BGSU no longer requires applicants to submit GRE scores. Instead, applicants will be reviewed holistically using their GPA and undergraduate college transcript as well as other required application materials.

Applicants to the MSFS program must have a *Bachelor of Science* degree in biology, chemistry, or other closely related field. Additionally, satisfactory completion of undergraduate coursework, including: one year of general chemistry, one year of organic chemistry, one year of general biology, one year of physics, calculus, statistics, genetics, molecular biology, and biochemistry factor heavily in admissions decisions.

To gain regular status admission, applicants must have a minimum 3.0 undergraduate GPA. However, meeting this minimum is not sufficient for admission. Our program is competitive and fewer than 30% of applicants are offered admission to the program. Competitive applications average a GPA of around 3.5, strong letters of recommendation, and research experience as undergraduates or on the job training. Applicants are required to submit an official transcript from all colleges and universities attended.

All applicants must **submit two recommendations** from individuals with knowledge of the applicant's qualifications and ability to successfully complete graduate study. Applicants must also **submit a written Statement of Purpose** indicating research interest (e.g. chemistry versus biology), expectations, future career goals, and any relevant background experience. The statement should indicate how the MSFS program at BGSU can aid the student in obtaining future goals. Where appropriate, this statement should provide information on educational experiences, research background, specialized training, or other matters which make the candidate suitable for admission. In addition, applicants must **submit a scientific writing sample** (e.g. laboratory report, case study, research paper, published journal article, undergraduate honors thesis, etc.; Note, group work is not acceptable) and up-to-date **resume**. International applicants are also required to submit scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

Note, students who successfully completed their Bachelor of Science in Forensic Science degree at BGSU and left the University without pursuing the Accelerated Master's degree pathway are eligible to apply to the full Master of Science in Forensic Science program.

Applications are reviewed annually for Fall admittance. The application deadline is **February 1<sup>st</sup>**. Applications must be fully completed, including receipt of references, by February 1<sup>st</sup>. Incomplete applications that are submitted will not be reviewed. Completed applications are

reviewed by the program's admission committee. Additional information may be requested from applicants, including interviews. All applications are rank-ordered, decisions are made for the following Fall semester, and are issued in **March**. There is no admission during the Spring or Summer semesters for external applicants. Applicants who receive an affirmative admit decision letter will need to confirm their intent to attend by **April 15<sup>th</sup>**. Failure to respond could result in rescinding of the admission decision. If students decline acceptance into the program or an offer is rescinded, the now open spot in the MSFS program may be offered to another student on or after April 15<sup>th</sup>. Applicants who receive an admit decision on or after April 15<sup>th</sup> will need to confirm their intent to attend no later than **August 15<sup>th</sup>**. If demand exceeds enrollment capacity, strong applicants may be offered deferred acceptance to the next academic year.

## 2.1 Financial Aid

Students are expected to participate in graduate education and research throughout the year, including summers. Generally, degree completion is expected to take 5 semesters, including summer.

Graduate assistantships with stipends are available on a *limited* basis for MSFS students, with fewer than half receiving awards. However, in both AYs 2022-2023 and 2023-2024, roughly 75% of MSFS students were receiving some form of financial support (full or partial stipends, tuition, or both). Graduate assistantships in the MSFS program are primarily based on grant funding, which fluctuates from year to year. Other sources of support, such as teaching assistantships, have been available in the past, but are not guaranteed for MSFS students. Financial aid may also include tuition remission for supported students, but this depends on the nature and source of funding.

Upon arrival on campus, all funded students must complete paperwork in order to receive a paycheck. Contact Christina Guinsler ([cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu)) to arrange to complete these forms. US citizens or permanent residents will need to present a Passport or Social Security card, along with a current Driver's license or State ID. Students must provide an I-9 form (eligibility to work in the US) and a Tax Withholding form.

All funded students must register for **at least 8 credits** in fall and spring semesters and 6 credits in summer semesters, in order to be full-time and, therefore, receive a stipend. Failure to maintain those credit levels may result in cancellation of financial support. Although the school administration checks on registration, **it is the student's responsibility** to make sure that they are properly registered by the start of each semester.

Being awarded a stipend involves a commitment (i.e. teaching, research, or service) to the University. Please be aware that failure to perform any required duties at acceptable levels will result in the termination of funding, regardless of the source of that support. All students are evaluated on an annual basis in order to determine if funding is to be continued for the coming year. Any student not making substantial progress towards the completion of their degrees may be dismissed, regardless of the funding situation.

## 2.2 MSFS Welcome Letter

Hello! Congratulations on your acceptance to the Forensic Science MS Program at BGSU.

My name is Travis Worst, and I am the current Graduate Coordinator for the MSFS program. I'm very excited to meet you all in person this fall when you arrive, but, until that time, let me answer a few common questions I am asked to get you started on your journey @ BGSU.

### 1. What classes should I enroll in?

- a) If you don't plan on attending BGSU, please let us know ASAP.
- b) If you plan to enroll and attend this fall, please make sure to sign up for classes early (ASAP!). You must have permission to register for several of our courses, so if you have questions or are not able to complete course registration yourself, please email our office administrator, Christina Guinsler ([cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu))
- c) A typical semester contains 9 credit hours. As you must complete 18 or more credit hours at the 6000 level or above for your degree. For Fall semester I would suggest enrolling as follows:
  1. Principles of Crime Scene Investigation: FSCI 5100
  2. Forensic Biology: FSCI 5230
  3. Pharmacology/Toxicology of Drug Addiction: FSCI 5300
  4. Forensic Science Seminar: FSCI 6800

All are excellent courses! If you are more interested in the Chemistry or Biology side of forensics, eventually you will have the choice of completing either a chemistry or biology laboratory that will give you mock court/testimony experience as well.

- d) A suggested schedule for new graduate students after fall semester:

Spring #1: FSCI 6200 or FSCI 6300, EDFI 6410, and FSCI 6790

Summer: FSCI 6100 and FSCI 6990

Fall #2: FSCI 5400, FSCI 6510 or 6520, FSCI 6990, and BIOL 5010/CHEM 5450 or another elective (if applicable)

Spring #2: FSCI 6200 or FSCI 6300, FSCI 6700, and FSCI 6990

Prior to registering for courses, you will schedule a meeting with Dr. Oechsle to draft your graduation plan based upon your research interests.

- e) Always remember that while I will continue to guide you throughout your studies, I expect that you are aware of your degree requirements and make the best effort to fulfill those requirements. Through MyBGSU, you will always have access to the Degree Audit Reporting System (DARS) where you can continually monitor your progress toward your degree.

### 2. I didn't receive an Assistantship or Scholarship. Can I find other work on campus?

- a. Yes, you can! While at this time the Center for the Future of Forensic Science does not have a pool of funds to distribute to students from the University for Graduate Assistantships, we actively write grants in hopes to fund student(s) but it is no guarantee. Students can seek out other opportunities via <https://www.bgsu.edu/graduate/graduate-assistantships/available-graduate-assistantships.html> and [Handshake \(bgsu.edu\)](https://www.bgsu.edu/handshake). Please do note that Students are limited to working 20 hours per week on campus.

3. **How many credit hours can I take?**

- a. If you are interested, you are always welcome to take up to 12 credit hours per semester, but do note that, if you have received a scholarship, that scholarship will only cover 9 credit hours.
- b. The total number of credits required to complete this degree is 34. We expect you to be part of this program for 5 semesters. Additionally, to stay on track with your research, it may be necessary that you conduct some of your research and/or coursework over the summer. Microscopy, Materials Analysis, & Pattern Evidence (FSCI 6100) will be offered during summer.

4. **Do I get to do research and write a thesis?**

- a. At Bowling Green State University (BGSU), all master's degree programs must include a culminating experience that provides students an opportunity to synthesize knowledge and experiences gained throughout the master's program. The Forensic Science Education Programs Accreditation Commission (FEPAC) further requires that each master's student must complete an independent research or capstone project. The research/capstone project shall culminate in a thesis or written report of publishable quality. The research shall be conducted in an environment conducive to research and scholarly inquiry and shall provide the opportunity for faculty and students to contribute to the knowledge base of forensic science, including research directed at improving the practice of forensic science. A research thesis, or Plan I Experience, requires the formation of a formal committee (your advisor + 2 or more members) that will guide you along in your research. In order to prepare you for this project, you will register for FSCI 6790, a proposal writing course, at least the semester before you are slated to begin research. During this course, you will form your committee, prepare a formal research proposal, and defend that proposal to your committee members. Then, assuming you successfully complete FSCI 6790, you may begin registering for FSCI 6990. By the end of your studies, you will have completed a research project, written a formal thesis, and defended (presented) that thesis publicly. The final version will then be uploaded to OhioLink ETD and be made available to the public. Again, once you begin registering for FSCI 6990, you must register for this course every semester until you graduate, with a maximum of 6 credits counting toward your degree.

5. **What will my thesis project be?**

- a. Through the MSFS application and interview process, we discussed your research interests, and you were accepted into either Dr. Oechsle or Dr. Worst's laboratory, where you will conduct your thesis research. You will not be able to switch between laboratories and research advisors. However, your project is not assigned, but rather "discovered" by you and your advisor as you move through the program. Much of this discovery process and the formation of your thesis committee will take place throughout your first semester(s) in the MSFS program, as you complete specific courses that are designed to prepare you for thesis research, namely Proposal Writing (FSCI 6790) and Seminar (FSCI 6800). As part of these courses, you will begin regular meetings with your advisor where you can begin chatting with them about what projects they have available and what research they are involved in. This is a great way to find some common interests and potentially begin work on some great research.

So, in closing, read my answers to questions above, and let me know if you have any further questions. Additionally, please continue to check your e-mail and respond to those from the Forensic Science Office as soon as possible so that you can be registered for classes and complete other important steps.

Also, look for my next email where I will talk more about research being done in our program as well Graduate Student Orientation.

Thank you,

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### 3 ACCELERATED BACHELOR'S TO MASTER'S PROGRAM

The Graduate College at Bowling Green State University has several graduate programs that permit qualified undergraduate students who are earning their bachelor's degree at BGSU to apply to an *Accelerated Bachelor's to Master's program*. Participating in an Accelerated Bachelor's to Master's program provides students with the opportunity to complete both a bachelor's degree and a master's degree in an efficient manner.

Undergraduate students who apply to and have been accepted into an Accelerated Bachelor's to Master's program will be coded as *Undergraduate Accelerated Students* until they have completed their bachelor's degree. While an "Undergraduate Accelerated Student", they may take up to nine (9) credit hours of graduate credit. A maximum of nine (9) graduate credit hours may be overlapped between both the bachelor's and the master's degrees. These overlapped credits can count toward both the undergraduate and graduate degrees (according to the curriculum of each program). Note, in completing the Forensic Science Accelerated program, students earn six (6) overlapping credits that count toward the MSFS degree.

See the Graduate College's Accelerated Bachelor's to Master's Program Policy for more detailed information on admissions requirements, student status, credit hour policies, tuition, financial aid, program withdrawal, and program dismissal. *Please note:* These policies pertain to students who wish to officially work toward both a bachelor's degree and master's degree at BGSU simultaneously. Students who wish to take graduate level courses during their senior year but not officially enroll in a master's degree program may apply to do so by earning Advanced Undergraduate Status (AUS).

#### Accelerated MSFS Admissions Requirements

(<https://www.bgsu.edu/graduate/graduate-programs/accelerated-bachelors-to-masters-programs/accelerated-bsfs-to-msfs-program.html>)

Students interested in pursuing the Accelerated Bachelor of Science in Forensic Science (BSFS) to Master of Science in Forensic Science (MSFS) must complete the following application process:

***Formally apply to the Accelerated Bachelor of Science in Forensic Science (BSFS) to Master of Science in Forensic Science (MSFS) program through the BGSU Graduate College admissions portal.***

- Eligible students will meet or complete the following application requirements:
  - By the start of Accelerated status, they must have either:
    - 75 credit hours earned and an overall BGSU GPA of at least 3.2, **OR**
    - 90 credit hours earned and an overall BGSU GPA of at least 3.0;
  - Have completed CHEM 1770;
  - Have completed BIOL 2040;

- Have completed BIOL 2050;
- Have completed CHEM 1230 or CHEM 1350;
- Have completed CHEM 1270 or CHEM 1370;
- Have completed CHEM 2010;
- Have completed CHEM 3410;
- Have completed CHEM 3440;
- Grades earned in the above courses will be reviewed as part of the application process;
- Have completed either:
  - FSCI 4300 (if forensic chemistry/drug analysis specialization student)
  - OR**
  - FSCI 4230 (if forensic biology/DNA analysis or forensic examination student)
  - and earned a B or better.
- Please note, to be eligible for the Accelerated Bachelor's to Master's Program in Forensic Science, students must NOT have taken or previously received credit in as part of the BSFS program:
  - FSCI 4400
  - CHEM 3080
  - CHEM 4450
  - CRJU 4510
  - CRJU 4400
- Complete the Accelerated Bachelor's to Master's Program Application;
  - Deadline to complete application: **February 1st 11:59 pm** to take graduate-level courses the following Fall semester
- Submit official transcripts from all universities attended;
- Submit **at least one letter of recommendation** from a full-time BGSU faculty member, preferably from graduate faculty within the student's major or targeted graduate program.
  - *Note:* The letter of recommendation should come from a faculty or staff member of BGSU with personal knowledge of student who is not a faculty/staff from the Forensic Science Program.

- Provide a **personal statement** indicating research interest (e.g. chemistry versus biology), expectations, future career goals, and any relevant background experience. The statement should indicate how the MSFS program at BGSU can aid the student in obtaining future goals. Where appropriate, this statement should provide information on educational experiences, research background, specialized training, or other matters which make the candidate suitable for admission.
  - Provide a **scientific writing sample** (e.g. laboratory report, case study, research paper, published journal article, undergraduate honors thesis, etc.; this should be primarily your own work, group work is not acceptable);
  - Provide a **resume**;
  - Note, the MSFS program may require more information from applicants that **could require an interview**.
- Students will then be evaluated by Forensic Science Program faculty. If accepted, students be granted Undergraduate Accelerated Status.

*\*\*Students who change majors or transfer into the BSFS program may still be eligible for acceptance into the Accelerated Bachelor's to Master's Program in Forensic Science but should consult Forensic Science Program faculty regarding degree completion.\*\**

### **Undergraduate Accelerated Status**

Courses that **must** be taken while an undergraduate student with Undergraduate Accelerated Status that will overlap between the Bachelor's and Master's degrees:

- FSCI 5400
- CHEM 5450

Note, students who successfully completed their Bachelor of Science in Forensic Science degree at BGSU prior to receiving Graduate Accelerated Status will not be able to register for cross-listed courses at the graduate level that were previously completed at the undergraduate level (e.g. FSCI 4230/5230 or FSCI 4300/5300). Affected students will be granted a course substitution for CHEM 5450, approved by the Graduate Coordinator.

Accelerated MSFS students **should complete FSCI 4700** as their culminating experience course because it can be used as preparation for eventual thesis research.

### **Graduate Accelerated Status**

Courses to be taken once the bachelor's degree has been completed and the student is fully enrolled as a graduate student in the MSFS master's program should include any courses not taken in the "**Curriculum**" section of the MSFS Graduate Student Handbook while the student

was on Advanced Undergraduate Status or Undergraduate Accelerated Status. Students are expected to participate in graduate education and research throughout the year, including summer. At a minimum, master's degree completion is expected to take an additional 4 semesters, including summer, post-graduation from undergrad. This program requires you to complete a Plan I Thesis Research Project (FSCI 6990).

### 3.1 Accelerated BSFS to MSFS Welcome Letter

It is with great pleasure that I write to inform you that the Center for the Future of Forensic Science at Bowling Green State University has recommended to the Graduate College that you be admitted to the Accelerated Bachelor's to Master's Forensic Science Program to begin your studies in the [Fall]. You should look for an email notification coming soon in the application portal. This will be your official admission decision from the BGSU Graduate College signed by the Graduate Dean.

As an accelerated student, you are allowed to take *up to 9 credit hours total* while an undergraduate in the accelerated program. Those 9 credits will then count double toward both your BS and your MS degrees. Note, in completing the Forensic Science Accelerated program, students earn six (6) overlapping credits that count toward the MSFS degree.

The recommended courses you take to double count toward your BS and MS degrees are:

- Professional Responsibility (FSCI 5400) 3 Credit Hours;
- General Biochemistry (CHEM 5450) 3 Credit Hours;
- You should have already completed either:
  - Forensic Biology/DNA Analysis or Forensic Examination, take Forensic Biology (FSCI 4230) 3 Credit Hours **OR**
  - Forensic Chemistry/Drug Analysis, take Pharmacology/Toxicology of Drug Addiction (FSCI 4300) 3 Credit Hours

Note, Graduate Accelerated Students will not be able to register for cross-listed courses at the graduate level that were previously completed at the undergraduate level (e.g. FSCI 4230/5230 or FSCI 4300/5300). Affected students will be granted a course substitution for CHEM 5450, approved by the Graduate Coordinator.

In order to enroll please visit: <https://www.bgsu.edu/graduate/documents-and-forms.html>. View the directions on how to complete the Accelerated Bachelor's to Master's Course Registration Request Form. Please put my name down as the Graduate Coordinator. **Note:** you **MUST** fill out this form in order to register for the classes and have them count appropriately toward your degrees. Please email Christina ([cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu)) when you have started your enrollment form.

The MSFS degree requires the completion of 34 total credits at the graduate level (this includes the 6 you take as undergrads).

If your plans change with respect to your application/attendance, please let us know by emailing both me and our Assistant to the Director, Christina Guinsler, at [cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu).

Congratulations! We are looking forward to you becoming a member of our Accelerated Bachelor's to Master's Forensic Science Program. If you have any questions about your course of study or the program, please contact me.

Sincerely,  
Travis J. Worst, PhD  
Director & Associate Teaching Professor  
Center for the Future of Forensic Science  
116 Life Sciences Building  
Bowling Green State University  
Bowling Green, OH 43403  
[tworst@bgsu.edu](mailto:tworst@bgsu.edu)

## 4 PROGRAM SUPPORT

### 4.1 Photo ID/BG1 Card

The BG1 Card is the official identification card for BGSU students, faculty and staff. Your BG1 Card is more than just an ID card. It provides access to meal plans, events, and campus facilities. Also, if you are a PNC Bank customer, it can be linked to your bank account to serve as an ATM card. Lastly by adding funds to your BG1 Bucks account, your card can then be used for printing, on-campus vending, and at multiple off campus locations.

Student must be registered for at least one course to be issued a student identification card. Taking a photo at BG1 Plus is simple. Just swing by the information desk in the student union. You will need to have your government issued ID with you. There is a \$25 fee for the BG1 Card. It will be billed to the student's Bursar account and this is not covered by any fee waivers from assistantships.

### 4.2 Graduate Student Orientation (GSO)

GSO is a program primarily designed to facilitate the transition to Graduate Education for full-time graduate students. This includes a number of informative seminars aimed at acclimating graduate students to BGSU and answering their questions. Part-time students are not required to attend the sessions, however in the past part-time students have participated in the program to gain a better understanding of the University and Graduate College. Additional sessions are required for students working as research assistants under grant funding.

The staff of GSO and the BGSU Graduate College extend a warm welcome to participants of the Program. It is the goal of GSO to provide information and training that will help students meet the challenges and responsibilities of graduate education. GSO will introduce students to the excellent faculty at BGSU, the vast array of technology and services available on campus, connect fellow graduate students, and introduce them to the Graduate College.

Your first few weeks in Bowling Green are busy and exciting. GSO week is designed to help make this transition as smooth as possible whether you are just beginning your graduate degree, returning to college, or coming to BGSU as an international student.

You can check out GSO further at <https://www.bgsu.edu/admissions/graduate/graduate-student-orientation.html>

*\*\*Additionally, there will be a **mandatory** Forensic Science program orientation for new graduate students at the beginning of Fall semester, usually during Welcome Week (the week before this first official day of classes). This will include accelerated MSFS students, even those who may have started the master's program in the previous Spring or Summer.\*\**

*\*\*Furthermore, there will also be a **mandatory**, all day, "Crime Scene Processing Jump Start" session sponsored by the Center for the Future of Forensic Science and presented by BCI Special Agent Hammond, typically held during Fall Welcome Week on the Saturday prior to*

*the official start of classes (2024 Jump Start course scheduled for Saturday August 24, 2024, 9:00 am to 4:00 pm, at the “Crime Scene House” – 141 Troup Street). This session will serve as a primer to prepare MSFS graduate students for their ‘Principles of Crime Scene Investigation’ (FSCI 5100) course. This training experience is intended to assist MSFS students with no prior experience in or exposure to crime scene processing and evidence collection. It will cover photography, diagraming, evidence identification, collection, and packaging. Topics like fingerprinting, casting and trace evidence will be covered. These topics will not be reviewed in class and are crucial to classroom success as all activities will build from these skills. Dress: wear old clothes and shoes. Equipment and lunch/drinks will be provided by the instructor.\*\**

### 4.3 MyBGSU

MyBGSU is a secure Intranet – Enterprise Portal environment that helps to enhance campus communications and integrate multiple administrative systems into one centralized environment. All applications and communications take place in a secure environment, accessible by authorized audiences only. With only one sign-on, students, faculty and staff are able to access e-mail, Canvas, PeopleSoft HCM, Registration Services, Financial Services, Meeting Maker, etc.

Features and benefits of the enterprise portal include:

- Unified access to multiple systems, which streamlines processes across organizational boundaries by providing unprecedented access to information interrelating multiple systems and databases.
- Personalization, which provides a Web-based experience tailored by role and job function. Single access point, which gives access to virtually all authorized systems and collaboration tools with one password.
- Advance search and navigation capacity, which streamlines navigation of multiple databases.
- Accessibility, from anywhere at any time via Internet and Web browsers.

Log on to MyBGSU by going to [www.bgsu.edu](http://www.bgsu.edu) and clicking on the MyBGSU icon. Then enter your BGSU user name and password.

### 4.4 DARS

Each semester, students should review their Degree Audit or DARS report through “MyBGSU”. The report is a computer-generated document that checks your various graduation requirements. DARS reviews all BG Perspective, college and university-wide requirements. To access the report follow these simple steps:

1. Log on to your “**MyBGSU**” from the BGSU homepage, click on “Degree Audit” under Quick Links at the top right of the screen.
2. Click “Run Audit” located at the bottom of the page.

3. On the “Completed Audit Requests” page, select the most recent audit and click “view audit”.
4. If you have not declared a major, or wish to see how your credits will apply to a different major, use the “Run Selected Program” feature. Select the program you desire in the center drop-down list, choose the most current semester, and then click on “Run Audit.”
5. Open the audit, navigate through individual sections by clicking on the icon to the left of each requirement or click on “Open All Sections” to open the entire audit. Color notes: purple dots indicate “In Progress;” red X indicates “Incomplete;” green check indicates “Completion.”
6. Click on “Course History” to see a list of all your courses and a historical display of your GPA.
7. Review your audit and utilize it to plan your schedule for each term. Discrepancies should be reported/discussed with your advisor. If you have questions or concerns or need assistance accessing your DARS, contact the College of Arts and Sciences Office at 419-372-2015.

#### **4.5 Graduate Student Senate (GSS)**

The Graduate Student Senate (GSS) is an elected body, composed of and administered by graduate students, with the objective of representing the interests of graduate students at BGSU. GSS serves an important role as liaison between the Graduate College and graduate students. Each graduate program is afforded representation in the Graduate Student Senate. GSS also maintains representation on the various standing committees of the University.

The GSS also supports student research and development through its Professional Development Fund. In addition to its involvement in academic and financial issues, GSS coordinates a variety of cultural, educational, and recreational events throughout the year. The GSS holds open meetings every three weeks. Every graduate program on campus is required to have a GSS representative that attends GSS meetings in order for students in that program to be eligible for GSS awards and opportunities. Its office is located in 120 McFall, 372-2427.

#### **4.6 Delta Delta Epsilon**

Delta Delta Epsilon, the international forensic science honor society, was founded in 2010 by the Forensic Science Institute at the University of Central Oklahoma. Delta Delta Epsilon (DDE) is dedicated to stimulating academic achievement, promoting community understanding, and advancing the fields of forensic science. Colleges and universities which grant baccalaureate or advanced degrees in one or more forensic science disciplines that support the DDE mission may establish chapters with the Society. In 2019-2020, Bowling Green State University was approved to start the Alpha Pi Chapter. Membership is limited to students within the disciplines of forensic science which meet high academic criteria



and have displayed excellence during their collegiate career. As established by the national organization, students are eligible for membership into this society if they are majoring in forensic science and have maintained an undergraduate GPA of 3.5 or higher, or are in the graduate forensic science program, having maintained a graduate GPA of 3.5 or higher. DDE is intended as an academic honor society; however, community service has become an integral component of our programs. For more information on joining the organization, visit:

<https://www.bgsu.edu/forensic-science/BGSU-Delta-Delta-Epsilon.html>

DDE at the Center for the Future of Forensic Science at BGSU also maintains a list of forensic science job resources at: [https://www.bgsu.edu/forensic-science/BGSU-Delta-Delta-Epsilon/Forensic-Science\\_Jobs.html](https://www.bgsu.edu/forensic-science/BGSU-Delta-Delta-Epsilon/Forensic-Science_Jobs.html)

#### **4.7 Professional Involvement**

The BGSU Forensic Science degree programs provide service to the forensic science profession and to the community through a combination of communication, collaboration, consultation, technical assistance and continuing education programs that facilitate sharing the program's professional knowledge and competence. The purpose of this involvement is to provide opportunities for faculty and students to contribute to the advancement of the field of forensic science and to ensure the academic programming offers current technologies/methods and credible with practitioners and forensic science laboratory administrators.

##### **Interaction with Forensic Science Laboratories**

The BGSU-AGO partnership agreement creates a unique, dynamic capacity for seamless interaction between the University and the AGO's Ohio BCI. It is instructive to know, BGSU Forensic Science degree programs were developed in consultation with Ohio BCI forensic scientists; and both current and former Ohio BCI staff routinely provide degree specific course instruction. The on-campus BCI facility allows faculty and students regular controlled access to a professional forensic science laboratory.

Formal interaction with Forensic Science is demonstrated through multiple mechanisms, including:

- Student internships;
- Training opportunities in which the program provides instruction to laboratory personnel;
- Faculty serving on laboratory advisory committees;
- Coordinated research initiatives between the laboratory and academic program;
- Professional activities coordinated between the laboratory and the academic program; and
- Laboratory personnel serving as adjunct faculty; guest instructors; and in an advisory capacity to the academic program.

Documentation of formal interactive activities is maintained in accordance with FEPAC retention requirements.

### Interaction with Forensic Science Organizations

BGSU Forensic Science recognizes on-going interaction with forensic science organizations offers a mechanism to ensure program instruction remains current with emerging professional technologies and methods; introduces BGSU students to professional practice and prospective future employers; and creates opportunity to help advance the profession.

Interactive activities include:

- Faculty membership and regular conference participation in numerous professional forensic science organizations (e.g. American Academy of Forensic Science; American Society of Crime Laboratory Directors; Association of Forensic Quality Assurance Managers; Midwestern Association of Forensic Scientists; Forensic Science Institute of Ohio);
- Student membership in professional forensic science organization;
- Student attendance/participation in forensic science conferences;
- Service activities to or for professional organizations; and
- Hosting educational, training, or outreach with external professional organizations.

## 4.8 Student Support Services

BGSU offers all the student support services expected of a major university, including learning commons; technology support; career center; financial aid; health and counseling; peer mentoring; legal aid; student employment; study abroad; undergraduate research; accessibility services; LGBTQ resources; non-traditional student support and more. Links to many of the services provided through:

- The Office of the Dean of Students: <https://www.bgsu.edu/dean-of-students.html>
- TRIO Student Support Services: <https://www.bgsu.edu/trio-programs/student-support-services.html>
- The Division of Diversity and Belonging: [Division of Inclusion and Belonging \(bgsu.edu\)](https://www.bgsu.edu/division-of-inclusion-and-belonging)
- Student Legal Services: <https://www.bgsu.edu/student-legal-services.html>
- BGSU Graduate College Campus Resources Page: <https://www.bgsu.edu/graduate/campus-resources.html>
- BGSU Office of Health and Wellness: <https://www.bgsu.edu/recwell/wellness-connection.html>

## 4.9 Accessibility Services

Accessibility Services is to help provide equal access and reasonable accommodations to students with disabilities attending BGSU. Students wishing to discuss their eligibility for such accommodations are encouraged to contact the office at 419/372-8495, 38 College Park Office Building, or on the web at <https://www.bgsu.edu/accessibility-services.html>.

## 4.10 BGSU Libraries (Jerome Library) & The Learning Commons

Many of the resources available through the Jerome Library are easily accessible online. These resources include but are not limited to an extensive database of journals and periodicals, local and national newspapers, books and government documents.

If you need research assistance, visit the Ask Us! webpage at <http://www.bgsu.edu/library/ask-us.html> to contact us by IM, text, email, or phone. You can also book a 1-hour research consultation with a librarian at <https://bgsu.libcal.com/appointments/ira>.

The Learning Commons provides free tutoring services to all BGSU students and is located on the 1st floor of Jerome Library. You can find some information at <https://www.bgsu.edu/learning-commons.html>. If you need online help with the writing process, visit <https://www.bgsu.edu/learning-commons/writing.html>.

## 4.11 OhioLINK

OhioLINK is a statewide library and information network linking universities, colleges, technical and community colleges, and the State Library of Ohio.

Some of your classes will require moderate to extensive library research. As a registered student you can make use of BGSU's Jerome Library as well as the resources of over 82 academic libraries across the state of Ohio. The following information provides a brief introduction to these resources as well as helpful websites that can further answer your questions.

The main features of OhioLINK include:

- An online central catalog of the holdings of member libraries
- Online access to research and reference databases
- A document delivery service for books, periodical articles, and other materials.
- User-initiated online borrowing

OhioLINK is a library information system provided for the faculty, students and staff of OhioLINK participating institutions. The system contains menus with instructions on how to use the resources presented. Patrons are authorized to make selections and follow keystroke instructions as provided by on-screen displays.

Any attempts to leave the menus through keystrokes not suggested by the system may be interpreted as unauthorized use of the system. Unauthorized use of OhioLINK is prohibited and will be considered to be in violation of OhioLINK's rules and policies for use of its computers and network.

OhioLINK's home page is <http://www.ohiolink.edu/>.

#### **4.12 Writing Center**

The Writing Center staff is committed to the success of campus and community writers throughout various stages of their writing projects, with primary emphasis on the development of student writers. The staff envisions their service as one of writers helping writers. In providing a real audience for writers, they ask writers questions to encourage them to revise their drafts for increased clarity of ideas, logical organization, and overall effectiveness. Rather than serving as a proofreading or editing service, the lab staff works with writers to help them learn to edit their own work. Because they believe ideas have consequences, they work with writers to bring their ideas into focus. The lab encourages creativity, critical thinking, and communication as a means toward building stronger communities. They look at writing not only as a static text but also as a process of learning and problem solving in order to create new meaning and greater understanding.

The Writing Center strives to create a unique space, where writers feel comfortable to discuss and develop their ideas and where they can grow confident in their ability to communicate with diverse readers.

To Schedule a Writing Appointment:

- Call the Learning Commons at 419-372-2823
- Visit the Learning Commons on the first floor of Jerome Library

Writers Lab URL: <https://www.bgsu.edu/learning-commons/writing.html>

#### **4.13 Technology Support**

**Information Technology Services (ITS)** Provides a central point of contact for faculty, staff and students for questions, problem reports, service requests and inquiries for University computer systems and communications technologies at BGSU. Students can get help by phone (419-372-0999) or by visiting their web page at <https://www.bgsu.edu/its.html>

#### **4.14 Computer Resources**

The University provides students, faculty, and staff with access to 13 laboratories equipped with PC and Apple computers. There are four computer laboratories located in the College of Business Administration. The entire campus has wireless networking accessibility.

#### **4.15 Career Planning and Placement Services**

The Michael and Sara Kuhlin Hub for Career Design and Connections provides comprehensive career planning and placement services for students and alumni of the University. The professional staff helps students clarify and implement their career goals. Services offered include: a Career and Life Planning course offered each semester; individual counseling appointments; personality and occupational interest inventories; SIGI+ an interactive computer career guidance and information system; classroom presentations on all phases of the career decision-making recruiters; career days and job fairs; job listings and resume referrals; credential services; the Falcon Career Connection, and alumni placement services.

Worknet, a web-based system powered by eRecruiting was adopted by the Michael and Sara Kuhlin Hub for Career Design and Connections as a way to capture student and alumni resumes using the internet. It connects you with employers, co-ops, internships, and jobs at the click of a mouse. By using Worknet students can provide information for the referral system that lets potential employers know the students and their qualifications. In addition, Worknet gives students access to schedule on-campus interviews and view job listings of full-time, internship, summer, and part-time positions. Instructions explain this process can be found in the Michael and Sara Kuhlin Hub for Career Design and Connections office.

Any student who needs assistance clarifying their academic interests or related career options is encouraged to schedule a counseling appointment or participate in a career exploration group or course. It is recommended that students attend career search programs and job fairs, register for resume referral and campus interviewing, and utilize placement-counseling services.

Stop by the office in the Bowen-Thompson Student Union on the second floor, or online:  
<https://www.bgsu.edu/career-center.html>

## **5 LEARNING OUTCOMES: MASTER OF SCIENCE IN FORENSIC SCIENCE**

Upon completion of the Master's degree, students in the Forensic Science program are expected to be able to:

1. Demonstrate competency in the identification, collection, preservation, and analysis of crime scene evidence.
2. Critically assess the legal and ethical implications of modern investigative techniques.
3. Apply scientific reasoning and methods to improve crime scene investigative techniques.
4. Effectively communicate, both orally and in writing, on investigative techniques used in the evidentiary process.

The above learning outcomes will be assessed through various courses, all of which will contain homework, exams, case studies, and/or projects. The program will culminate in a laboratory practicum related to forensic biology or forensic chemistry where students are required to undertake forensic examination of mock evidence samples, write reports, and participate in a moot court experience. Additionally, students must complete a capstone project (laboratory thesis or literature research report) demonstrating their ability to conduct scientific research and effectively communicate their results.

## 6 CURRICULUM

A total of **34** credit hours of coursework at the graduate level are required.

### **Core Courses (28 hours)**

- FSCI 5100 Principles of Crime Scene Investigation (3)
- FSCI 5230 Forensic Biology (3)
- FSCI 5300 Pharmacology/Toxicology of Drug Addiction (3)
- FSCI 5400 Professional Responsibility – Interface of Law, Science, & Ethics in Forensic Science (3)
- FSCI 6100 Microscopy, Materials Analysis, & Pattern Evidence (4)
- FSCI 6200 Forensic DNA Analysis (4)
- FSCI 6300 Forensic Applications of Analytical Chemistry and Instrumental Methods of Analysis (4)
- FSCI 6700 Forensic Laboratory Management (3)
- FSCI 6800 Seminar in Forensic Science (1)

### **Laboratory Courses (Choose one – 2 hours)**

- FSCI 6510 Forensic Chemistry Lab & Moot Court (2)
- FSCI 6520 Forensic Biology Lab & Moot Court (2)

### **Elective Courses**

- Other courses as approved by Graduate Coordinator

### **Degree Completion (4 – Up to 7 hours)**

- FSCI 6790 Research Proposal Writing (1) †
- FSCI 6990 Thesis Research (3 – up to 6)

† Successful completion of course required prior to registration for Thesis Research (FSCI 6990)

### **FBI Requirements for DNA Analysts (Not Required for MSFS)**

- BIOL 5010 Molecular Biology (3)\*
- BIOL 3500 General Genetics (4)\* - Undergraduate Level   **OR**
- BIOL 6210 Molecular Genetics I (3)\*
- CHEM 5450 General Biochemistry (3)\*
- BIOL 6030 Advanced Biostatistics (3)\*   **OR**
- STAT 5080 Experimental Design (3)\*   **OR**
- STAT 6010 Statistics for Managerial Decisions (3)\*

\* Coursework required by the Federal Bureau of Investigation at the undergraduate or graduate level for DNA analysts, credits do not count toward MSFS.

*Note, students who successfully completed their Bachelor of Science in Forensic Science degree at BGSU and leave the University prior to being readmitted to the full Master of Science in Forensic Science program will not be able to register for cross-listed courses at the graduate level that were previously completed at the undergraduate level (e.g. FSCI 4400/5400, FSCI 4230/5230, or FSCI 4300/5300). Affected students will select courses to fulfill the program's minimum credit requirements from the pre-approved courses in the FBI Requirements section above and/or additional courses approved by the Graduate Coordinator that meet the FEPAC standard for "Core Forensic Science Topics".*

## 7 COURSE DESCRIPTIONS

### **FSCI 5100 Principles of Crime Scene Investigation (3)**

This course is designed to provide students with an introduction to the practical aspects crime scene investigation. This course is a blend of classroom instruction, laboratory exercises, and hands-on crime scene investigation. Students should expect varied topics that include evidence handling, photography, sketching, fingerprinting, impression evidence, biological fluid identification, blood-stain pattern analysis, and ballistics/trajectory analysis  
*(Typically offered in Fall)*

### **FSCI 5230 Forensic Biology (3)**

This course provides students with an overview of the various sub-disciplines that comprise forensic biology and introduces students to biological evidence examination typically performed in a crime laboratory. This course is primarily lecture based, but students will also complete hands-on practical exercises. Credit cannot be received for BIOL 4230 or FSCI 4230.  
*(Typically offered in Fall)*

### **FSCI 5300 Pharmacology/Toxicology of Drug Addiction (3)**

Pharmacological basis of drug addiction and its treatment. Social and toxicologic consequences of drug addiction. Credit cannot be received for FSCI 4300.  
*(Typically offered in Fall)*

### **FSCI 5400 Professional Responsibility – Interface of Law, Science, & Ethics in Forensic Science (3)**

Examination of the interface of law, science, and ethics in Forensic Science. Overview of the legal aspects of physical evidence including rules of evidence, procedural rules, and the role of expert witnesses. Focus on ethics, professional responsibility and codes of conduct, and bias related to forensic science. Credit cannot be received for FSCI 4400.  
*(Typically offered in Fall)*

### **FSCI 6100 Microscopy, Materials Analysis, & Pattern Evidence (4)**

This course was created to assist students in understanding the principles of microscopy use in forensic science and the probative value and methodologies utilized by crime laboratories to analyze trace materials and pattern evidence.  
*(Typically offered in Summer)*

### **FSCI 6200 Forensic DNA Analysis (4)**

This course will provide students with a general overview of modern DNA typing in a forensic setting. We will begin by exploring the history of the use of DNA analysis in criminalistics, followed by an overview of the molecular biology, DNA and genome structure, and human genetics as they relate to DNA testing of biological evidence, which will lead into a description of the DNA analysis techniques used in a typical forensic laboratory. The laboratory component will introduce students to standard DNA typing assays, data analysis, and interpretation best practices and challenges. We will then explore advanced topics, new methodologies, the future of the profession, and we will end with a review of review quality assurance, accreditation standards, and ethical concerns.



Prerequisite: FSCI 5230.  
(Typically offered in Spring)

**FSCI 6300 Forensic Applications of Analytical Chemistry and Instrumental Methods of Analysis (4)**

Forensic chemistry is the application of traditional analytical chemistry techniques and instrumental methods of analysis to the law. This course requires knowledge and experience from a broad range of subjects and will cover topics including: 1) the scope of chemistry to the law; 2) the use and limitations of chemical analyses and expert testimony; 3) chemical analyses of evidence; 4) reporting experimental results; and 5) troubleshooting and maintaining analytical instrumentation.

Prerequisite: FSCI 5300.  
(Typically offered in Spring)

**FSCI 6700 Forensic Laboratory Management (3)**

This course covers theory, practical application and evaluation of forensic laboratory management principles, including issues of quality assurance, research and information systems.

(Typically offered in Spring)

**FSCI 6800 Seminar in Forensic Science (1)**

This seminar will expose students to issues relevant to professional practice in Forensic Science through reading scientific literature, discussion, and/or speakers/presentations. The focus will be on learning to read and critically evaluate scientific literature, foundational knowledge, and the formalization of the application of scientific principles to forensics.

(Typically offered in Spring & Summer)

**FSCI 6510 Forensic Chemistry Lab & Moot Court (2)**

This course intends to develop students' abilities to properly conduct chemical analyses as applied to the law. The course requires knowledge and experience from a broad range of subjects, including: the scope of chemistry in the law; the use and limitations of chemical analyses and expert testimony; using, troubleshooting, and maintaining instrumentation; handling, analyzing, and comparing evidence; drawing conclusions and reporting results; and providing expert testimony. Four contact hours per week. Prerequisite: FSCI 5300 and 6300.

(Typically offered in Fall)

**FSCI 6520 Forensic Biology Lab & Moot Court (2)**

This course intends to develop students' abilities to properly conduct biological analyses as applied to the law. The course requires knowledge and experience from a broad range of subjects, including: the scope of biology in the law; the use and limitations of biological analyses and expert testimony; using, troubleshooting, and maintaining instrumentation; handling analyzing, and comparing evidence; drawing conclusions, applying statistics, and reporting results; and providing expert testimony. Four contact hours per week. Prerequisite: FSCI 5230 and FSCI 6200.

(Typically offered in Fall)

**FSCI 6790 Research Proposal Writing (1) †**

In this course, students will work in cooperation with the course instructor to produce a work of scholarly writing, culminating in a research proposal with an experimental design that is a) thoroughly researched and b) engages with existing scholarship on their topic. The student and instructor will meet weekly to discuss each section of the research proposal and the scientific writing process.

(†Prerequisite for FSCI 6990)

**FSCI 6990 Thesis Research (3 – up to 6) †**

Credit is for thesis research. Thesis proposal must be submitted to the graduate director for approval prior to submission to the graduate college.

Prerequisite: FSCI 6790.

**FBI Requirements for DNA Analysts (Not Required for MSFS)****BIOL 5010 Molecular Biology (3)**

Function and evolutionary conservation of genes and gene products, with emphasis on the applications of molecular biology to the diverse fields in biological research.

Prerequisite: BIOL 3500 or BIOL 5150 or consent of instructor. Credit cannot be received for BIOL 4080.

(Typically offered in Fall)

**BIOL 3500 General Genetics (4)**

Theoretical and applied aspects of inheritance. Molecular, chromosomal and population levels of heredity in both prokaryotes and eukaryotes.

*Undergraduate Level: Course not covered by graduate assistant tuition waiver*

**BIOL 6210 Molecular Genetics I (3)**

Fundamental principles of molecular biology, focusing on mechanisms of gene regulation and methods in molecular genetic analysis. Both prokaryotic and eukaryotic systems are presented.

Prerequisite: CHEM 3410, BIOL 5150, or consent of instructor.

(Typically offered in Fall)

**CHEM 5450 General Biochemistry (3)**

Structure, function, chemical, and physical properties of biomolecules with an emphasis on biomacromolecules. Prerequisite: CHEM 3440. Credit cannot be received for CHEM 4450.

(Typically offered in Fall)

**BIOL 6030 Advanced Biostatistics (3)**

Principles of experimental design and methods of univariate/multivariate statistical analysis of biological data.

Prerequisite: Introductory course in Biostatistics, or consent of instructor.

(Typically offered in Fall, On Demand)

**STAT 5080 Experimental Design (3)**

Constructing statistical designs and analyzing resulting data; basic experimental design and analysis of variance.

Prerequisite: MATH 5410 or consent of instructor.

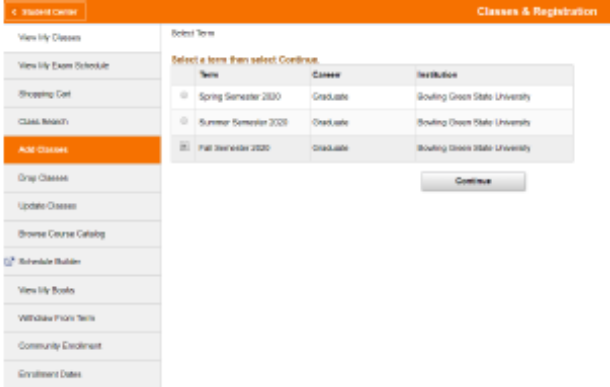
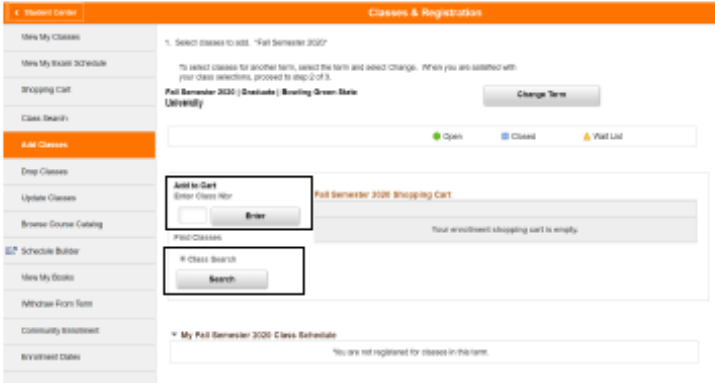

*(Typically offered in Spring)*

**STAT 6010 Statistics for Managerial Decisions (3)**

Fundamental statistical concepts and important statistical techniques will be introduced. Topics to be covered include exploratory data analysis, confidence interval estimation, hypothesis testing, regression analysis, forecasting, analysis of variance, and contingency tables.

*(Typically offered in Spring)*

## 8 SELF-DIRECTED COURSE ENROLLMENT (ADDING CLASSES)

Enrolling Process/Adding a Class	Student Center/Enrollment Process
<p style="text-align: center; color: #800080;"><b>Preparing for Self-Enrollment</b></p> <p style="text-align: center; color: #800080;"><b>Step 1</b></p>	<p style="text-align: center; color: #800080;"><b>What you need to do before you can self-enroll:</b></p> <p style="text-align: center; color: #800080;"><b>Search for classes using Search for Classes or Browse Catalog options and have your class numbers ready for enrolling.</b></p>
<p><b>Adding Classes:</b></p> <p>Logon to MyBGSU and click on the Student Center Card. In the Student Center, click on the Classes &amp; Registration Tile.</p> <p>Click on Add Classes from the Classes &amp; Registration menu.</p> <p>Select the term for which you wish to enroll and click Continue.</p>	
<p>Prepare to add classes to your shopping cart by entering the 5 digit class number and clicking Enter.</p> <p>You can also search for classes by clicking on Search.</p>	
<p>After you click Enter, any additional components associated with the class selected will be displayed. These components will be automatically enrolled when the enrollment process is completed.</p> <p>Click Next to proceed.</p>	

Enrolling Process/Adding a Class

Student Center/Enrollment Process

Course specific information will be displayed on the Enrollment Preferences screen.

If applicable:

Check the box to put yourself on a waitlist if the class is full when you attempt to register.

Enter the permission number provided by academic department.

Update the grading option using the Grading drop-down menu.

Credit hours can be adjusted on this screen for variable credit courses.

Click Next to proceed with putting the course in your shopping cart.

Continue to add courses as needed, set enrollment preferences as needed per course, and then click Proceed to Step 2 of 3 when you are satisfied with your class selections.

Section	Component	Days & Times	Location	Instructor	Start/End Date
1002	Lecture	Monday 8:30AM - 9:25AM	Oscamp Hall 202	Spr	8/21/2020 - 12/15/2020

Review the classes in your shopping cart.

Click Previous to return and remove or add additional courses.

Click Finish Enrolling to process your request.

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 2110-1002 (3.00)	Intro. Financial Accounting	Monday 8:30AM - 12:20PM	Business Administration 114	B. RIVIS	3.00	Open
ACCT 2310-1002 (3.00)	Intermediate Accounting	Monday 7:30PM - 9:20PM	Business Administration 100P	B. RIVIS	3.00	Open
SOC 1010-1002 (3.00)	Sociology	Tu 8:30AM - 9:15AM	Oscamp Hall 210	L. SAMPSON	3.00	Wait List

Enrolling Process/Adding a Class	Student Center/Enrollment Process									
<p><b>View Results</b></p> <p>Classes that were successful enrolled will display a green check mark in the Status column.</p> <p>Classes that are not added will display a red X in the Status Column. The error message will be displayed in the Message column.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> <span style="font-size: 0.8em;">← Student Center</span> <span style="font-size: 0.8em;">Classes &amp; Registrations</span> </div> <div style="display: flex;"> <div style="width: 25%; border-right: 1px solid #ccc; padding-right: 5px;"> <ul style="list-style-type: none"> <li>View My Classes</li> <li>View My Class Schedule</li> <li>Shopping Cart</li> <li>Class Search</li> <li style="background-color: #FFC000; color: white; padding: 2px;">Add Classes</li> <li>Drop Classes</li> <li>Update Classes</li> <li>Browse Course Catalog</li> <li>Schedule Builder</li> <li>View My Books</li> <li>Withdraw From Tests</li> <li>Continuity Enrollment</li> <li>Enrollment Dates</li> </ul> </div> <div style="width: 75%; padding-left: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p style="font-size: 0.8em;">3. View results</p> <p style="font-size: 0.7em;">View the following status report for enrollment confirmations and errors.</p> <p style="font-size: 0.7em;">Fall Semester 2023 ( Graduate ) Bowling Green State University</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <span style="font-size: 0.8em; color: green;">✔ Success: enrolled</span> <span style="font-size: 0.8em; color: red;">✘ Error: unable to add class</span> </div> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <p style="font-size: 0.8em;">Fall Semester 2023 Enrollment Shopping Cart</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.7em;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 20%;">Class</th> <th style="width: 60%;">Message</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>ACCT 3210</td> <td>Success: This class has been added to your schedule.</td> <td style="text-align: center; color: green;">✔</td> </tr> <tr> <td>SOC 1013</td> <td>Review Class 10011 is full. If a seat is available select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.</td> <td style="text-align: center; color: red;">✘</td> </tr> </tbody> </table> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.7em;">My Class Schedule</span> <span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 0.7em;">Add Another Class</span> </div> </div> </div> </div> </div>	Class	Message	Status	ACCT 3210	Success: This class has been added to your schedule.	✔	SOC 1013	Review Class 10011 is full. If a seat is available select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✘
Class	Message	Status								
ACCT 3210	Success: This class has been added to your schedule.	✔								
SOC 1013	Review Class 10011 is full. If a seat is available select Add Another Class to return to step 1. Select the class link, select the wait list option and resubmit your request.	✘								

**Note:** Many FSCI classes have closed enrollment or instructor permission required. If you find that you are unable to enroll yourself in a course, that might be why. To get added to a closed FSCI course, please e-mail Christina Guinsler ([cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu)) for permission.

## 9 ENROLLMENT, PROGRESSION, AND PERFORMANCE POLICY

- The [BGSU Graduate College “Academic Progress, Probation, and Dismissal” policy](#) describes criteria for academic progress, including graduation, in addition to policies for academic probation and dismissal.
- Students are reminded that grades of C and lower make graduate students subject to the provisions of the satisfactory progress policy.
- Students are reminded that the accumulation of grades of incomplete makes graduate students subject to the satisfactory progress policy.
- University policy establishes the criteria for assessing whether master’s degree students are making satisfactory progress toward their degrees. Master’s degree students are required to maintain a cumulative GPA of at least 3.0 / 4.0. The pattern of grades earned by a student also is important. The accumulation of three or more Cs, two or more grades of incomplete, one D, one F, one WF, or one U is a very serious matter and a clear indication that a student is not making acceptable progress toward the degree. If a student is not in good standing at the end of an academic term, the MSFS program must recommend one of three actions to the Graduate College:
  - Grant a probationary period in which the student is to remedy existing academic deficiencies, i.e., place the student on probation. Failure to achieve a GPA of at least 3.0 by the end of the probationary semester (i.e., the second semester) is grounds for dismissal from the program.
  - Continue the student on probation for another academic term. Graduate College policy indicates that full-time students should not remain on probation for more than two semesters.
  - Dismiss the student from the program. Earning a D, F, WF, or U is grounds for dismissal.
- In accordance with the [Graduate College Master’s Degree – General Requirements Policy](#), “If a student does not pass the final oral examination (thesis defense), they may take a second examination four months or more after the date of the first oral examination. Dismissal from the master’s program will result if the second oral examination is failed.”
- Academic honesty is extremely important in the MSFS program. A student found guilty of any form of academic dishonesty may be dismissed from the program. Even a grade penalty in a single course may result in dismissal if it triggers the application of the satisfactory progress policy described above.

- The lock-step nature of the MSFS program and requirements outlined by the Forensic Science Education Programs Accreditation Commission (FEPAC) does not permit students to substitute courses from a second graduate program for required MSFS courses.



## 10 DEGREE COMPLETION

The [Graduate College Master's Degree – General Requirements Policy](#) describes criteria for completion of the Master's degree.

At Bowling Green State University (BGSU), all master's degree programs must include a culminating experience that provides students an opportunity to synthesize knowledge and experiences gained throughout the master's program. The Forensic Science Education Programs Accreditation Commission (FEPAC) further requires that each master's student must complete an independent research or capstone project that contributes to the knowledge base of forensic science and is focused on a forensically relevant topic, preferably of a nature to have practical, real-world impacts on operational forensic laboratories. The research/capstone project shall culminate in a thesis or written report of publishable quality. In addition, FEPAC also requires that each student must present the results of the work orally, in a public forum, before the committee. While the student will present the results of their work orally, in a public forum, before the committee, the defense is closed to spectators. The committee may allow for streaming of student's final presentation to a virtual audience; however, the student is ***required*** to attend the defense live/in-person before their committee, not virtually. While notes are acceptable for the presentation of the student's research, the defense is an oral examination to determine whether the student has obtained mastery of the topic, and as such, must be completed without the use of notes, reference materials, or a computer.

### **Prerequisites & Registration:**

MSFS students must register for and successfully complete the Research Proposal Writing course (FSCI 6790) at least the semester prior to registering for Thesis Research (FSCI 6990). Students must complete and submit the signed "Thesis Topic Approval Form" prior to registering for FSCI 6990. Furthermore, students must register for no fewer than three and no more than six credit hours total of thesis research (FSCI 6990) as part of their degree program. Once students begin their thesis research by registering for FSCI 6990, they must continue to register for FSCI 6990 every semester until graduation. Generally, all MSFS students will complete *at least three semesters* of FSCI 6990: two semesters when the bulk of their research is taking place and at least one semester for thesis preparation and defense.

Please note the following are excerpts from the [Graduate College Policies](#), which detail the requirements for committee formation and the thesis topic approval:

"You and your department's graduate coordinator should work together to select an advisor (also called "major professor") and a thesis or dissertation committee... The minimum size for a thesis committee is two (the advisor and one additional member), and for a dissertation committee, four (the advisor, two additional members, and the outside graduate faculty member). Although there is no maximum committee size, keep in mind that large committees are cumbersome and may make it more difficult to complete the process."

*(Please note, the requirement for the MSFS program is ***three*** committee members.)*

Topic Approval (Master's Thesis):

1. Identify your thesis advisor and the other members of your committee.
2. Decide on a topic through discussions with your advisor and committee members.
3. Secure departmental approval of the topic, according to the department's procedures.
4. Secure Graduate College approval of the topic and committee membership by submitting the Topic Approval Form with signatures of your committee members and departmental graduate coordinator.

**\*\*The Topic Approval Form describing the selected topic must be signed by your advisor, all committee members, the departmental Graduate Coordinator, and the Dean of the Graduate College.\*\***

**\*\*Master's students must have a minimum grade point average of 3.0 at the time of topic approval. \*\***

Students wishing to complete a library-based thesis research option may do so. However, all students should consult their advisor regarding their degree completion plans prior to enrollment in FSCI 6790.

Students who do not successfully complete or pass the Research Proposal Writing course (FSCI 6790), don't meet the university's minimum GPA requirements for the submission of the Topic Approval Form (i.e. students must have a minimum 3.0 GPA in order to submit the topic approval form), or whose committee members do not endorse or recommend that they proceed with the research proposal submitted for FSCI 6790, may be required to complete remediation through enrollment in FSCI 6820. The student's committee will set requirements for mitigation as part of FSCI 6820, which may include re-writing and/or re-defending the research proposal.

***Note: Attendance and participation in weekly Research Group Meetings (typically scheduled for Friday afternoons) is required for all MSFS graduate students during the time that they are enrolled in FSCI 6990.*** Students may be doing full thesis research, laboratory or other projects, or writing a paper, but all of us need to be informed of what's going on in the lab space, deadlines, complications, and issues. We will also use this time for you to practice your oral communication skills by discussing/presenting on your progress and/or brainstorm troubleshooting ideas in a seminar format.

### **10.1 Thesis Committee and University Forms:**

To obtain topic approval for a master's thesis at BGSU, a student must prepare and present a written proposal outlining a plan for conducting original research in the field, following standards within the student's program, and have an approved "Thesis Topic Approval Form" on file in the Graduate College.

Each student is required to have a committee of at least three individuals who are responsible for mentoring the project. All three members of the student's committee shall have forensic science experience. One member of the student's research committee must be a full-time

faculty member of the program. The other two members can include full- or part-time faculty, forensic practitioners, and others with specialized knowledge. At least one member of the committee shall be external to the department sponsoring the research. Committee members must be granted Graduate Faculty Status through BGSU. In order to obtain Graduate Faculty Status, generally, non-BGSU faculty must minimally possess a master's degree or be similarly qualified through "Tested Experience". Students will select their committee members as part of the Research Proposal Writing course (FSCI 6790), prior to their proposal defense.

Students who successfully defend their research proposal will be directed to seek approval to register for FSCI 6990 from their research advisor and to complete and submit the "Thesis Topic Approval Form", which can be found on the Graduate College website, under Documents and Forms: <https://www.bgsu.edu/graduate/documents-and-forms.html>.

## 10.2 External Representatives on Thesis Committees

Often, students will request that a non-BGSU affiliated person serve on their thesis committee. This could be for a number of reasons, including:

- a. By request/requirement of the department/school
- b. Expertise of a faculty member at another institution
- c. Expertise of a professional in a field outside of the university.

### Instructions on gaining necessary access/approvals:

1. The first step will be requesting Graduate Faculty Status (GFS) for the external representative.
  - a. This step will be initiated by the chair of the department/school director. They will begin the form to request GFS.
    - i. To find the form, go to <https://www.bgsu.edu/graduate/documents-and-forms.html>, and scroll down to "Graduate Faculty Status Forms." Utilize the "Adjunct Courtesy Appointment" form.
    - ii. The chair/school director will initiate the form, and they must know the external rep's name and email address. The form will be routed to the nominee (external rep), and they will need to upload a current CV. After that, the form is routed to:
      1. Chair of department or school director
      2. Dean of the line college
      3. Dean (or Dean designate) of the Graduate College.
2. If Graduate Faculty Status is granted by the Graduate College, a member of the Grad College support staff will initiate the process with Human Resources to get a BGSU ID generated for the external rep.
  - a. Graduate College support staff will contact the external rep via email (or phone, if preferred) to gather information such as address, phone number, and date of birth.
  - b. Graduate College support staff will prepare and submit the necessary paperwork for Human Resources.
  - c. Finally, the external rep must call Human Resources (419-372-8421) to provide them with their social security number. This helps Human Resources to verify

their identity. After this step occurs, Human Resources will generate a unique BGSU ID for the individual.

3. After a BGSU ID is given, the external rep can set up their BGSU user name and password.
  - a. If assistance is needed, the external rep can call or chat with BGSU ITS department.
4. After the external rep has set up this user name and password, they are able to utilize the AdobeSign eform system, which is linked to our BGSU identification system.
  - a. If an external rep needs to sign a form in AdobeSign, an email will be generated to their BGSU email.

## 11 THESIS

The Master's Thesis should be prepared according to the [BGSU Graduate College Thesis/Dissertation Handbook](#). The BGSU Graduate College Thesis and Dissertation Handbook provides information on Graduate College requirements pertaining to thesis and dissertation manuscript style and format, as well as submission of the manuscript to the Graduate College via OhioLINK ETD. *All MSFS students are required to submit the final electronic version of their thesis to both OhioLINK and the MSFS office.* Bowling Green State University master's theses and doctoral dissertations are directly available through the OhioLINK ETD database. Theses and dissertations reflect on their authors, on the faculty who oversee the work, and on BGSU's programs of study. It is imperative, therefore, for both the scholarship that goes into your thesis or dissertation and its final presentation to be of the highest quality. It is the student's responsibility to ensure that their manuscript is submitted electronically to the Graduate College via the OhioLINK ETD database and is well-written, conforms to the requirements of the University and department, and is free from spelling, grammatical, and typographical errors.

The BGSU Graduate College Thesis/Dissertation Handbook is designed to be used in conjunction with a professional writing style manual. The MSFS program has selected the [American Chemical Society \(ACS\) Style Guide](#) as the chosen reference. The thesis or dissertation must conform strictly to the specifications of the BGSU Graduate College Thesis and Dissertation Handbook and the style manual selected. In instances where the Handbook and the style manual differ, students must follow the BGSU Graduate College Thesis and Dissertation Handbook regarding matters of format (required preliminary pages, margins, etc.) and the ACS Style Guide regarding matters of style (grammar, table formatting, references/bibliography/works cited, and footnotes/endnotes, etc.). Graduate College requirements and style manuals change over time, students and faculty should *not* refer to earlier theses or dissertations as guides to style and format. However, the MSFS program retains a repository of MSFS student theses in the Center for the Future of Forensic Science office that are available for review.

Please note, the Graduate College requires students to use approved [templates](#) for theses and dissertations.

The Graduate College sponsors numerous thesis writing and formatting workshops. The scheduling of those workshops can be found at: <https://www.bgsu.edu/graduate/thesis-and-dissertations/Workshops.html>.

### Required Forms:

A "[Thesis Defense and Manuscript Approval](#)" form, inclusive of all required signatures, must be received in the Graduate College by the [published deadline](#). According to the directions on the BGSU Graduate College Forms website, Master's students should use the "Defense and Manuscript Approval Form – Thesis" to document the results of their thesis defense. *The student should initiate the form just before the defense.*

*Note: The MSFS program has written guidelines (i.e. a rubric) for the format of the thesis and for the evaluation of the oral presentation. The scores students earn on these evaluations are meant to reflect the quality of work and ensure that a minimum standard for mastery of the topic is being maintained. Evaluation scores do not signify completion of degree requirements, meaning that even if the student earns the required scores on the written thesis to achieve a “Satisfactory” ranking for the course, committee member(s) should withhold their signature(s) from the “Thesis Defense and Manuscript Approval” form until all requested revisions to the manuscript are completed by the student and approved by the committee member.*

*Students who do not meet deadlines for submission of the manuscript to OhioLink and Graduate College forms will not officially graduate at the end of the semester. In accordance with the [Graduate College Graduation Application and Minimum Registration Policy](#), as long as all submission requirements are met by 5:00 pm on the first day of classes for the following semester, the student does not have to register for another semester of FSCI 6990. However, the student will not technically graduate from the MSFS program until the end of the following semester.*

*In order to meet the “5:00 pm first day of classes” deadline and allow sufficient time for upload to OhioLINK, review by the library, and approval by the Graduate College, students should have all revisions to their manuscript approved and their “Thesis Defense and Manuscript Approval” Form signed by all committee members at least seven days prior to that deadline.*

### **Submitting your manuscript to OhioLINK:**

Once your manuscript has been defended, approved by your thesis or dissertation committee (signified by the completion of the “Thesis Defense and Manuscript Approval” Form), and converted to a PDF document, you are ready to upload it to OhioLINK ETD. Please use caution when completing the abstract section on the OhioLINK ETD database. You may need to replace special characters or formatting before you copy and paste your abstract information. **Be sure to carefully read the instructions during the submission process.**

### **Approval of your ETD:**

Once the file has been uploaded to OhioLINK ETD, and the ETD Approval/Submission Form has been received in the Office of Registration and Records, the ETD Coordinator will review the PDF document. If any problems are discovered with your ETD or PDF document, you will be contacted as soon as possible to resolve any issues before approval and final publication is granted. Upon final publication, your electronically submitted thesis or dissertation will become immediately available for download from the OhioLINK ETD web site. The review process may take a few weeks after you have submitted your document to the OhioLINK ETD database. **Once the document has been approved for publication to OhioLINK, changes and modifications to the manuscript cannot be made.**

### **Deadlines:**

In the student’s final semester prior to graduation, the research/capstone project shall culminate in submission of a thesis or written report of publishable quality and a presentation of the

results of their work orally, in a public forum, before their committee. Students must submit the final draft of their thesis to their advisor/committee chair by the date specified below. Deadlines pertaining to the written thesis and presentation/defense, as specified below in this handbook, will be strictly adhered to. **Missing any deadline will result in the student's progress toward graduation being delayed until at least the next semester.**

### 11.1 MSFS Program Checklist & Thesis Completion Timeline

1. Selection of advisor, formation of thesis committee (advisor plus two additional members), and completion of the Research Proposal Writing course (FSCI 6790) should take place **by the end of the second semester of enrollment.**
  - *Note: for Accelerated MSFS students, this should take place by the end of the **first semester** of enrollment in the graduate program.*
  
2. Students will submit the “Thesis Topic Approval Form” upon completion of the Research Proposal Writing course (FSCI 6790).
  - *Note: This form is due to the Graduate College no later than the last day of classes the **semester prior** to when the student intends to graduate but should also be completed and before the student registers for FSCI 6990.*
  
3. Students must register for no fewer than three and no more than six credit hours total of thesis research (FSCI 6990) as part of their degree program. Once students begin their thesis research by registering for FSCI 6990, they must continue to register for FSCI 6990 every semester until graduation. Students must pass FSCI 6790, submit their Thesis Topic Approval Form, and have approval from their research advisor before registering for FSCI 6990.
  - *Note: Generally, all MSFS students will complete **at least three semesters** of FSCI 6990: two semesters when the bulk of their research is taking place and at least one semester for thesis preparation and defense.*
  - *Note: Attendance and participation in weekly Research Group Meetings (typically scheduled for Friday afternoons) is **required** for all MSFS graduate students during the time that they are enrolled in FSCI 6990.*
  
4. Candidate applies for graduation.
  - *Note: The application for graduation is typically due ~3 months prior to graduation.*
  - *Note: Per the [Graduate College Thesis/Dissertation Policy](#), a **preliminary draft of the completed thesis** (defined as a manuscript that answers the stated problem) should be submitted to the thesis committee **by the time a student files the application for graduation**. The final draft of the thesis (defined as the thesis manuscript with content embodying all corrections requested by the committee) should be submitted to the thesis committee*



*sufficiently prior to the date set for the final examination to allow for a rigorous and careful reading of the manuscript by the committee.*

5. Prepare thesis (or research document) for submission to committee and electronic submission to OhioLINK and MSFS program office according to the [BGSU Graduate College Thesis/Dissertation Handbook](#) and [American Chemical Society \(ACS\) Style Guide](#).
6. Students must submit a **draft of their thesis introduction** chapter to their Committee Chair for review **by the first day of the semester, the semester prior to their defense**, i.e. the semester in which they are completing their laboratory research.
7. Students must submit a **draft of their thesis methods** chapter to their Committee Chair for review **by midterms of the semester prior to their defense**, i.e. the semester in which they are completing their laboratory research.
8. Students must have **all laboratory, physical, or other research and data analysis** completed and submit a **draft of their thesis results, discussion, and conclusion** chapter(s) to their Committee Chair for review **by the end of the semester, the semester prior to their defense**, i.e. the semester in which they are completing their laboratory research.
  - *Note: For graduation during Fall, this deadline is the Thursday of the final week of Summer classes.*
  - *Note: For graduation during Spring, this deadline is the last day classes (not finals week) for Fall classes.*
  - *Note: For graduation during Summer, this deadline is the end of the week **prior** to the last day of classes/two weeks prior to the last day of finals week for Spring classes.*
9. Students submit a complete preliminary draft (defined as a manuscript that answers the stated problem) of the thesis manuscript to their Committee Chair for review by the **end of the 1<sup>st</sup> week of the semester in which they plan to defend** or **approximately 2 months** prior to their scheduled defense.
10. Students submit a revised preliminary draft of the completed thesis to the full thesis Committee **by the time a student files the application for graduation** or **~ 5-6 weeks** prior to their scheduled defense.
11. The student, in consultation with the guidance Committee, will have **approximately 1 month** to revise the thesis manuscript and furnish each member of the thesis Committee with a copy of the revised **final draft** (defined as the full thesis manuscript with content embodying all corrections requested by the committee) of the thesis manuscript for review, grading, and defense scheduling.
  - *Note: Submission of the revised final draft to the Committee triggers a timeline in which the Committee has **~1-2 weeks** (depending on the*



semester) to review and grade the final manuscript. During this time period, the Chair will convene the Committee without the student present; during this meeting, the Committee will determine defensibility and the grade for the thesis manuscript, decide on further revisions (as necessary), and set a defense date (as applicable). The Chair will then be responsible for relaying the defense decision and date (as applicable) to the student as well as notifying the student of the need for further revisions to the manuscript (if necessary).

- *Note: If the advisor/committee determines that the “final draft” of the manuscript is not yet defensible, additional revisions will be requested and the student will not defend/graduate that semester. The student may still receive a “Satisfactory” grade in FSCI 6990 for the semester. Students who do not meet deadlines for submission of the manuscript to OhioLink and Graduate College forms cannot officially graduate at the end of the semester. In accordance with the [Graduate College Graduation Application and Minimum Registration Policy](#), as long as all submission requirements are met by 5:00 pm on the first day of classes for the following semester, the student does not have to register for another semester of FSCI 6990. However, the student will not technically graduate from the MSFS program until the end of the following semester. In order to meet the 5:00 pm First Day of Class deadline and allow sufficient time for upload to OhioLINK, review by the library, and approval by the Graduate College, students should successfully defend, have all revisions to their manuscript approved and their “Thesis Defense and Manuscript Approval” Form signed by all committee members at least seven days prior to that deadline. If the 5:00 pm First Day of Class deadline is not met, the student will need to register for another semester of FSCI 6990 in order to complete the thesis manuscript and defense requirements.*

12. Schedule department seminar to present research. Students should minimally allow 90-minutes for the presentation, audience questions, and defense to their committee. Seminars are public and must be advertised so anyone who wishes may attend. Once you have your date, you must send your information to Christina Guinsler ([cguinsl@bgsu.edu](mailto:cguinsl@bgsu.edu)), include your name, main advisor’s name, title of your thesis, date and time of your defense, and zoom meeting ID and passcode (if applicable). Christina will then compile this information into an announcement that will be shared with all FSCI grad students and Forensic Science faculty, as well as the Chemistry and Biology departments. **Notification of the seminar must be made to the Graduate College by the Wednesday (at 5:00 pm) before the Friday prior to the defense date.**

- *Note: In accordance with the [Graduate College Master’s Degree – General Requirements Policy](#), “Unless there are intellectual property issues involved, the program is required to publicize the date, time, and location of the final oral defense to the campus community two weeks before the final oral examination is to be held.”*

13. Complete the “Thesis/Dissertation Defense and Manuscript Approval Form”. Students should **plan to defend a *minimum* of 1 week prior to this deadline** to allow for revisions/approvals. **This form is typically due to the Graduate College ~2 weeks prior to the deadline for thesis submission to OhioLINK.**

- *Note: A “[Thesis Defense and Manuscript Approval](#)” form, inclusive of all required signatures, must be received in the Graduate College by the [published deadline](#). According to the directions on the BGSU Graduate College Forms website, Master's students should use the “Defense and Manuscript Approval Form – Thesis” to document the results of their thesis defense. The student should initiate the form **just before** the defense.*

14. Student uploads thesis to OhioLINK and submits the final version electronically to the MSFS program office. **The deadline for submission to OhioLINK is typically ~1 month prior to graduation.**

Academic Year specific deadlines can be found on the Graduate College website (<https://www.bgsu.edu/graduate/graduation/degree-candidates-deadlines.html>). However, these dates generally fall around the same time every year. See the timelines below for MSFS program deadlines of when steps of the thesis/research process need to be completed for the 24-25 and 25-26 Academic year:

## Fall 2024 Graduation

<i>Last Day Previous <u>Spring</u> Semester</i>	Thesis Topic Approval Form Due
<i>Monday, May 13, 2024</i>	<b><i>Draft of Introduction</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Saturday, July 15<sup>th</sup>, 2024</i>	Graduation Application Available
<i>Friday, June 21<sup>st</sup>, 2024</i>	<b><i>Draft of Methods</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Thursday, August 1<sup>st</sup>, 2024</i>	Research Complete including Data Analysis and <b><i>Draft of Results, Discussion, &amp; Conclusion</i></b> Chapter(s) Due to Committee Chair
<i>Friday, August 9<sup>th</sup>, 2024</i>	Last Day for Committee Chair to Return Drafts to Student for Revisions
<i>Friday, August 23<sup>rd</sup>, 2024</i>	Last Day to Submit <b><i>Full Preliminary Draft</i></b> of Thesis to Committee Chair for Review
<i>Friday, September 6<sup>th</sup>, 2024</i>	Last Day for Committee Chair to Return Preliminary Draft to Student for Revisions & <b><i>Receive Approval to Submit to Committee</i></b>
<i>Friday, September 13<sup>th</sup>, 2024</i>	Last Day to Submit <b><i>Revised Preliminary Draft</i></b> of Thesis to Committee for Review
<i>Friday, September 20<sup>th</sup>, 2024</i>	Graduation Application Deadline
<i>Friday, September 27<sup>th</sup>, 2024</i>	Last Day for Committee to Return Preliminary Draft of Thesis to Student for Revisions
<i>Friday, October 4<sup>th</sup>, 2024</i>	Last Day to Submit <b><i>Final Draft</i></b> of Thesis to Committee for Approval to Defend
<i>Wednesday, October 16<sup>th</sup>, 2024</i>	Deadline for Committee to Review, Grade, and Suggest Additional Revisions of Manuscript. <b><i>**By this date, the Committee should have met to determine defensibility, set the defense date, and notified the student of their findings. <u>Last Day</u> to notify the FSCI Office of the scheduled defense is the Wednesday (at 5:00 pm) before the Friday prior to the defense date.**</i></b>
<i>Friday, November 1<sup>st</sup>, 2024</i>	Last Day to Defend Thesis
<i>Friday, November 8<sup>th</sup>, 2024</i>	Last Day to Submit Completed <b><i>Thesis Defense and Manuscript Approval Form</i></b> to the Graduate College
<i>Friday, November 15<sup>th</sup>, 2024</i>	OhioLink upload of approved, final copy of thesis due
<i>Friday, December 6<sup>th</sup>, 2024</i>	Last day to submit final copy of thesis to FSCI Office; Data is backed-up, lab notebook is complete, samples and supplies are cleaned out/stored appropriately
<i>Saturday, December 14<sup>th</sup>, 2024</i>	Commencement

## Spring 2025 Graduation

<i>Last Day Previous <u>Summer</u> Semester</i>	Thesis Topic Approval Form Due
<i>Monday, August 26<sup>th</sup>, 2024</i>	<b><i>Draft of Introduction</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Friday, October 4<sup>th</sup>, 2024</i>	<b><i>Draft of Methods</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Friday, October 15<sup>th</sup>, 2024</i>	Graduation Application Available
<i>Friday, December 6<sup>th</sup>, 2024</i>	Research Complete including Data Analysis and <b><i>Draft of Results, Discussion, &amp; Conclusion</i></b> Chapter(s) Due to Committee Chair
<i>Friday, December 20<sup>th</sup>, 2024</i>	Last Day for Committee Chair to Return Drafts to Student for Revisions
<i>Friday, January 10<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Full Preliminary Draft</i></b> of Thesis to Committee Chair for Review
<i>Friday, January 24<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Preliminary Draft to Student for Revisions & <b><i>Receive Approval to Submit to Committee</i></b>
<i>Friday, January 31<sup>st</sup>, 2025</i>	Last Day to Submit <b><i>Revised Preliminary Draft</i></b> of Thesis to Committee for Review
<i>Friday, February 7<sup>th</sup>, 2025</i>	Graduation Application Deadline
<i>Friday, February 14<sup>th</sup>, 2025</i>	Last Day for Committee to Return Preliminary Draft of Thesis to Student for Revisions
<i>Friday, February 28<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Final Draft</i></b> of Thesis to Committee for Approval to Defend
<i>Wednesday, March 12<sup>th</sup>, 2025</i>	Deadline for Committee to Review, Grade, and Suggest Additional Revisions of Manuscript. **By this date, the Committee should have met to determine defensibility, set the defense date, and notified the student of their findings. <u>Last Day</u> to notify the FSCI Office of the scheduled defense is the Wednesday (at 5:00 pm) before the Friday prior to the defense date.**
<i>Friday, March 28<sup>th</sup>, 2025</i>	Last Day to Defend Thesis
<i>Friday, April 4<sup>th</sup>, 2025</i>	Last Day to Submit Completed <b><i>Thesis Defense and Manuscript Approval Form</i></b> to the Graduate College
<i>Friday, April 11<sup>th</sup>, 2025</i>	OhioLink upload of approved, final copy of thesis due
<i>Friday, April 25<sup>th</sup>, 2025</i>	Last day to submit final copy of thesis to FSCI Office; Data is backed-up, lab notebook is complete, samples and supplies are cleaned out/stored appropriately
<i>Saturday, May 3<sup>rd</sup>, 2025</i>	Commencement

## Summer 2025 Graduation

<i>Last Day Previous <u>Fall</u> Semester</i>	Thesis Topic Approval Form Due
<i>Monday, January 13<sup>th</sup>, 2025</i>	<b><i>Draft of Introduction</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Friday, February 28<sup>th</sup>, 2025</i>	<b><i>Draft of Methods</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Saturday, March 15<sup>th</sup>, 2025</i>	Graduation Application Available
<i>Friday, April 18<sup>th</sup>, 2025</i>	Research Complete including Data Analysis and <b><i>Draft of Results, Discussion, &amp; Conclusion</i></b> Chapter(s) Due to Committee Chair
<i>Friday, April 25<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Drafts to Student for Revisions
<i>Friday, May 9<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Full Preliminary Draft</i></b> of Thesis to Committee Chair for Review
<i>Friday, May 16<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Preliminary Draft to Student for Revisions & <b><i>Receive Approval to Submit to Committee</i></b>
<i>Friday, May 23<sup>rd</sup>, 2025</i>	Last Day to Submit <b><i>Revised Preliminary Draft</i></b> of Thesis to Committee for Review
<i>Friday, May 30<sup>th</sup>, 2025</i>	Graduation Application Deadline
<i>Friday, June 6<sup>th</sup>, 2025</i>	Last Day for Committee to Return Preliminary Draft of Thesis to Student for Revisions
<i>Friday, June 13<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Final Draft</i></b> of Thesis to Committee for Approval to Defend
<i>Friday, June 20<sup>th</sup>, 2025</i>	Deadline for Committee to Review, Grade, and Suggest Additional Revisions of Manuscript.
	<b><i>**By this date, the Committee should have met to determine defensibility, set the defense date, and notified the student of their findings. <u>Last Day</u> to notify the FSCI Office of the scheduled defense. **</i></b>
<i>Friday, June 27<sup>th</sup>, 2025</i>	Last Day to Defend Thesis
<i>Friday, July 4<sup>th</sup>, 2025*</i>	Last Day to Submit Completed <b><i>Thesis Defense and Manuscript Approval Form</i></b> to the Graduate College
<i>Friday, July 11<sup>th</sup>, 2025</i>	OhioLink upload of approved, final copy of thesis due
<i>Friday, August 1<sup>st</sup>, 2025</i>	Last day to submit final copy of thesis to FSCI Office; Data is backed-up, lab notebook is complete, samples and supplies are cleaned out/stored appropriately
<i>Saturday, August 9<sup>th</sup>, 2025</i>	Commencement

## Fall 2025 Graduation

<i>Last Day Previous <u>Spring</u> Semester</i>	Thesis Topic Approval Form Due
<i>Monday, May 19, 2025</i>	<b><i>Draft of Introduction</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Tuesday, July 15<sup>th</sup>, 2025</i>	Graduation Application Available
<i>Friday, June 27<sup>th</sup>, 2025</i>	<b><i>Draft of Methods</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Thursday, August 7<sup>th</sup>, 2025</i>	Research Complete including Data Analysis and <b><i>Draft of Results, Discussion, &amp; Conclusion</i></b> Chapter(s) Due to Committee Chair
<i>Friday, August 15<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Drafts to Student for Revisions
<i>Friday, August 29<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Full Preliminary Draft</i></b> of Thesis to Committee Chair for Review
<i>Friday, September 12<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Preliminary Draft to Student for Revisions & <b><i>Receive Approval to Submit to Committee</i></b>
<i>Friday, September 19<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Revised Preliminary Draft</i></b> of Thesis to Committee for Review
<i>Friday, September 19<sup>th</sup>, 2025</i>	Graduation Application Deadline
<i>Friday, October 3<sup>rd</sup>, 2025</i>	Last Day for Committee to Return Preliminary Draft of Thesis to Student for Revisions
<i>Friday, October 10<sup>th</sup>, 2025</i>	Last Day to Submit <b><i>Final Draft</i></b> of Thesis to Committee for Approval to Defend
<i>Wednesday, October 22<sup>nd</sup>, 2025</i>	Deadline for Committee to Review, Grade, and Suggest Additional Revisions of Manuscript. **By this date, the Committee should have met to determine defensibility, set the defense date, and notified the student of their findings. <u>Last Day</u> to notify the FSCI Office of the scheduled defense is the Wednesday (at 5:00 pm) before the Friday prior to the defense date.**
<i>Friday, October 31<sup>st</sup>, 2025</i>	Last Day to Defend Thesis
<i>Friday, November 7<sup>th</sup>, 2025</i>	Last Day to Submit Completed <b><i>Thesis Defense and Manuscript Approval Form</i></b> to the Graduate College
<i>Friday, November 14<sup>th</sup>, 2025</i>	OhioLink upload of approved, final copy of thesis due
<i>Friday, December 5<sup>th</sup>, 2025</i>	Last day to submit final copy of thesis to FSCI Office; Data is backed-up, lab notebook is complete, samples and supplies are cleaned out/stored appropriately
<i>Saturday, December 13<sup>th</sup>, 2025</i>	Commencement

## Spring 2026 Graduation

<i>Last Day Previous <u>Summer</u> Semester</i>	Thesis Topic Approval Form Due
<i>Monday, August 25<sup>th</sup>, 2025</i>	<b><i>Draft of Introduction</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Friday, October 10<sup>th</sup>, 2025</i>	<b><i>Draft of Methods</i></b> Chapter of Thesis Manuscript Due to Committee Chair
<i>Wednesday, October 15<sup>th</sup>, 2025</i>	Graduation Application Available
<i>Friday, December 5<sup>th</sup>, 2025</i>	Research Complete including Data Analysis and <b><i>Draft of Results, Discussion, &amp; Conclusion</i></b> Chapter(s) Due to Committee Chair
<i>Friday, December 19<sup>th</sup>, 2025</i>	Last Day for Committee Chair to Return Drafts to Student for Revisions
<i>Friday, January 9<sup>th</sup>, 2026</i>	Last Day to Submit <b><i>Full Preliminary Draft</i></b> of Thesis to Committee Chair for Review
<i>Friday, January 23<sup>rd</sup>, 2026</i>	Last Day for Committee Chair to Return Preliminary Draft to Student for Revisions & <b><i>Receive Approval to Submit to Committee</i></b>
<i>Friday, January 30<sup>th</sup>, 2026</i>	Last Day to Submit <b><i>Revised Preliminary Draft</i></b> of Thesis to Committee for Review
<i>Friday, February 6<sup>th</sup>, 2026</i>	Graduation Application Deadline
<i>Friday, February 13<sup>th</sup>, 2026</i>	Last Day for Committee to Return Preliminary Draft of Thesis to Student for Revisions
<i>Friday, February 27<sup>th</sup>, 2026</i>	Last Day to Submit <b><i>Final Draft</i></b> of Thesis to Committee for Approval to Defend
<i>Wednesday, March 11<sup>th</sup>, 2026</i>	Deadline for Committee to Review, Grade, and Suggest Additional Revisions of Manuscript. **By this date, the Committee should have met to determine defensibility, set the defense date, and notified the student of their findings. <u>Last Day</u> to notify the FSCI Office of the scheduled defense is the Wednesday (at 5:00 pm) before the Friday prior to the defense date.**
<i>Friday, March 20<sup>th</sup>, 2026</i>	Last Day to Defend Thesis
<i>Friday, March 27<sup>th</sup>, 2026</i>	Last Day to Submit Completed <b><i>Thesis Defense and Manuscript Approval Form</i></b> to the Graduate College
<i>Friday, April 3<sup>rd</sup>, 2026</i>	OhioLink upload of approved, final copy of thesis due
<i>Friday, April 24<sup>th</sup>, 2026</i>	Last day to submit final copy of thesis to FSCI Office; Data is backed-up, lab notebook is complete, samples and supplies are cleaned out/stored appropriately
<i>Saturday, May 2<sup>nd</sup>, 2026</i>	Commencement

## 12 ACADEMIC CALENDARS

The BGSU Office of Academic and Student Affairs create academic calendars. The MSFS program recognizes the academic calendar is an essential instruction-planning tool. Current, as well as past and future academic calendars are posted on the BGSU website [Academic Calendars \(bgsu.edu\)](#).

MSFS students are encouraged to consult the academic calendar to identify semester/session start and end dates, holidays, breaks, final exam weeks, commencement and other campus-wide scheduled events.

## 13 BGSU CATALOG

The BGSU Office of Registration and Records maintains an electronic Catalog as a guide to the programs, policies, and courses that are part of graduate student life at BGSU. The Catalog informs students of opportunities and requirements at several levels to guarantee they take advantage of all that BGSU has to offer and make steady progress toward their academic goals. MSFS students are encouraged to review the breadth of information available and utilize this valuable resource. The Catalog is available at [Graduate Catalogs and Policies \(bgsu.edu\)](#).

## 14 GRADING POLICY

The MSFS degree program follows grading policies specified by the Graduate College in the Graduate College Policies: [Graduate College Policies \(bgsu.edu\)](#)

## 15 ACADEMIC HONESTY

The rules of academic honesty set forth by Bowling Green State University in the [BGSU Academic Honesty Policy](#) and will be ***strictly enforced. Dishonesty in any form will not be tolerated.*** Please be aware that academic dishonesty includes (but is not limited to) ***cheating, plagiarism, and collusion.*** Plagiarism is defined as representing as one's own in any academic exercise the words or ideas of another, ***including but not limited to, quoting or paraphrasing without proper citation.*** For a first offense, the course professor is normally allowed to establish the punishment for cheating or plagiarizing in a course. For a second offense, jurisdiction lies with the College office, but dismissal is encouraged. Cheating or plagiarizing in the scientific research arena will result in dismissal from our graduate program. Clearly, unethical academic or scientific behaviors will have a negative impact on a developing career. Formal letters detailing the cheating, or plagiarism are kept in the student's file and are available to potential employers, as well as journal editors.

BGSU is a community of scholars. As members of this community, we each have the individual and collective responsibility to conduct our personal lives in the context of mutual regard for the rights, property and privileges of others.



In addition, to the above policies, the **Student Code of Academic Conduct** and the **Student Code of Conduct** can both be found at: <https://www.bgsu.edu/student-handbook/code-of-conduct.html>. These Codes create a set of expectations for student conduct, ensure a fair process for determining responsibility when student behavior may have deviated from those expectations and provide appropriate sanctions when a student and/or student organization has violated the Code(s).

## 16 GRIEVANCES

### 16.1 Student Complaint Procedure

The following describes the BGSU Forensic Science program procedure for handling student complaints. The procedure describes the mechanisms by which students are informed of their right to file a complaint; identify the institutional processes for filing such a complaint; as well as program requirements for the maintenance of records pursuant to complaints and resolutions.

### 16.2 Student Rights Notification

Forensic Science program students are notified of their right to lodge a complaint via provision of this document and detailed discussion in a new cohort welcoming event.

### 16.3 Complaint Process

If a student wishes to lodge a formal complaint against a member of the faculty or staff of the BGSU Forensic Science programs, the following procedure applies:

1. As circumstances permit, students should meet directly with the instructor or staff member to discuss the issue and seek resolution.
2. If direct meeting is not advisable or does not resolve the issue, the student should make an appointment with the Program Director for a confidential discussion of the complaint. The Program Director will seek to resolve the issue.
3. If there is no resolution at Step 2, the student will be referred to institutional student complaint procedures as specified by the Division of Student Affairs in the BGSU Student Handbook (<https://www.bgsu.edu/student-handbook.html>) or other applicable process as might be defined by the department, college or university.
4. If the complaint is against the Program Director and Step 1 of this procedure is unadvised, the student should move directly to the procedure described in the BGSU Student Handbook.
5. If the complaint is not resolved through the process specified above, students have the further right to contact the Forensic Science Education Programs Accreditation Commission (FEPAC).
6. Students are advised to consult the FEPAC Policy and Procedures Manual (Section 4.2) for procedural details. The FEPAC Policy and Procedures Manual and associated contact information may be found at <https://www.aafs.org/FEPAC>.

#### **16.4 Complaint Record**

Record of student complaints lodged against the program are maintained under authority of the Program Director in accordance with FEPAC retention requirements. Individual complaint records include, at minimum:

- Submitted written complaint or summation of the student issue
- Decisions at each step of the complaint process
- Complaint resolution or active status information